

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, JUNE 14, 2023

4:30 P.M.

**FORMER REGIONAL PLANNING COMMISSION OFFICE
124 NORTH PROSPECT STREET
RAVENNA**

I. **CALL TO ORDER**

II. ***APPROVAL OF MAY 10, 2023 MEETING MINUTES**

III. **SUBDIVISIONS**

- *1. Replat of Sublots 304 – 309 and 311 – 330 in the *“Lake Brady Allotment, Leonard Subdivision”* on Cox and Edmund and Iraquois Drive, Lot 35 in Franklin Township, Cochran’s Remodeling & Construction, LLC., applicant

IV. **ZONING**

- *1. Palmyra Township Rezoning From Residential to Commercial Tallmadge Road, Lee Liska, applicant.

V. **EXECUTIVE COMMITTEE**

A. **WORK PROGRAM**

- 1. May 2023 Work Program Report
- 2. May 2023 CDBG Report

B. **FINANCE**

- *1. May 2023 Financial Statements
- *2. 2023 Appropriation Adjustment Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 23-05)

**Needs Action*

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

Next Meeting – Wednesday, July 12, 2023 – Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

VIII. ADJOURNMENT

**Minutes
Portage County Regional Planning Commission
May 10, 2023**

Portage County Regional Planning Commission dated May 10, 2023 at 4:30 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Lauren Coffman	Garrettsville Vill., Rick Patric
Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	Randolph Twp., Sue White
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Suffield Twp., David Vartenak
Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge	
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford
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Public Present:

J. Gadd	T. Weise	K. Slocum	G. Slocum
P. Long	M. Graham		

Members Absent:

Franklin Twp., Joe Cicozzi	Freedom, Charlene Walker	Hiram Vill., Keith Holmes
Mantua Twp., Susan Lilley	Rootstown Twp., Joe Paulus	Windham Twp., Rich Gano
Shalersville Twp., Ron Kotkowski	Windham Vill., Nick Bellas	County Engineer, Larry Jenkins
Soil & Water, Anthony Lerch	PARTA, Amy Proseus	P.C. Commissioner, Mike Tinlin
Portage Park District, Allan Orashan		
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:30 p.m.

APPROVAL OF April 12, 2023, MEETING MINUTES

The April 12, 2023 minutes were presented. S. Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by T. Meyer. Motion carried with 14 Yeas and 1 Abstention (A. Orashan).

SUBDIVISIONS

Replat of Sublots 4, 5, 6 and Block 6A in the "Glass Allotment Subdivision No. 1" on Tallmadge Road, Lot 35 in Brimfield Township, Jarrett Fleet Services, applicant – Report presented by Gail Gifford

The applicant owns a single business which spans five lots and wishes to consolidate them into one lot.

The Replat is on the northeast corner of the I-76/Tallmadge Road/Mogadore Road interchange right-of-way in the Glass Allotment Subdivision No. 1 in Brimfield Township.

Public water and sewer is available at the site. A 30-foot sanitary sewer easement runs north to south through the site.

According to the National Wetland inventory there appear to be no wetlands on or adjacent to the site.

The FEMA Flood Insurance Rate Map shows a minimal chance of flooding.

The Replat is a non-conforming use under the G-C Zoning District; however, the applicant obtained a conditional use permit in November 2022 which is valid through November 2023 converting the non-conforming use. The Township has also initiated a rezoning to Highway Commercial (H-C) on the entire G-C area surrounding the interchange. Once completed, this use will be conforming.

The Replat complies with the Portage County Subdivision Regulations.

Staff recommends approval of the replat as presented. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by T. Green. Motion carried 15 Yeas.

Replat of Sublots 405, 406 and 407 in the "Twin Lakes Park Allotment" on Myrna Avenue, Lot 68 in Franklin Township, John Akamatsu, applicant – Report presented by Gail Gifford

The applicant is combining lots to construct an addition, creating subplot 406-R. There is an existing home on the site.

Public sewers are available to the site through Portage County Water Resources. There is no water service to the site.

According to the National Wetland Inventory there appear to be no wetlands on or adjacent to the site.

The Franklin Township Zoning Inspector has reviewed and approved the replat. Although Sublot 406-R does not meet the minimum lot area required in the R-1 zoning district, the combination will bring the lot more into compliance.

Staff recommends approval of the Replat as presented. A motion was made by S. White to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 15 Yeas.

Replat of Part of Block "A" in the "Hickory Grove Allotment" on State Route 14, Lot 14 in Deerfield Township, Joseph Sanor, applicant – Report presented by Gail Gifford

The applicant is combining lots to build a home. The site has a small garage and driveway off Hickory Grove Road. There is also a small pond on the lot.

There is no sewer or water to the site. The property owner is in the process of replacing the septic system and a septic permit is pending with the Health Department.

According to the National Wetlands Inventory there appear to be no wetlands on or adjacent to the site.

The FEMA Flood Insurance Rate Map shows a minimal chance of flooding.

There is no zoning in Deerfield Township.

The Replat complies with the Portage County Subdivision Regulations.

Staff recommends approval of the replat as presented. A motion was made by A. Orashan to follow staff recommendation. Motion seconded by T. Meyer.

Replat of Lots 26 and 27 in the "Reserves of Breakneck Creek" on Creekview Drive, Lot 2 in Ravenna Township, Anthony and Kelly Hudson, applicant – Report presented by Gail Gifford

The replat is combining lots to construct an accessory building. There is an existing home on the site.

Public sewers are available to the site through Portage County Water Resources. Water is provided by the City of Ravenna.

According to the National Wetlands Inventory there appear to be no wetlands on or adjacent to the site. There is an ephemeral stream which runs behind the lots to Breakneck Creek that are protected by an open space easement.

The FEMA Flood Insurance Rate Map shows a minimal chance of flooding.

The replat complies with the Ravenna Township zoning and has been reviewed by the acting zoning inspector. Although the front setback required by R-M zoning is 35 feet, the replat is consistent with the original Planned Unit Development plat at 30-foot setbacks.

The Replat complies with the Portage County Subdivision Regulations.

Staff recommends approval of the replat as presented. A motion was made by T. Green to follow staff recommendation. Motion seconded by S. White. Motion carried with 16 Yeas.

Replat of Sublots 99 and 100 in the "Baronwood Allotment No. 1" on Ruth Drive, Lot 21 in Rootstown Township, Miles Foster-Davis, applicant – Report presented by Gail Gifford

The applicant is combining lots to construct a fence. There is an existing home on the site.

Public sewer and water are available to the site through Portage County Water Resources. A 30-foot sewer easement runs north and to the south through the property.

According to the National Wetlands Inventory there appear to be no wetlands on or adjacent to the site.

The FEMA Flood Insurance Rate Map shows a minimal chance of flooding.

The replat complies with the Portage County Subdivision Regulations.

The replat complies with Rootstown Township zoning and has been approved by the zoning inspector.

Staff recommends approval of the replat as presented. A motion was made S. Christian-Bennett to follow staff recommendation. Motion seconded T. Green. Motion carried with 16 Yeas.

ZONING

Franklin Township Text Amendment – Report presented by Todd Peetz

Chapter 6, Section 601.01.B.56.N.5.b.1 states the regulations for accessory buildings are “as specified in 405.06”. It was suggested by the zoning inspector to change this section to be titled “Accessory Buildings/Structures” because the BZA was unable to identify this section as it relates to buildings or structures and specifically decks. The Zoning Commission discussed the changes that would be needed in any applicable place that addresses accessory uses, accessory structures, and accessory buildings when they decided to re-define and define these terms in the definitions section. Additionally, they decided to re-title the section as requested as doing so would now match with the refreshed definition section.

Staff recommended the following changes to the definition of “Accessory Use”: “A subordinate use of a building or other structure, the use of which is located on the principal lot and incidental to the use of the principal building or other structure or use of land. PLEASE REFER TO 405.06 FOR ADDITIONAL GUIDANCE. ~~Accessory buildings not over sixteen (16) feet in height may be located in the rear yard provided such buildings do not occupy more than twenty five (25) percent of the required yard depth requirements of the applicable zoning district.~~

Staff recommends approval of the proposed amendment as amended. A motion was made by D. Kemble to follow staff recommendation. Motion seconded A. Orashan. Motion carried with 16 Yeas.

PRESENTATION AND ADOPTION OF THE PORTAGE COUNTY COMPREHENSIVE PLAN

Todd provided a brief presentation of the Portage County Comprehensive Plan. A copy of the plan is available on the County Commissioners and the Regional Planning Commission website.

A motion was made by S. White to accept the Portage County Comprehensive Plan as presented. Motion seconded by R. Patrick. Motion carried with 16 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

April 2023 Work Program Report

Todd presented the April 2023 Work Program Report.

- Franklin Township – Staff met with the Township to discuss a Nature Works Grant for the Township and about CDBG funding available to the Township.
- Freedom Township – Staff is working on a Nature Works Grant for the Township.
- Mantua Township – Staff is working on a Nature Works Grant for the Township.
- Mantua Village – Assisting them with a CDBG project for ADA sidewalk improvements. Staff is looking into a variety of grants to help the Village. Staff resubmitted a pre-application for a Targets of Opportunity grant.
- Ravenna City – Working with the City on their Critical Infrastructure Grant. Staff is working on an MOU for their comprehensive plan. JEDD meeting has started again.
- Windham Village – Working with the Village on their Critical Infrastructure Grant. Also discussed making a minor update to their Comprehensive Plan.
- Quarterly Zoning Inspector's Meeting – A meeting will be held on April 27, 2023 and the next meeting will be held on July 27, 2023 at 6:00 p.m. The meeting location will be in Palmyra Township and the topic is to be determined.

April 2023 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

The engineer is working on the design plans, bid form and the cost estimate.

2021 Critical Infrastructure Grant – Ravenna City

A couple of punch list items are left to be completed and will be completed the week of May 8th.

2021 CDBG Target of Opportunity Program CARES Act (CDBG-CV)

All of the flooring is completed on Graham Avenue. The HVAC has been completed at 1548/1550 Benjamin Court.

2022 Community Development Allocation Grant

Volunteer Park Project

The estimate to complete the project has increased. An application was prepared and submitted to obtain RLF funds through the County.

DMRC ADA Project

Waiting for the updated cost estimate and plans/specifications to be completed.

Fair Housing

There were five requests for assistance received in April.

Public Service – Streetsboro Senior Assistance Program

Eighty-seven (87) applications have been received for the Senior Assistance Program.

To date 58 households have been assisted with lawn mowing.

Clearance Activities – Citywide Demolition Program – City of Streetsboro

Received Release of Funds today.

2022 Residential Public Infrastructure Grant – CHINN Sewer Construction

We have received the Permit to Install from EPA and it is anticipated that that an application will be available in July 2023.

2022 Downtown Revitalization Target of Opportunity Program

The grant application was submitted to OCD on April 28, 2023.

FINANCE

April 2023 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the April 2023 financial statements and recommends acceptance.

S. Christian-Bennett made a motion to approve the April 2023 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 16 Yeas.

