

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION ANNUAL MEETING

WEDNESDAY, MARCH 8, 2023
4:30 P.M.

REED MEMORIAL LIBRARY, JENKINS ROOM
167 EAST MAIN STREET
RAVENNA

- I. CALL TO ORDER
- II. *APPROVAL OF FEBRUARY 8, 2023 MEETING MINUTES
- III. *NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Jim Beal
- IV. SUBDIVISIONS
 - *1. Replat of Sublot 8 and Part of Lot 63 of "*Coia Subdivision*" on Summit Road, Lot 63 S.D. in Ravenna Township, Bisirri Commercial Properties, applicant
 - *2. Replat of Sublot 9-R in "*Rootstown Estates*" on Cook Road, Lot 22 in Rootstown Township, David Molnar, applicant
 - *3. Preliminary Plan of "*Hickory Creek*" on Meloy Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant (**Approval of an extension of time until April 12, 2023**)
 - *4. Replat of Sublots 644 – 649 in the "*Clapp Subdivision*" on Lincoln Street, Lot 35 in Franklin Township, Deirdra Pendleton, applicant
 - *5. Replat of Sublots 4 and 10 in the "*Creeks Crossing Allotment*" on Meander Way and Creeks Crossing Trail, Thomas Weise, applicant (**Approval of an extension of time until April 12, 2023**)
 - *6. Replat of Sublot 32 in the "*Strong Allotment*" on Albert Drive, Lot 2 in Deerfield Township Stephanie Barringer, applicant (**Approval of an extension of time until April 12, 2023**)

**Needs Action*

V. ZONING

- *1. Franklin Township Rezoning from R-1 to C-1 on State Route 59, Battaglia Construction, Inc., applicant
- *2. Franklin Township Text Amendment Re: Section 204.03(J), Contents of Application for Zoning Map Amendment)
- *3. Mantua Township Text Amendment Re: Section 620.04 (Non-Conforming Bldg. or Structures); Section 607 (Historic Structures Overlay)
- *4. Rootstown Township Text Amendment Re: Definition of Building Line; Section 310.09.I (Swimming Pools) and Section 310.09.J (Fences and Walls)
- *5. Brimfield Township Rezoning From G-C to I-C Along State Route 43 and Tallmadge Road and from G-C to H-C on Route 18 East of I-76
- *6. Brimfield Township Text Amendment Re: Parking Lot Requirements; Section 540, Temporary Uses; Section 201.03(C), 201.03(C)(1) and 201.03(C)(2), Application Requirements; Add New Zoning District for Parks

VI. SET DATES FOR THE REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION (Resolution NO. 23-03)

VII. EXECUTIVE COMMITTEE

A. WORK PROGRAM

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

B. FINANCE

- *1. February 2023 Financial Statements

VIII. DIRECTOR'S REPORT

IX. OTHER BUSINESS

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

X. ADJOURNMENT

**Needs Action*

**Minutes
Portage County Regional Planning Commission
February 8, 2023**

Portage County Regional Planning Commission dated February 8, 2023 at 4:30 p.m. The meeting was held at the former Portage County Regional Planning Commission office, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Freedom, Charlene Walker	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Mantua Vill., Tammy Meyer	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Randolph Twp., Sue White	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey
Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Joe Pinti	Water Resources, Tia Rutledge
Soil & Water, Anthony Lerch	PARTA, Amy Proseus	County Engineer, Larry Jenkins
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

J. Gadd	S. Babbey	M. Organ	S. Pennington
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Members Absent:

Hiram Vill., Robert Dempsey	Mantua Twp., Susan Lilley	Paris Twp., David Kemble
Windham Vill., Nick Bellas	P.C. Commissioner, Mike Tinlin	
P.C. Commissioner, Anthony Badalamenti		

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

PUBLIC HEARING – AMENDMENT TO THE PORTAGE COUNTY SUBDIVISION REGULATIONS

Todd presented a summary of the amendments to the Portage County Subdivision Regulations.

Location	Page	Modification Description
Throughout	All	Minor changes to grammar, spelling, punctuation, and spacing
180	1-3	Minor changes to wording

302.2	3-2	Removed reference to number of copies and submission time period.
302.4 B	3-3	Conditional approval of preliminary plan
302.5 B	3-4	Length of Validity of Preliminary plan Conditional Approval added
303.3 G.1 I	3-8	Removed alphabetical phase labelling requirement
304.2	3-8	Removed reference to number of copies to submit for plats
304.3	3-8	Corrected reference to section 302.3
306.1 E	3-17	Added conditional approval section
307.4 B3	3-19	Moved basis of bearings reference to item 3
310.1 B	3-22	Clarified language
Major Subdivision Development Guide		Procedure & Processes

The Commissioners will hold their public hearing on March 16, 2023. There being no comments from the public J. DiPaola closed the public hearing.