DIRECTOR'S REPORT

Planner Position – Todd said the new planner will start June 5, 2023. Todd also mentioned that 3 interns are being interviewed.

OTHER BUSINESS

Next Meeting

T. Peetz announced the next Regional Planning Commission meeting will be held on June 14, 2023 at 4:30 p.m. located at the former Regional Planning Commission, 124 North Prospect Street, Ravenna.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 4:50 p.m. Motion seconded by R. Patrick. Motion carried with 16 Yeas.

Minutes approved at the June 14, 2023, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on May 10, 2023 at: 3:30 p.m.

In Attendance: F. Seman J. Beal S. Nutter J. DiPaola
A. Orashan S. Christian-Bennett

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:37 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room located at 167 E. Main Street, Ravenna. The minutes of April 12, 2023 were presented. J. Beal made a motion to approve the April 12, 2023 minutes as presented, seconded by F. Seman. Motion carried unanimously. Motion carried with 1 abstention (A. Orashan)

WORK PROGRAM as reported by T. Peetz

Planning Administration

A total of 10 subdivision applications were submitted during the month of April 2023 with 6 new lots being created.

Todd gave an overview of the member service activities for the month of April 2023.

Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)

Staff attended the April Board meeting.

Portage County Housing Services Council

Staff attended the March 28th meeting. Meetings are quarterly.

Portage Development Board (PDB)

Staff attended the April 2023 board meeting.

Quarterly Zoning Inspector Meeting

The meeting was held April 27th. The topic was about wind and solar farm requirements. The County Building Officials attended the meeting who discussed a variety of topics. The next meeting is scheduled for July 27th @ 6:00 p.m. Meeting location will be in Palmyra Township with the topic to be determined. S. Bennett stated the Board of Commissioners are asking local officials what they want at this time in relation to wind/solar farms. Shalersville Township was the first community to reach out to have these prohibited in Portage County. J. DiPaola stated Ravenna Township would like to put a moratorium on them until they have regulations in place prohibiting them. S. Bennett stated a resolution/letter would need to be submitted to the Board of Commissioners to prohibit any large use wind/solar farms. Discussion held.



Portage County Storm Water Program

Staff continue to take applications to help homeowners replace failing septic systems. E. Beeman reported on 2 projects currently in the process of being replaced. One in Palmyra Township and the other in Deerfield Township.

Portage County Comprehensive Plan

This plan will guide growth and development while encouraging participation in programs which provide for the physical, social, and economic needs of County residents over the next 30 years. The Portage County Vision plan was presented at the November 9th, 2022 Commission meeting. The Portage County Commissioners approved the 2032 Vision Plan on December 11, 2022. The Plan will be presented to the Portage County Regional Planning Commission board on May 10th for approval then forwarded to the Portage County Commissioners for adoption.

Portage County Water Resources GIS Assistance

Staff will provide GIS mapping assistance to fill out the attribute tables or pre-existing water and sewer lines. Our goal is to provide 80+/- hours per month.

Shalersville Township Land Use Plan

Kick off meeting was held October 13th with the Zoning Commission. A community survey was prepared for review. Existing conditions have been compiled. Online web presence has been prepared. Several community meetings will be held for community participation. Todd stated work needs to be done in relation to the Streetsboro JEDD that Shalersville Township is part of. Postcards with community meetings and survey information were mailed out on January 9, 2023. The first community meeting was held on February 16th, 2023. The second community meeting was held on March 25, 2023. The next public hearing is expected to be held sometime around August/September. Ongoing

Brimfield Township Comprehensive Plan update

Todd reported the 2020 census data for communities will not be available until May 2023. Staff will evaluate the short-term goals and objectives and establish or update them, as necessary. Staff met with the Zoning Commission again on March 9th 2023. The next meeting will be tomorrow May 11th.

Celebrate Portage! We look forward to a bigger and better 2023. The first meeting was held on February 9, 2023. Todd updated everyone on the status of the car show for 2023. Last year there were approximately 4,000 cars and 16,000 people in attendance. Due to the car show success Celebrate Portage will not be sponsoring the car show in 2023. J. Beal asked what Celebrate Portage will sponsor. T. Peetz stated the dinner/awards presentation for outstanding people in Portage County.

Brimfield Township Historic Structures Story Map Project

Held meeting with Brimfield Township to discuss goal setting and options. Preparing a community survey and an outline for potential creation of historical district. Working with



Kelso House and related community members to help support information gathering related to this project. Todd stated we are making progress. Todd reported there is a meeting scheduled with the City of Kent Historical Society to submit a proposal for a historic structures story map. Todd reported a new intern will be starting in May and will be involved in wrapping this project up.

2022 Residential Public Infrastructure Grant

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1st, 2nd, and 3rd Allotments. The service area currently does not have access to public water or sanitary sewer system. The purpose of this project is to construct a new public wastewater collection system that will address water quality violations encountered by the EPA and the PC Health Department in the project service area located in Ravenna Township. A permit to install has finally been secured, therefore a full application will be prepared/submitted to OCD when it becomes available in July 2023.

2021 CDBG Critical Infrastructure Grant (Windham Village)

Portage County was awarded \$452,100 for this project. Grant received; the Commissioners signed the agreement. An environmental review of the project has been completed. Release of funds received. A resolution was passed by the Commissioners to award the contract for engineering services. The contract is in place and notice to proceed has been issued for engineering services. A field survey has been completed. The engineer has started the in-office computer design and is currently placing the existing utility information on the plans. **UPDATE:** The Engineer is working on the design plans, bid form, and is preparing an estimate.

2021 CDBG Critical Infrastructure Grant (Ravenna City)

Received notice on 9/29/21 Portage County was awarded \$253,600 for this project. Grant received; Commissioners have signed the agreement. An environmental review of the project has been completed. The release of funds has been received. The contract is in place and the notice to proceed has been issued. A pre-construction meeting was held. Construction started September 26, 2022. Construction restarted on March 27, 2023. It is anticipated that construction will be completed by the end of May 2023. **UPDATE:** A punch list is being completed and is anticipated to be done by May 8, 2023.

CDBG TARGET OF OPPORTUNITY COVID-19 RESPONSE (CDBG-CV)

Family and Community Services are requesting CDBG-CV funds for two projects.

Permanent Supportive Housing Facility Improvement Project- Request for hard surface flooring and HVAC updates at their Supportive Housing Program. The hard surface flooring will provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide for improved air filtration and purification to better prevent the spread of COVID-19.

Transitional Housing Facility Improvement Project- Request for hard surface flooring and HVAC updates at their Supportive Housing Program, Transitional Housing. Hard surface flooring will



provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide improved air filtration and purification to prevent the spread of COVID-19. Application was funded. Grant agreement has been received and was signed by Commissioners on April 4, 2022. One bid was received. An extension has been requested until July 31, 2023. Contract is signed. Funds have been certified and appropriated. An extension request until June 30, 2023 has been approved. The contract is in place and a notice to proceed has been issued to the contractor. All flooring has been completed at Graham Avenue. The HVAC has been completed at 1548/1550 Benjamin Court.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM (Mantua Village)

Improvements are being proposed to a small block of buildings located on the east side of Main Street, north of Prospect Street within the village. A pre-application was submitted in the amount of \$165,630. OCD determined the project was not eligible for funding and has recommended alternative methods of funding. The maximum grant amount is \$250,000. Applications will require firm participation commitments from business/building owners. A pre-application was submitted. The state has recommended we wait until 2023 to submit a full application due to the number of applications currently under review at OCD. A full application is being prepared and will be submitted when completed and a public hearing is held. **UPDATE:** The grant application was submitted to OCD on April 28, 2023.

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT

Portage County allocation is \$480,000; City of Streetsboro allocation totals \$150,000

The Portage County Commissioners received the following proposals for the 2022 Community Development Allocation Grant:

1. Ravenna Hot Stove League for \$125,000 to pave Volunteer Park Road
Environmental review is complete, funds released February 21, 2023. Awaiting revised cost estimate from the Ravenna City Engineer. **UPDATE:** The estimate to complete the project has increased by \$46,481.75. An application was prepared and submitted to obtain RLF Funds through the City.
2. Freedom Township Historical Society for \$53,900 to comply with ADA requirements. An ADA compliant sidewalk and lift area as well as 2 handicapped accessible parking spaces. Environmental review is complete, funds released February 13, 2023.
3. Coleman Professional Services for \$45,600 to demolish a blighted house at 463/465 Chestnut Street. Environmental review is complete. Request for release of funds will be signed by the Commissioners on March 9, 2023. Request for release of funds was signed and submitted to OCD.
4. Downtown Mantua Revitalization Corporation (DMRC) for \$186,329 to provide ADA accessibility to the fronts of all businesses in the east block of Main Street in downtown



Mantua Village. Environmental review is complete, release of funds released February 21, 2023. Met with DMRC to discuss timeline and information needed to move forward with bidding out the construction. Waiting for the updated cost estimate and plans/specifications to be completed.

The general CDBG Public Hearing was held on April 14, 2022. The Commissioners decided which projects to submit and held a public hearing on June 2, 2022. Grant application was submitted on June 29, 2022. Grant agreement received and signed by Board of Commissioners. Environmental review is completed with funds being released in February 2023. Contract between RPC/Commissioners for administration of the grant is now in place.

2022 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE

The Village of Mantua wastewater collections system consists of approximately 36,065 linear feet of 8-inch to 12-inch vitrified clay pipe (VCP), polyvinyl chloride (PVC) and truss piping. Some water laterals have been found to be tapped improperly, hammer tapped, and without a proper wye connection or grout these connections contribute to the infiltration. Improvements to be completed will be the cleaning and camera of sewer lines, grouting of joints and hammer taps in the system, fixing of cracked pipes, inspection, and possible sealing of failing brick manholes. With the improvements of the inflow in the collection system, this will ultimately send less flow to the Village of Mantua Wastewater Treatment Plant and cost less to treat the Villages wastewater and reduce potential of sanitary sewer overflows into the Cuyahoga River. OCD will start accepting applications beginning July 1, 2023.

RPC GENERAL FUND

April 1, 2023 Cash Balance	\$188,184.01
Receipts:	\$26,348.07
Expenditures:	\$31,423.00
April 30, 2023 Cash Balance	\$183,109.08

B-X-21-2 Ravenna City Critical Infrastructure

April 1, 2022	\$11,384.19
Receipts:	\$ 0.00
Expenditures:	\$ 7,520.12
April 30, 2023 Cash Balance	\$ 3,864.07



B-X-21-1 Windham Village Critical Infrastructure

April 1, 2023	\$556.54
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
April 30, 2023	\$556.54

B-D-21-1CJ-4 Target of Opportunity

April 1, 2023	\$65,897.05
Receipts:	\$ 0.00
Expenditures:	\$65,600.73
April 30, 2023	\$ 296.32

2023 Financial Statements

E. Beeman presented and reviewed the April 2023 financial statements. A motion was made by S. Christian-Bennett to approve the April 2023 financial statements as presented and reviewed and to recommend acceptance to the full Commission, motion seconded by S. Nutter. Motion carried unanimously.

Other Business:

Todd reported he hired a new planner by the name of Nicholas DeHaven who will be starting on June 5, 2023. Todd reported he will be bringing on staff 3 interns to help with projects for Brimfield Township as well as the City of Kent Historical Structures Project.

Todd stated the RPC will begin the preparation of the 2024 budget to be put in place in July 2023.

Todd reported a notice was received today from the City of Ravenna to get the grass mowed at the multi-purpose building. S. Christian-Bennett

There being no further business to come before the Committee a motion was made by J. Beal to adjourn the meeting at 4:28 p.m. seconded by F. Seman. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz

Minutes submitted for approval by Secretary on May 10, 2023

**REPLAT OF SUBLOTS 304-309 AND 311-330
IN LAKE BRADY ALLOTMENT LEONARD SUBDIVISION
IN LOT 35 OF FRANKLIN TOWNSHIP**

Case No: 23-21

Reviewed By: Gail Gifford

Date Received: 5/15/23

Due: 6/15/23

APPLICANT(S): Cochran's Remodeling & Construction, LLC.

REQUESTED ACTION & HISTORY:

The applicant is combining lots to build a house. This area was originally platted in 1925 and has remained vacant since.

LOCATION: Vicinity Map (Exhibit 1)

The replat is north of Leonard Street and east of Lakeview Drive off Cox Avenue in Lake Brady Allotment, Leonard Subdivision in Franklin Township.

SIZE & ZONING: (Exhibit 2)

Site Zoning: The replat is zoned Residential Low Density Brady Lake (R-1B).

	<u>R-1B</u>	<u>304-R</u>
Min. Lot Size	14,250 sq. ft. 0.3271 acres	2.3925 acres
Min. Frontage	80 feet	212 feet
Min. Lot Width	N/A	N/A

Surrounding: East of the site the zoning is R-1 Residential Low Density.

LAND USE: Site: This site is vacant. It is wooded and has a small pond on the northern portion of the site.

Surrounding: West, south, and east of the site are single family homes. North of the site is a wooded area.

UTILITIES: Public sewer is available to the site through Portage County Water Resources. The site is in the Kent Water Service area and there is no central water available.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site according to the Portage County Soil Survey are Chili loam 6 to 12 percent slopes and Sebring silt loam.

- Chili loam, 6 to 12 percent slopes (CnC)- This is a sloping soil found in rolling areas on terraces and kames. Runoff is medium to rapid. Doughtiness limitation during dry

periods of the summer and a hazard of severe erosion are limitations to cultivating crops. Slope is a major limitation for nonfarm uses.

- Sebring silt loam (Sb)- This is a nearly level soil on broad low, level terraces. Slow to ponded runoff and a surface layer susceptible to crusting are characteristic of this soil. Moderately slow permeability, seasonal wetness and a low bearing strength are limitations to nonfarm uses.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there appear to be no wetlands on or adjacent to the site. There is a small pond occupying the northern portion of the site.

Flood Hazard: The FEMA Flood Insurance Rate Map, effective date 2009, shows a minimal chance of flooding.

Woodlands: The woodland on the site has a priority rating of 4 out of 8 in the Portage County Watershed Plan or lower priority.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

	Approval	Conditional Approval	Disapproval	No comment
<i>Chief Building Official:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>County Engineer:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Health Dept. (to accept):</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Soil & Water Conservation Dist.:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Tax Map:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Water Resources Dept. (to accept):</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Franklin Twp Zoning Inspector:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

This replat complies with the Portage County Subdivision Regulations.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

This replat complies with Franklin Township zoning and has been approved by the zoning inspector.

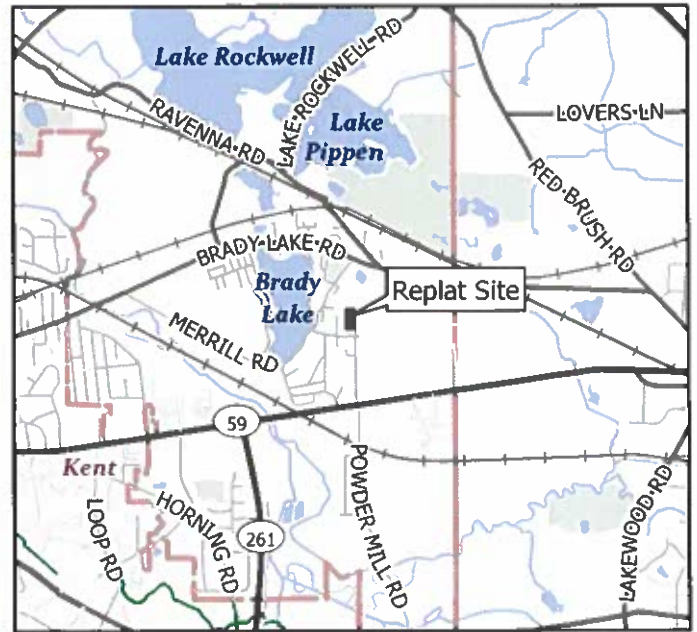
ANALYSIS: This is a vacant wooded site with a pond which is being replatted to build a house. Iraquois Drive and Edmund Avenue are unimproved roads only existing on the plat. Cox Avenue is a gravel road for approximately 212 feet running south to north along the site until terminating. The northern portion of the site is largely occupied by a pond. Construction will take place on the southern portion of this replat which has access to Cox Avenue.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

Lake Brady Allotment Leonard Subdivision Replat of Sublots 304-309 & 311-330

Franklin Township



0 100 200 Feet

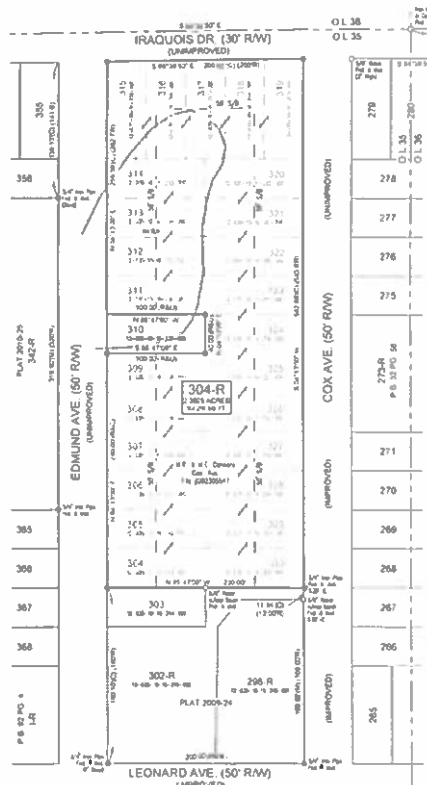
— Railroad
 Township Boundary

Parks
 Water

0 0.5 1 Miles



Exhibit 2 Replat

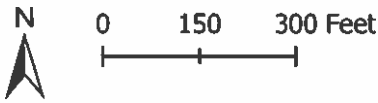
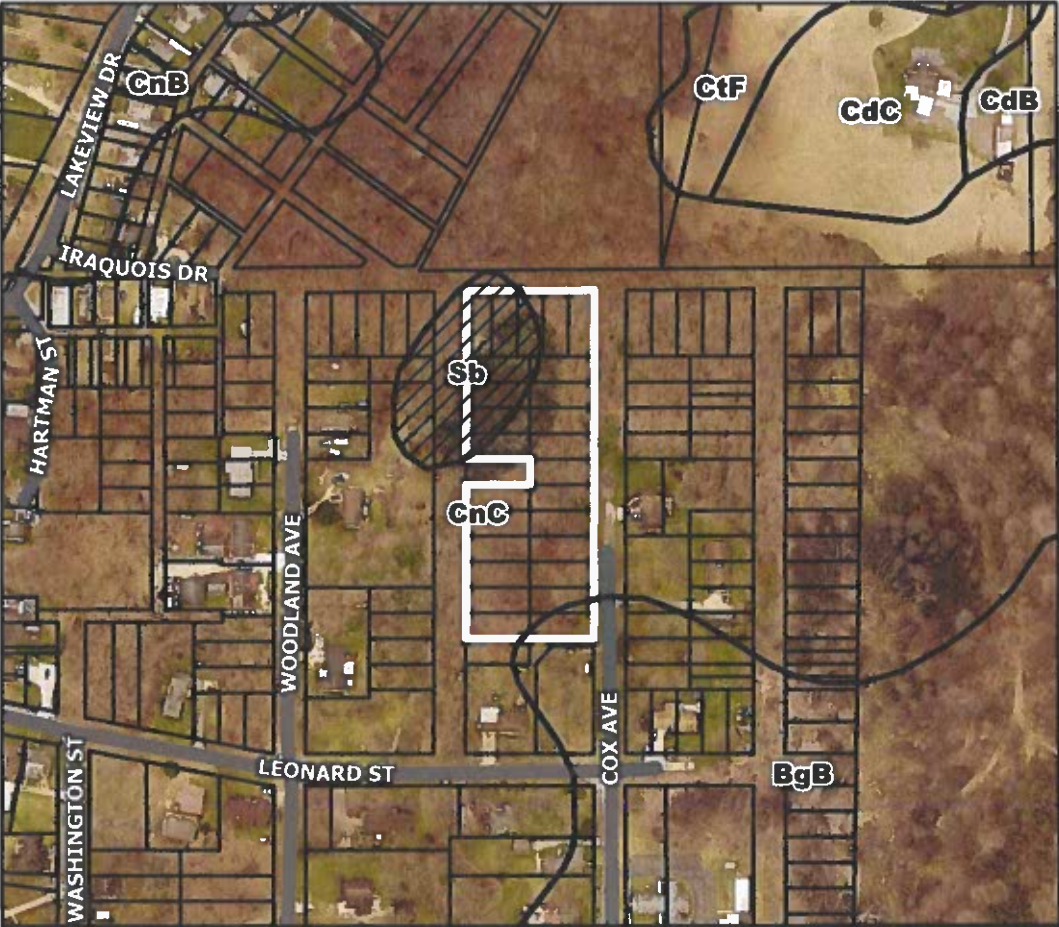


5/22/2023



Data Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR-USGS, 2020; Railroads, ODOT, 2022; Aerial, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022; Easements, Portage County GIS, 2022.

Soils



Note:
Floodplain & wetland locations are
approximate and not to survey quality



Data Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR, 2020; Flood Zones, FEMA FIRM, 2017; Wetlands, NWI USFWS, imagery 2007, updated 2019; Soils, Portage County Soil Survey digital version, updated 2021; Aerial, Portage County GIS, 2022; Buildings, ORNL & FEMA, 2022.