APPROVING AND ADOPTING AMENDMENTS TO THE PORTAGE COUNTY SUBDIVISION REGULATIONS (RESOLUTION NO. 23-01)

J. DiPaola presented Resolution No. 23-01, which is approving and adopting the amendments to the Portage County Subdivision Regulations.

A motion was made by R. Patrick to approve and adopt the amendments to the Portage County Subdivision Regulations. Motion seconded by R. Kotkowski. Motion carried with 19 Yeas.

APPROVAL OF JANUARY 11, 2023, MEETING MINUTES

The January 11, 2023 minutes were presented. S. Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by T. Green. Motion carried with 22 Yeas.

SUBDIVISIONS

Replat of Sublot 8-R of "Hilltop Acres" on Hilltop Drive, Lot 59 in Brimfield Township, Lisa and Michael Douvikas, applicant – Report presented by Gail Gifford

The applicant is requesting approval to splitting Sublot 8-R in order to build a home. The Replat is located south of State Route 43 and south of Old Forge Road off Hilltop Road.

Sublot 8R-A has an existing single-family home. Sublot 8R-B is currently vacant.

The site is on sanitary sewer through P.C. Water Resources.

According to the National Wetland Inventory and Portage County Wetland Inventory, there are no wetlands on site. The FEMA Flood Insurance Rate Map shows no flood hazard areas on the site.

The applicant obtained a variance from the Brimfield Township Board of Zoning Appeals to allow for lot sizes less than one acre in the R-2 zoning district. The variance permit was granted on November 30, 2022.

Sublot 8R-A and 8R-B have no environmental constraints on the site; however, by splitting the lot, the home on Sublot 8R-A will be splitting out the sewer lateral. It is possible that the location of the lateral will make Sublot 8R-B difficult to build on; however, an easement has been added to the survey to mark the location.

Staff recommends approval of the proposed Replat. A motion was made by M. Hlad to follow staff recommendation. Motion seconded by S. White. Motion carried with 22 Yeas.

Replat of Sublot 9-R in "Rootstown Estates" on Cook Road, Lot 22 in Rootstown Township, David Molnar, applicant

A motion was made by R. Patrick to approve an extension of time until March 8, 2023. Motion seconded by J. Paulus. Motion carried with 22 yeas.

Preliminary Plan of "Hickory Creek" on Meloy Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant

A motion was made by S. Christian-Bennet to accept the preliminary plan for review. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Replat of Sublots 644 – 649 in the "Clapp Subdivision" on Lincoln Street, Lot 35 in Franklin Township, Deirdra Pendleton, applicant

A motion was made by R. Kotkowski to approve an extension of time until March 8, 2023. Motion seconded by S. Christian-Bennett. Motion carried with 22 yeas.

ZONING

Freedom Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Freedom Township is proposing to the following changes to Section 403.D (Signs): ~~"The overall height of the sign shall not exceed six feet (6 ft.). If mounted from the ground level, the overall height of the sign shall not exceed six feet (6 ft.).~~ ENTIRE SIGN ASSEMBLY SHALL NOT EXCEED SIX FEET (6 FT.) FROM THE GROUND LEVEL".

Staff recommends approval of the proposed amendment.

Amendment No. 2

Freedom Township is proposing the following changes to Section 403.C. (Billboard Signs): "C. The minimum height shall be twenty-five feet (25 ft.). The sign WIDTH ~~area~~ shall not exceed ~~a length of~~ thirty-five feet (35 ft.) and the sign area shall NOT EXCEED ~~be limited to no more than~~ two hundred fifty (250) square feet."

The length and area were being misused and the proposed amendment helps to clarify what area and length are including the total square feet of the billboard sign. Staff recommends approval of the proposed amendment.

Amendment No. 3

Freedom Township is proposing the following changes to Section 416.1B (Allowable Fuel Material): "B. Wood ~~pellets made~~ BY-PRODUCTS MUST BE MADE from clean wood."

Staff recommends approval of the proposed amendment.

Amendment No. 4

Freedom Township the following change to Section 402.1 and 402.3 (Nuisances Prohibited): "There shall be no dumping, storing, burying, reducing, disposing of or burning of garbage, refuse, scrap metal, construction and demolition materials and debris, TIRES, or carcasses of animals, unless these materials have been generated on one's own property and disposed of in accordance with all local, state and federal requirements. There shall, however, be no disposition of either commercial or industrial products which can be considered a public nuisance. There shall be no disposing of chemical wastes or industrial waste in any part of the Township."

Staff would agree that tires should be listed as a nuisance since used and discarded tires can collect water and serve as a breeding ground for mosquitoes. Staff recommends approval of the proposed amendment.