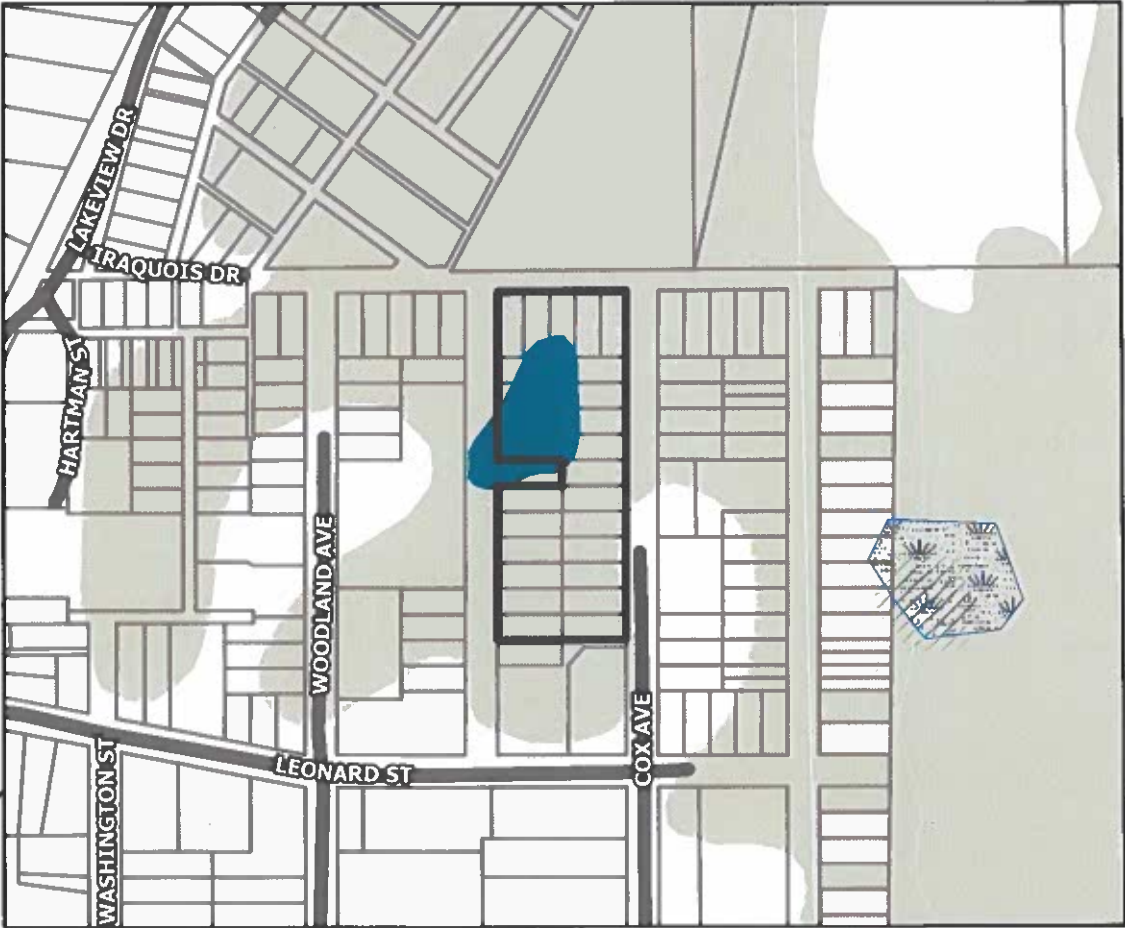
Exhibit 3

Lake Brady Allotment
Leonard Subdivision
Replat of Sublots
304-309 & 311-330

Franklin Township

- Hydric Soils
- Soils
- Wetlands
- Portage County Wetland Inventory
- Lake/Pond
- Woodland

Wetlands & Floodplains



PALMYRA TOWNSHIP ZONING MAP AMENDMENT

JUNE 2023

Received: May 18, 2023
Meeting Date: June 14, 2023
Reviewed by: Todd Peetz

Applicant: Lee Liska – Proposed extension of existing garages.

AMENDMENT 1 Amend Zoning Map from Residential to Commercial

PROPOSED/RECOMMENDED CHANGES

The proposal is to change the Zoning Map from Residential to Commercial. The proposed rezoning area is located just east of SR 225 and on the north side of Tallmadge Road. The property per the Auditor's information is 17.001 acres.

The information provided by the applicant and or township is included in the report as Appendix 1.

This proposed amendment would allow the future property owner wants to utilize the property for commercial zoning. The application states the proposed zoning is to add garage(s).

Existing Zoning Requirements Zoning Requirements if Approved		
Requirements	Residential	Commercial
Use Type	1 and 2, family residential	Retail, businesses, professional office, garages and gas filling stations.
Minimum Lot Size	2 acres.	NA, Not provided
Minimum Lot Width	100/150 Feet	NA, Not provided
Minimum Front Yard Depth	50 Feet	50 Feet
Minimum Rear Yard Depth	30 Feet	30 feet
Minimum Side Yard Depth	10 Feet from Residential 25 Feet from Commercial	30 feet

Maximum Building Height	35 feet	35 feet
Minimum Lot Coverage	Not provided	Not provided
Minimum Floor Area	1,200 Sq.ft.	Not provided

The request for a garage(s) is consistent with the commercial zoning district. The lot size and width currently meet the conditions of commercial zoning and there does not appear to be any issues with the proposed use and the site itself.

Surrounding Zoning:

North	East	South	West
Residential	Commercial	Residential	Commercial and Residential

Surrounding Existing Land Uses:

North	East	South	West
Mostly Undeveloped	Commercial/Agricultural	Residential	Commercial and one single-family home

The site is well buffered by undeveloped property to the immediate north. Commercial uses are east and west of the site. A house is immediately to the west of the site with commercial also west of the house. Across the street to the south are some single-family homes.

TRANSPORTATION

A traffic study may be needed depending on the anticipated number of trips related to turning movements, but the area is generally not congested.

WATER AND SEWER RESOURCES

Water and sewer is not available at the site.

NATURAL RESOURCES

There are no known environmental issues associated with the requested rezoning area, except for a hydric soil on the west side of the subject property.

COMMENTS

The site's location on Tallmadge Road and is near SR 225 makes this property somewhat ideal for commercial. The property is 17.001 acres in size.

This same parcel came to the RPC board in September of 2021. At that time the request was to create a Dollar General site on 2.9 acres and transfer the remainder to surrounding property owners; however, a residential neighbor immediately to the west of the site protested the zoning change, citing noise, traffic, litter and potential devaluation of their residential property.

If approved, staff would suggest working with the western residential property owner to address their concerns from the previous zoning to limit, noise, traffic and litter from interfering with the enjoyment of their property. In addition, if commercial was approved that would leave the residents the only non-

commercial parcel at that intersection. It may be prudent to include the residential parcel as part of the commercial district to provide options for use and to market whenever they decide to sell their property.

RECOMMENDATION

Staff recommends approval of the request with the inclusion of the lone residential parcel to the west in the zoning amendment.

Palmyra Township Aerial



- Roads
- Parcels (March 2023)
- Proposed Rezoning (R-1 to B-1)



Palmyra Township Environmental

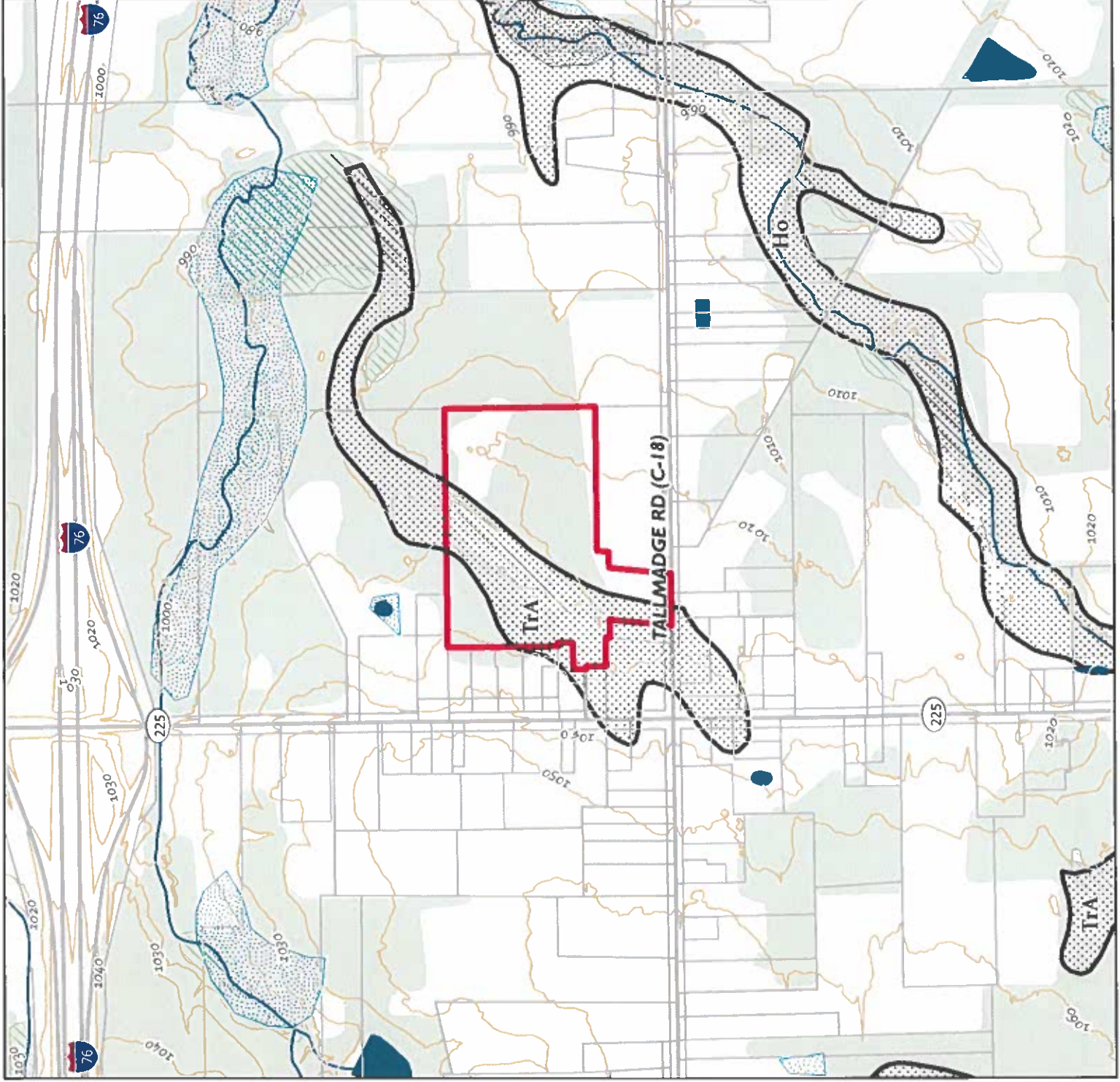


- 10-foot contour
- Roads
- Stream / River
- Proposed Rezoning (R-1 to B-1)
- Parcels (March 2023)
- Portage County Wetland Inventory
- NWI Wetlands
- Hydric Soils
- Lake / Pond
- Woodland



Map Created 5/26/23

Sources: Roads, Parcels, Portage County GIS, 2023; Aerial, Portage County GIS, 2022; Soils, Portage County Soil Survey digital version, updated 2021; Flood Zones, FEMA, effective date 2009; NWI wetlands, USFWS, 2007 & updated 2019; Wetlands, Portage County Wetland Inventory, from 2000 orthophotos, updated 2006; Water, NHDPlus HR, 2020.



Palmyra Township Land Use



 Proposed Rezoning (R-1 to B-1)

Land Use

 Agriculture

 Parks & Preserves

 Residential

 Apartments

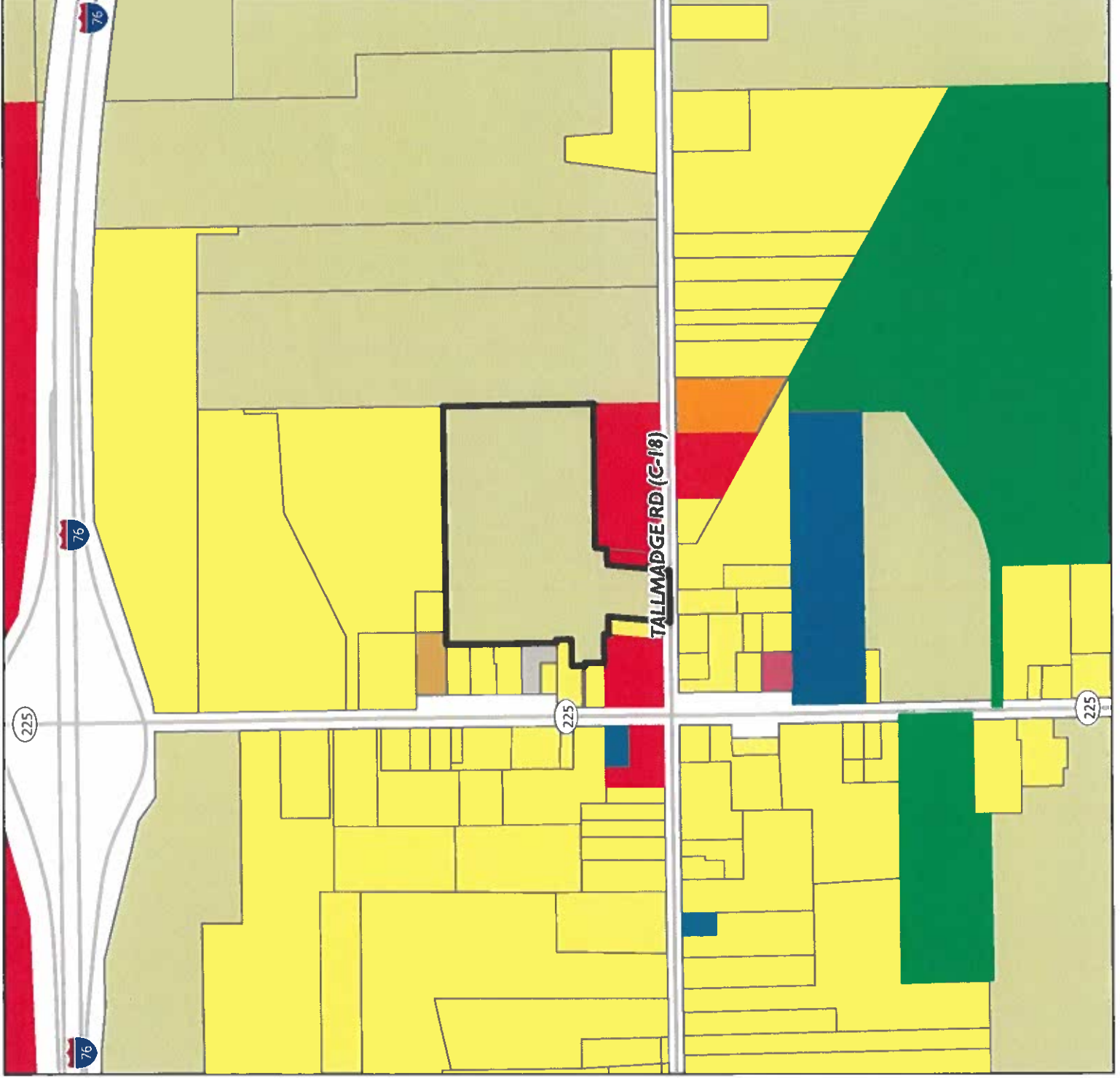
 Commercial

 Churches / Public Worship

 Government

 Cemetery

 Vacant



Map Created 5/30/23

Sources: Roads, Parcels, Portage County GIS, **PCRPC**
2023; Land Use, based on Portage County
Auditor parcel data, March 2023.



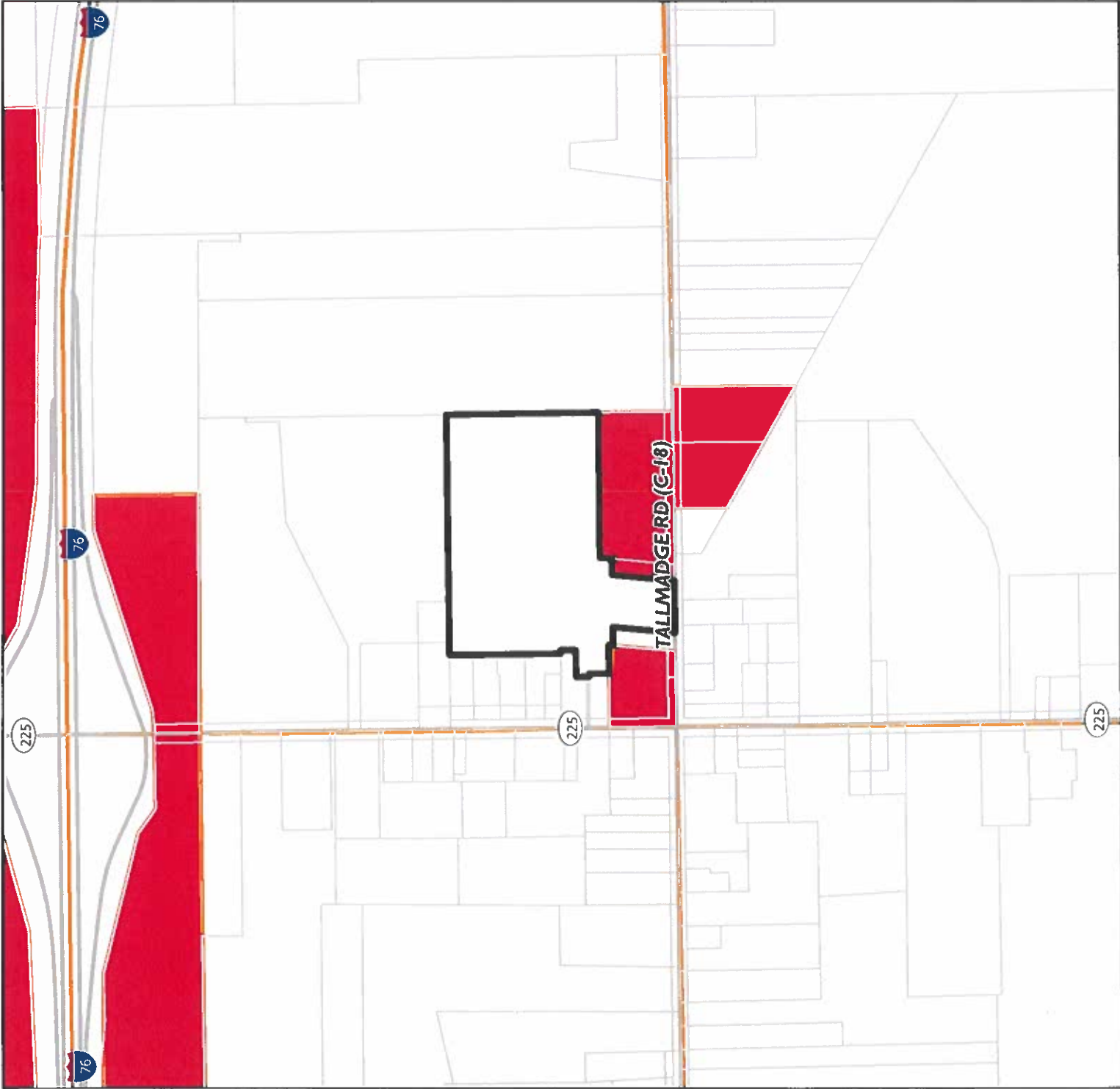
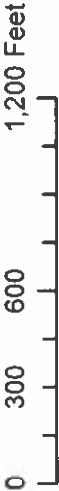
Palmyra Township Zoning



- Proposed Rezoning (R-1 to B-1)
- Parcels (March 2023)

Zoning

- Residential (R-1)
- Commercial (B-1)



Map Created 5/30/23

Sources: Roads, Parcels, Portage County GIS, 2023; Zoning, PCRPC, 2020.

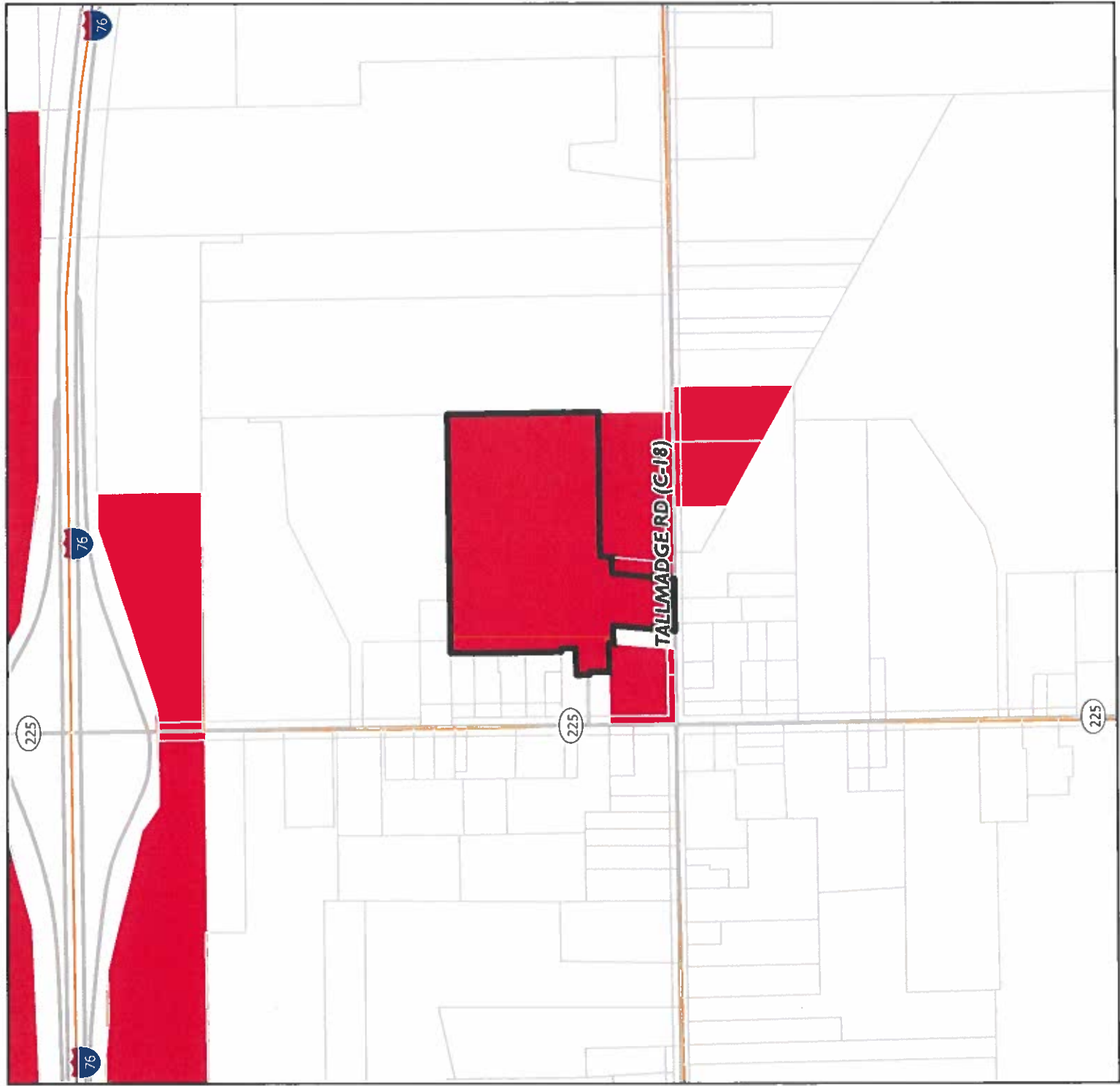


Palmyra Township

Proposed Zoning



- Proposed Rezoning (R-1 to B-1)
 - Parcels (March 2023)
- Proposed Zoning**
- Residential
 - Commercial
 - Industrial



Map Created 5/30/23

Sources: Roads, Parcels, Portage County GIS, 2023; Proposed Zoning, PCRPC, 2023.



Palmyra Township Board of Zoning Commission
Application for Zoning Change Amendments

Date 2-8-2023 Application Number 2642

Name Lee Ziska

Address Tallmadge Ohio 44278

Mailing Address P.O. Box 204 Tallmadge Ohio 44278

Phone number: _____

Parcel no. 26-104-00-00-017-000

Existing Zoning District Residential - ~~Propose~~ Change to Commercial

2. The proposed amendment to the zoning resolution text and/or official zoning district map.
3. A statement of the reason(s) for the proposed amendment.
4. The present use.
5. The present zoning district.
6. The proposed use.
7. The proposed zoning districts.
8. A vicinity map approved showing property lines, thoroughfares, existing and proposed zoning and such other items.
9. A list of all property owners and their mailing addresses as they appear on auditor's tax list who are within, contiguous to, and directly across the street from the parcel(s) proposed to be rezoned.
10. A statement on the ways in which the proposed amendment relates to the Township Land Use Plan.
11. Fee as established by resolution by the Board of Township Trustees.

Reason for Zone Change - Would like to build Commercial garage(s) on my existing Commercial lot and purchase the lot next to my existing lot to expand my lot size. This Change would improve this area. Option to purchase this lot if zoning change is approved.

Homestead Reduction: No

Owner Occupancy Credit: No

Foreclosure No

Board of Revision No

Land Use 199 - Other agr. use qual CAUV

(Note: Land Use is for valuation purposes on

New Construction

Divided Property

Routing Number

Map



Owners

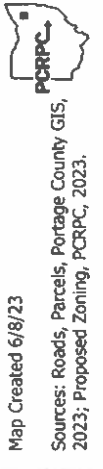
Owner Address

BUTLER MICHELLE H

The map displays the project area in red, located at the intersection of Talimadge Rd (G-18) and Highway 225. Highway 76 runs vertically on the left side of the map. The project area is a large, irregularly shaped lot. The map also shows surrounding residential lots and streets.



Residential
Commercial
Industrial



**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
May 2023**

A. COMPREHENSIVE PLANNING

1. Portage County Comprehensive Economic Development Strategy Update (CEDS) 2022 CEDS

- On behalf of the EDA, RPC is requesting the submission of economic development projects for EDA funding that are designed to create or retain jobs and to provide assistance to economically distressed communities.
- Met with NEFCO to start discussing CEDS and other economic development opportunities.

B. PLAN IMPLEMENTATION/SHORT TERM PLANNING

1. Update of Portage County Subdivision Regulations

- The updated version is available on our website.
- Annual updates will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.
- The major update will start in June 2023.

C. INFORMATION SYSTEMS

1. Database Acquisition and Updates

2. Web Site

Check out the website at www.portagecounty-ohio.gov/regional-planning-commission. We have moved everything from our old website over to the County's website.

- The Vision Plan is available on our website.
- The final draft of the County Comprehensive Plan is also available on our website.

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plans	0 Applications	0 Lots
Plats	0 Applications	0 Lots
Replat	1 Application	1 Lot
Exceptional Replats	0 Applications	0 Lots
Variances	0 Applications	
Minor Subdivisions	3 Applications	6 Lots

b. Divisions of Land

5+ Acre Lot Divisions	2 Applications	2 Lots
<u>Transfers. To Adj. Prop.</u>	<u>4 Applications</u>	<u>4 Transfers</u>
	10 Applications	9 Lots Created

E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES

1. Other Member Services as Requested

- Atwater Township
- Brimfield Township
Continued working on their Historic Structures Story Map. Processed several zoning related requests. Also working on the update to their comprehensive plan.
- Deerfield Township
- Franklin Township
Processed text amendments in May. Met with the Township to discuss a NatureWorks grant and about CDBG funding available to the Township. Discussed the possibility of performing an income survey of the Brady Lake area.
- Freedom Township
- Garrettsville Village
- Hiram Township
- Hiram Village

- Mantua Township
- Mantua Village
We are looking into a variety of grants to help the Village.
- Nelson Township
Processing Zoning Text amendment, tabled to July's meeting. Met with both Nelson and Windham Townships.
- Palmyra Township
Received a map amendment to process in June.
- Paris Township
Working on how to have a more legally defensible zoning document. Need to address Prosecutor's Office suggestions.
- Randolph Township
- Ravenna City
Working on a Critical Infrastructure Grant. Working on an MOU for their comprehensive plan. JEDD meetings have started again.
- Ravenna Township
JEDD Meetings are starting again, waiting on a updating the JEDD agreement.
- Rootstown Township
- Shalersville Township
Processing Township's Land Use Plan.
- Suffield Township
- Sugar Bush Knolls
We met to help find infrastructure funds.
- Windham Township
- Windham Village
Working with them on their Critical Infrastructure Grant. Also working with their grant writer to do a minor update to their Comprehensive Plan

Non-Member Technical Assistance

1. Intergovernmental Reviews-Applications Received

Local-0
Areawide-0
Statewide-0

2. Akron Metropolitan Area Transportation Study (AMATS)

3. Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)

- Attended May meeting.

4. Portage County Housing Services Council

- Attended meeting on March 27.

5. Data/Information/Graphics to Developers, Businesses, Private Sector upon Request

- Topography maps, aerials, wetlands, zoning, census, floodplain and subdivision information for the public, businesses, and organizations.

6. Portage Development Board (PDB)

- Attended April Board Meeting.

7. Quarterly Zoning Inspectors (QZI) Meeting

- We held a meeting on April 27th. The topic was about large and small solar farm requirements. We also had the County Building Officials at the meeting, and they discussed a variety of topics **The next meeting will be held July 27th @ 6:00 pm.** The meeting location will be in Palmyra Township and topic is to be determined.

8. Portage County Storm Water Program – Home Sewage Repair and Replacement Program

- The Portage County Storm Water Program has set aside \$500,000 to repair and replace home septic systems. This is part of a three-pronged program to help homeowners with the problem of high costs to repair and replace the home septic system. The contract to extend the program is being processed and two (2) septic systems are in process and one pending owner information.

9. Portage County Comprehensive Plan

- Met with the Commissioners in February to discuss implementation tables.
- We have completed final draft document in March.
- Requested for more comments has now passed.
- We had an open house and the New Center in Rootstown on April 20th.
- RPC Board Comprehensive Plan recommendation was on May 10th.
- County Commissioners adopted the Comprehensive Plan on May 18th.
- *Last step to this is to have a meeting with the Board of Commissioners and related department heads to set priorities.*

10. Shalersville Land Use Plan

- Existing conditions have been compiled.
- On-line web presence has also been prepared.
- Next public hearing is expected to be in August or September.
- The project will run through most of 2023.

11. Portage County Water Resources GIS Assistance

- Provide GIS Mapping assistance to fill out the attribute tables or pre-existing water and sewer lines.
- Goal is to provide 80+/- hours per month.

12. Brimfield Township Historic Structures Story Map Project

- Prepared a community survey for input.
- Creating an outline for potential creation of a historical district.
- Met with Kelso House Board and related community members to help support information gathering related to this project.
- Estimated completion July/August 2023.

13. Brimfield Comprehensive Plan Update

- Kick-off January 2023
- Incorporate 2020 census data into the plan, which is supposed to be available in May.
- Evaluate the short-term goals and objectives and establish or update as necessary.
- Make some modifications to the on-line summary as needed.
- Met on March 9th with the Zoning Commission.
- Next Meeting will be on June 7th, with the Zoning Commission.

F. COMMISSION MANAGEMENT/ADMINISTRATION

1. Other

- **Celebrate Portage! /Visioning in Portage (VIP)** - Celebrate Portage! is to keep the key elements of the vision alive. The core concept of Celebrate Portage! is to celebrate the good to great things happening in the County. Doing so will bring greater awareness of what the County has to offer and to inspire others to action. Looking forward to bigger and better 2023!

CDBG REPORT
June 2023
Work Through May 2023

2021 CDBG CRITICAL INFRASTRUCTURE GRANT (WINDHAM VILLAGE) - \$452,100 (CDBG) \$48,000 (Windham Village) (September 1, 2021 – October 31, 2023)

Water Facility Improvements - \$475,100 (CDBG = \$427,100 + Windham Village = \$48,000)

Sixteen Hundred (1,600) linear feet of waterlines will be replaced along with 1,500 lineal feet of sidewalk. The improvements consist of replacing the entire waterline including service and fire hydrants along Maple Grove Road completing a neighborhood loop from North Main Street to East Center Street. Sidewalk and ADA ramps will be replaced, which provide ADA access along the corridor and spot curb repairs where service laterals need to be replaced. Several new water valves installations and tie-ins will complete the upgrades. Maple Grove Road serves a critical area in the Village, providing access to Katherine Thomas Elementary School.

It is anticipated that 3,575 residents in the area will benefit from the project, 51.61% of which is LMI.

The engineer has completed the design plans, bid form and provided a construction estimate. The Advertisement for Bid was published in the newspaper on May 29, 2023. Bids are due by 2:00 p.m. on June 14, 2023.

Administration - \$25,000 (CDBG)

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the project.

2021 CDBG CRITICAL INFRASTRUCTURE GRANT (RAVENNA CITY) - \$253,600 (CDBG) + \$90,000 (Ravenna City) (September 1, 2021 – October 31, 2023)

Water Facility Improvements (CDBG = \$166,900 + Ravenna City = \$46,734)

Nine Hundred Thirty (930) linear feet of water lines will be replaced, and one fire hydrant will be removed/installed on Pratt Street in the City of Ravenna.

Street Improvements (CDBG = \$66,700 + Ravenna City = \$30,066)

Once Pratt Street is excavated to replace the water lines, 930 linear feet of road surface will be restored as well as 1,350 linear feet of concrete curb will be replaced.

Sidewalk Improvements (Ravenna City = \$3,600)

Concurrent with the waterline replacement, 400 square feet of deteriorated sidewalk and the curb ramps will be upgraded to ADA standards on Pratt Street in the City of Ravenna.

Flood & Drainage Facilities (Ravenna City = \$9,600)

Concurrent with the waterline replacement, two manholes will be replaced, and four catch basins will be replaced on Pratt Street in the City of Ravenna.

Administration - \$20,000 (CDBG)

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the project.

WORK COMPLETED

2021 CDBG TARGET OF OPPORTUNITY PROGRAM CARES ACT (CDBG-CV) - \$235,100 (CDBG)

(February 1, 2022 – March 31, 2023) Extension was approved extending construction completion date to April 30, 2023.

F&CS Flooring & HVAC Update - \$214,100 (CDBG)

The funds will be used for replacement of the hard surfacing flooring and HVAC updates at the Family & Community Services Supportive Housing Program funded, Permanent Supportive Housing and Transitional Housing located at:

Permanent Supportive Housing

1019 – 1037 Graham Road, Kent City

1548/1550 Benjamin Court, Kent City

Transitional Housing

161/163 Currie Hall, Kent City

1540/1542 Benjamin Court, Kent City

1536/1538 Benjamin Court, Kent City

The improvements will provide Family & Community Services with the ability to better clean and sanitize the facilities and by updating the HVAC units it will provide improved air filtration and purification.

WORK COMPLETED

Administration - \$21,000 (CDBG)

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the project.

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$630,000.00 (Portage County - \$480,000 + City of Streetsboro - \$150,000)

Public Facilities – Volunteer Park Project - \$125,000 (CDBG) + \$1,000 (Ravenna Hot Stove League)

The funds will be used to pave Volunteer Park Road in the City of Ravenna to the fields to increase activities including tournaments to the Ravenna Hot Stove League Fields to serve an area that is 58.37% LMI.

The estimate to complete the project has increased by \$46,481.75. An application was prepared and submitted to obtain RLF funds through the City.

Clearance Activities – Coleman Demolition Project - \$45,600 (CDBG)

The funds will be used to demolish a blighted house owned by Coleman Professional Services at 463/465 South Chestnut Street, Ravenna City to eliminate a blight to the area.

Neighborhood Facilities/Community Center – Freedom School House ADA Project - \$53,900 (CDBG)

The funds will be used to remove the barriers that exist for the elderly and handicapped individuals that prevent them entering an historic building located at 7276 State Route 303 in Freedom Township and serves the community as a museum and is open to small groups for tours by providing an ADA compliant sidewalk and lift area and two handicap accessible parking spaces.

RFP has been prepared for architectural services and was advertised in the newspaper on May 29, 2023. RFP's are due by 2:30 p.m. on June 14, 2023.

Neighborhood Facilities/Community Center – DMRC ADA Project - \$173,500 (CDBG) + \$12,820 (RLF)

Funds will be used to provide ADA accessibility to the fronts of the businesses by rebuilding the sidewalks and steps along with an ADA compatible access ramp at the north end of the walk. An ADA parking space will be added near the ramp entry, continuous railings at the stairs and ramp will be included to remove the barriers that exist for the elderly and handicapped individuals that prevent them entering the building located on the east side of Main Street, North Prospect Street in the Village of Mantua.

Waiting for the updated cost estimate and plans/specifications to be completed.

Fair Housing - \$10,000 (CDBG)

Fair housing services including landlord/tenant information, discrimination complaints, training, posters, and brochures will be provided for the residents of Portage County, excluding the City of Kent.

Over the course of two years presentations will be made to 12 agencies/organizations targeted for CDBG assistance and/or special populations affected by CDBG assisted project.

Also, staff will be required to distribute to a minimum of ten public events, agencies or organizations each quarter through the grant program period.

There were five (5) requests for assistance received in May. Three (3) were located in the City of Ravenna; One (1) in the City of Kent and One (1) in Ravenna Township.

Administration of the Portage County Projects - \$72,000 (CDBG)

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the three "County" projects.

City of Streetsboro - \$150,000 (CDBG)

Public Service – Senior Assistance Program - \$75,000 (CDBG)

The funds will be used to provide lawn mowing, leaf cleanup and snow removal to benefit LMI and/or disabled residents in the City of Streetsboro.

Ninety (90) applications have been received for the Senior Assistance Program.

Seventy-Three (73) households have been assisted with lawn mowing and one (1) household has been assisted with leaf cleanup.

Clearance Activities – Citywide Demolition Program - \$52,500 (CDBG)

Funds will be used for a Citywide Demolition Program in the City of Streetsboro to eliminate a slum and blight where needed within the City of Streetsboro.

Administration of the City of Streetsboro Projects - \$22,500 (CDBG)

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the “City of Streetsboro” projects.

2023 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – CHINN SEWER CONSTRUCTION - \$750,000 (Includes RPC Administration) (CDBG) + \$1,500,000 (OPWC) + \$7,859,000 (WPCLF)

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1st, 2nd and 3rd Allotments. This area was developed in the 1950 – 1970 and comprises of 170 residential homes that have on site treatment systems and wells. The service area currently does not have access to a public water or sanitary sewer system. The purpose of this project is to construct a new public wastewater collection system that will address water quality violations encountered by the EPA and the P.C. Health Department in the project service area located in Ravenna Township.

The new collection system will require the construction of new gravity sewers, a new pump station and upgrades to an existing pump station and force mains in the area and roadway full depth pavement replacement.

The County has received the Permit to Install. OCD will start accepting applications beginning July 1, 2023.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM - \$215,800 (Includes RPC Administration) (CDBG) + \$24,200 (Commitment)

Improvements are being proposed to a small block of buildings located on the east side of Main Street, North of Prospect Street in the Village of Mantua.

The following is being proposed: Renewal of the store fronts and façade of the building, including masonry restoration of the store front. Five of the entrance doors have been changed over time and have undersized, cheap residential entrance doors. These will be replaced with new aluminum covered wood doors with low E tempered glazing and commercial hardware. The two existing doors that are original will be reglazed with low E tempered glazing and will be refurbished. The upper windows in all of the storefronts are currently boarded up and painted over. The windows will be opened back up and reglazed with 1” insulating low E glazing. All woodwork will be painted on the exterior face. Above the storefronts are cornice roofs. These will be repaired and re-roofed. All the cornice trim work will be painted and refurbished. The masonry face of the building will be cleaned and tuckpointed with brick repairs as needed. The estimate for this work is \$225,000.

The grant application was submitted to OCD on April 28, 2023.

2023 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE - \$750,000
(Includes RPC Administration) (CDBG) + \$750,000 (50% Match – Surcharge)

The Village of Mantua wastewater collections system consists of approximately 36,065 linear feet of 8-inch to 12-inch vitrified clay pipe (VCP), polyvinyl chloride (PVC) and truss piping. Approximately 21,331 linear feet of the collection system is VCP, consisting of sections ranging from 2-feet to 5-feet. Over the years, the VCP joints have grown old and have separated, allowing root intrusions which is leading to infiltration of ground water into the collection system. Some water laterals have found to be tapped in improperly, hammer tapped, and without a proper wye connection or grout these connections contribute to the infiltration. The improvements that will be completed will be the cleaning and camera of sewer lines, grouting of joints and hammer taps in the system, fixing of cracked pipes, inspection, and possible sealing of failing brick manholes.

This will alleviate the deterioration of sewer lines and joints. In doing so, it will improve the infiltration and inflow that is currently in the system from these joints. With the improvement of the inflow in the collection system, this will ultimately send less flow to the Village of Mantua Wastewater Treatment Plant and cost less to treat the Villages wastewater and reduce potential of sanitary sewer overflows into the Cuyahoga River.

OCD will start accepting applications beginning July 1, 2023.

PORTAGE COUNTY RPC
FINANCIAL STATEMENT
May 31, 2023

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 183,109.08	<-- May 1st-->	\$ 47,295.78	<-- Jan. 1st
Total All Receipts	\$ 18,666.02		\$ 297,260.93	
Total All Expenditures	\$ 33,358.72		\$ 176,140.33	
Ending Cash Balance	\$ 168,416.38	<--May 31st-->	\$ 168,416.38	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	261,549.00	-	209,440.58	3,854.32	52,108.42	80%
Subdivisions	18,000.00	1,060.00	9,250.00	-	8,750.00	51%
Copies/Misc.(community over hrs)	2,000.00	400.00	1,142.60	-	857.40	57%
Rental Income	30,900.00	1,275.00	12,875.00	2,575.00	18,025.00	42%
Contracts	92,000.00	7,198.33	32,475.73	2,907.09	59,524.27	35%
Contract Portage County	78,000.00	8,732.69	32,077.02	10,514.94	45,922.98	41%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
TOTAL REVENUE	482,449.00	18,666.02	297,260.93	19,851.35	185,188.07	62%
January 1, 2023 Unencumbered						
Cash Balance	42,295.78					
TOTAL CERTIFICATE OF RESOURCES	524,744.78					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	302,299.00	20,036.83	109,971.73	-	192,327.27	36%
3 PT Salaries	5,000.00	-	1,676.25	-	3,323.75	34%
3 Retirement/Termination Pay Off	13,080.00	-	-	-	13,080.00	0%
3 PERS	43,022.00	2,805.16	15,630.75	-	27,391.25	36%
3 Medicare	4,456.00	277.45	1,556.70	-	2,899.30	35%
3 Workers Comp	5,224.00	340.62	1,897.98	-	3,326.02	36%
3 Health Insurance	91,707.00	6,020.72	29,320.46	-	62,386.54	32%
4 Contract Service	1,680.00	1,623.88	1,623.88	-	56.12	97%
4 Travel/Training	4,000.00	-	86.85	-	3,913.15	2%
4 Dues	726.00	16.00	631.00	-	95.00	87%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,110.00	309.61	2,605.68	1,304.32	200.00	95%
4 Advertising	350.00	-	42.50	57.50	250.00	29%
4 Telephone	1,400.00	96.77	488.83	-	911.17	35%
4 Postage	800.00	-	-	800.00	-	100%
4 Repairs	2,820.00	-	2,179.07	465.03	175.90	94%
4 Equip/Copier/Postage meter Leases	4,200.00	239.00	2,025.04	1,673.00	501.96	88%
4 Professional & Technical Services	3,253.00	-	-	-	3,253.00	0%
4 Photocopying/Printing	2,500.00	226.51	1,280.82	781.18	438.00	82%
4 Audit Services	-	-	-	-	-	0%
4 Legal Services	10,000.00	833.33	4,166.69	5,833.31	-	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	2,912.00	532.84	768.61	423.43	1,719.96	41%
5 Equipment/Software	760.00	-	187.49	459.99	112.52	85%
5 Furniture	-	-	-	-	-	0%
6 Building Improvements	-	-	-	-	-	0%
6 Equipment (PLOTTER)	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
TOTAL 2023 EXPENDITURES	519,549.00	33,358.72	176,140.33	11,797.76	331,610.91	36%
2022 Carryover Encumbrances						
Building Improvements	5,000.00	-	-	-	5,000.00	0%
Total 2022 Encumbrances	5,000.00	-	-	-	5,000.00	
GRAND TOTAL	524,549.00	33,358.72	176,140.33	11,797.76	336,610.91	

CDBG FUNDS
05/31/23

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Rav City Critical Infrastructure	3,864.07	69,800.00	1,745.05	71,919.02
Windham Village Critical Infrastructure	556.54	-	-	556.54
Target of Opportunity	296.32	-	-	296.32
Formula 2022 Grant (B-F-22)	1,241.82	19,800.00	15,037.42	6,004.40
TOTAL	5,958.75	89,600.00	16,782.47	78,776.28

05/31/23

2021 CRITICAL INFRASTRUCTURE GRANT (RC) B-X-21-1CJ-2

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
02-3	Pratt Street Improvements	\$ 66,700.00	\$ -	\$ 527.20	\$ 66,172.80	\$ 66,000.00	\$ 66,700.00	\$ -
02-4	Pratt Street Water Facility Improvements	\$ 166,900.00	\$ -	\$ 166,900.00	\$ -	\$ -	\$ 166,900.00	\$ -
1-1	General Administration	\$ 20,000.00	\$ 1,745.05	\$ 10,453.78	\$ 9,546.22	\$ 3,800.00	\$ 16,200.00	\$ 3,800.00
	TOTALS	\$ 253,600.00	\$ 1,745.05	\$ 177,880.98	\$ 75,719.02	\$ 69,800.00	\$ 249,800.00	\$ 3,800.00

Grant period 9-1-21/10-31-2023

2021 CRITICAL INFRASTRUCTURE GRANT (WV) B-X-21-1CJ-1

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Maple Grove Rd Improvements	\$ 427,100.00	\$ -	\$ -	\$ 427,100.00	\$ -	\$ -	\$ 427,100.00
General Administration	\$ 25,000.00	\$ -	\$ 5,643.46	\$ 19,356.54	\$ -	\$ 6,200.00	\$ 18,800.00
TOTALS	\$ 452,100.00	\$ -	\$ 5,643.46	\$ 446,456.54	\$ -	\$ 6,200.00	\$ 445,900.00

02-1
01-1

Grant period 9-1-21/10-31-2023

Target of Opportunity Cares Act B-D-21-1CJ-4

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
F&CS Flooring/HVAC Improvements	\$ 214,100.00	\$ -	\$ 62,910.00	\$ 151,190.00	\$ -	\$ 63,000.00	\$ 151,100.00
General Administration	\$ 21,000.00	\$ -	\$ 10,293.68	\$ 10,706.32	\$ -	\$ 10,500.00	\$ 10,500.00
TOTALS	\$ 235,100.00	\$ -	\$ 73,203.68	\$ 161,896.32	\$ -	\$ 73,500.00	\$ 161,600.00

01
02

Grant period 2-1-22/03-31-2023
Extension approved May 31, 2023

B-F-22-1C-J-1 Formula Grant

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
01	Mantua Village ADA Accessibility	\$ 173,500.00	\$ -	\$ -	\$ 173,500.00	\$ -	\$ -	\$ 173,500.00
02	Freedom Twp School house ADA	\$ 53,900.00	\$ -	\$ -	\$ 53,900.00	\$ 200.00	\$ 200.00	\$ 53,700.00
03	Fair Housing Program	\$ 10,000.00	\$ 252.44	\$ 1,051.25	\$ 8,948.75	\$ 700.00	\$ 1,700.00	\$ 8,300.00
04	Ravenna City Demolition	\$ 45,600.00	\$ -	\$ -	\$ 45,600.00	\$ 200.00	\$ 200.00	\$ 45,400.00
05	Streetsboro Senior Public Services	\$ 75,000.00	\$ 4,957.50	\$ 5,045.25	\$ 69,954.75	\$ 8,100.00	\$ 8,100.00	\$ 66,900.00
06	Ravenna City Volunteer Park Street Improvements	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00
07	Streetsboro City Demolition	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00
08	Streetsboro City Administration	\$ 22,500.00	\$ 2,987.78	\$ 11,668.29	\$ 10,831.71	\$ 2,000.00	\$ 11,700.00	\$ 10,800.00
08	RPC Administration	\$ 72,000.00	\$ 6,839.70	\$ 24,730.81	\$ 47,269.19	\$ 8,600.00	\$ 26,600.00	\$ 45,400.00
	Totals	\$ 630,000.00	\$ 15,037.42	\$ 42,495.60	\$ 587,504.40	\$ 19,800.00	\$ 48,500.00	\$ 581,500.00

Grant period 9-1-22 to 10-31-24

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

R E S O L U T I O N 23-05

RE: 2023 Appropriation increase for the operation of the Portage County Regional Planning Commission

It was moved by _____ and seconded by

_____ the following Resolution be adopted:

WHEREAS: The Portage County Budget Commission has made available for the 2023 operation of the Portage County Regional Planning Commission appropriations in the amount of \$529,745 and

WHEREAS: The Portage County Regional Planning Commission finds it necessary to increase 2023 appropriations from \$519,549 to \$521,449, NOW THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission does hereby approve increasing and amending appropriations by an additional \$1,900.00 for the Portage County Regional Planning Commission operating expenses for 2023.

UPON CALL FOR VOTE BY JIM DIPAOLO THE VOTE WAS AS FOLLOWS:

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on June 14, 2023.

Chairman, Jim DiPaola

Secretary, Todd Peetz,

**Certificate of County Auditor That the Total Appropriations From Each Fund
Do Not Exceed the Amended Official Estimate of Resources**

Rev. Code, Sec. 5705.39

County Auditor's Office, Portage County, Ohio

Date: **APR 18 2023**


Regional Planning Commission

FUND	AMENDED CERTIFICATE OF ESTIMATED RESOURCES	APPROPRIATION RESOLUTION #22-16 thru 23-04	UNAPPROPRIATED CERTIFICATION
GOVERNMENTAL FUND TYPE			
8500 General Fund	\$529,745.00	\$519,549.00	\$10,196.00
8510 RPC LFPP Grant	\$0.00		\$0.00
8520 RPC LGIF Grant	\$0.00		\$0.00
Debt Service Funds	\$0.00		\$0.00
Capital Project Funds	\$0.00		\$0.00
Permanent Funds	\$0.00		\$0.00
PROPRIETARY FUND TYPE			
Enterprise Funds	\$0.00		\$0.00
Internal Service Funds	\$0.00		\$0.00
FIDUCIARY FUND TYPE			
Agency Funds	\$0.00		\$0.00
TOTAL ALL FUNDS	\$529,745.00	\$519,549.00	\$10,196.00

*I, Matthew J. Kelly, County Auditor of Portage County, Ohio, do hereby certify that the total appropriations from each fund taken together with all other outstanding appropriations **do not exceed** the amended official estimate of resources for the year beginning January 1, 2023, as determined by the Budget Commission of said County.*

cc:

Regional Planning


Matthew J. Kelly
Portage County Auditor

PORTAGE COUNTY REGIONAL PLANNING

Appropriations for 2023

RPC Resolution #23-05 Board Meeting 6/14/23

code	EXPENDITURES	April			June	
		2023 Amended	2023 Amended	Increase / Decrease	2023 Amended	2023 Amended
		Appropriations	Appropriations		Appropriations	Appropriations
8500-906-3-311200	Salaries (Full time)	\$ 307,299.00	\$	-	\$	307,299.00
8500-906-3-311300	Salaries (Part time/Seasonal)	\$ -	\$	-	\$	-
85009063-3-314000	Retirement/Termination	\$ 13,080.00	\$	-	\$	13,080.00
8500-906-3-321010	PERS	\$ 43,022.00	\$	-	\$	43,022.00
8500-906-3-321200	Medicare	\$ 4,456.00	\$	-	\$	4,456.00
8500-906-3-321300	Workers Comp	\$ 5,224.00	\$	-	\$	5,224.00
8500-906-3-321500	Health Insurance	\$ 91,707.00	\$	-	\$	91,707.00
8500-906-4-400000	Contract Services	\$ 1,680.00	\$	-	\$	1,680.00
8500-906-4-400170	Travel/Training	\$ 4,000.00	\$	-	\$	4,000.00
8500-906-4-400180	Dues	\$ 726.00	\$	-	\$	726.00
8500-906-4-400190	Publications/Periodicals	\$ 250.00	\$	-	\$	250.00
8500-906-4-410000	Utilities	\$ 4,110.00	\$	450.00	\$	4,560.00
8500-906-4-412000	Advertising	\$ 350.00	\$	-	\$	350.00
8500-906-4-412100	Telephone	\$ 1,400.00	\$	-	\$	1,400.00
8500-906-4-412400	Postage	\$ 800.00	\$	-	\$	800.00
8500-906-4-413000	Repairs	\$ 2,820.00	\$	-	\$	2,820.00
8500-906-4-414000	Equipment Rental (copier, postage meter)	\$ 4,200.00	\$	-	\$	4,200.00
8500-906-4-420000	Professional & Technical Services	\$ 3,253.00	\$	-	\$	3,253.00
8500906-4-420050	Printing Services	\$ 2,500.00	\$	200.00	\$	2,700.00
8500-906-4-420100	Audit Services	\$ -	\$	-	\$	-
8500-906-4-422000	Legal Services	\$ 10,000.00	\$	-	\$	10,000.00
8500-906-4-461000	Insurances (Bldg & Bonds)	\$ -	\$	-	\$	-
8500-906-5-500000	Supplies	\$ 2,912.00	\$	-	\$	2,912.00
8500-906-5-596300	Equipment	\$ 760.00	\$	-	\$	760.00
8500-906-5-596410	Software	\$ -	\$	800.00	\$	800.00
8500-906-6-621000	Capital Reserve & Improvements	\$ -	\$	450.00	\$	450.00
8500-906-8-830000	Debt Service	\$ 15,000.00	\$	-	\$	15,000.00
8500-906-7-710000	Other/Refunds	\$ -	\$	-	\$	-
	TOTALS	\$ 519,549.00	\$	1,900.00	\$	521,449.00