A motion was made by C. Walker to follow staff recommendations for Amendment No. 1 – 4. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Windham Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Windham Township is proposing to amend Section 2.12 (Expansion of non-conforming residence on a substandard lot). The following is proposed to be added under substandard lot:

"A. EXPANSION OF NON-CONFORMING RESIDENCE ON SUBSTANDARD LOTS:

1. WITH APPROVAL OF THE BOARD OF ZONING APPEALS, A ONE TIME ALLOWANCE MAY BE MADE TO THE PROPERTY TO AN EXTENT NOT EXCEEDING 20% OF THE GROUND FLOOR AREA OF THE EXISTING RESIDENCE.
2. IN NO CASE SHALL THE SIDE YARD SETBACK BE LESS THAN 8 FEET."

Staff felt this was a complex and more of a case-by-case scenario to determine how any expansion of a non-conforming residential structure or substandard lot would work in a specific area. The Board of Zoning Appeals would need to decide if the expansion is compatible and in keeping with the area. Expansions are limited to 20%.

Amendment No. 2

Windham Township is proposing to add the following to Section 3.3 (Home Renewable Energy Systems):

"A. GROUND MOUNTED SOLAR SYSTEMS

1. GROUND-MOUNTED SYSTEMS ARE SUBJECT TO THE SETBACK REQUIREMENTS IN SECTION 3.1.C. THE REQUIRED SETBACKS ARE MEASURED FROM THE LOT/PARCEL/PROPERTY LINE TO THE NEAREST PART OF THE SYSTEM. NO PART OF THE GROUND-MOUNTED SYSTEM SHALL EXTEND INTO THE REQUIRED SETBACKS DUE TO A TRACKING SYSTEM OR OTHER ADJUSTMENT OF SOLAR PV RELATED EQUIPMENT.
2. NO SYSTEM SHALL BE PERMITTED TO BE LOCATED IN THE ~~REQUIRED~~ FRONT YARD ~~SETBACK~~.
3. GROUND MOUNTED SOLAR SYSTEMS REQUIRE A PERMIT FROM THE TOWNSHIP. AFTER A REVIEW AND ACCEPTANCE OF SITE PLAN AND REQUIRED INFORMATION, A PERMIT AUTHORIZING CONSTRUCTION SHALL BE ISSUED."

The intent is to follow setback requirements for ground mounted solar systems. Staff believes the intent is to not allow ground mounted solar systems in the front yard, especially since all ground mounted solar systems need to be out of any setback.

Staff recommends approval of the proposed amendment with the adjustment in 3.3.A.2 removing the word "required" and "setback".

A motion was made by T. Green to follow staff recommendations for Amendment No. 1 – 2. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Brimfield Township Text Amendment – Report presented by Todd Peetz

Brimfield Township is proposing to remove the following under section 600.04(2)(a):

"ALL PARKING AREAS SHALL BE LOCATED ON THE SIDE OR REAR OF BUILDINGS IN COMPLIANCE WITH THE CORRESPONDING DISTRICT REQUIREMENTS."

Several variances were requested for the Maplecrest Development to allow buildings to be closer to the street in order to create a more walkable human scale to the built environment. Staff's suggestion is to limit this to only the Town Center District new development to hopefully create that walkable community that are associated with Town Center Districts.

Staff proposed the following to be added to Section 600.04(2)(a): "All parking areas IN THE TOWN CENTER DISTRICT shall be located on the side or rear of buildings in compliance with the corresponding district requirements."

A motion was made by C. Walker to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Franklin Township Text Amendment – Report presented by Todd Peetz

Amendments No. 1 and 2 are being recommended because Medical Marijuana Dispensaries are similar to pharmacies or drug stores. The Zoning Commission is recommending these facilities be added to the Conditional Use Section of each district where drug store is currently permitted (anywhere within C-1 or C-2 Districts). The Zoning Commission also added specific zoning conditions for these facilities in Chapter 601.01.B.61. These conditions come directly from the Ohio Revised Code as well as reflecting the Commission's concerns for current residential properties in the Township.

Amendment No. 1

Franklin Township is proposing add the following to each section:

"E. MEDICAL MARIJUANA DISPENSARY AS DEFINED IN THE ORC 3796 AND SUBJECT TO THE PROVISIONS OF SECTION 601.01.B SUBSECTION 61."

Staff recommends approval as submitted.

Amendment No. 2

Franklin Township is proposing to add the following to Section 601.01.B subsection 61, Conditionally Permitted Uses:

"61. MEDICAL MARIJUANA DISPENSARIES:

- A. AS STATED IN ORC 3796, DISPENSARIES SHALL BE LOCATED AT LEAST 500 FEET FROM ANY SCHOOL, CHURCH, PUBLIC LIBRARY, PUBLIC PLAYGROUND, PUBLIC PARK OR OPIOID TREATMENT FACILITY.
- B. PARCELS USED FOR SUCH FACILITIES SHALL BE LOCATED AT LEAST 500 FEET FROM ANY PROPERTY LINE (FRONT, BACK OR SIDES) OF A PARCEL OF LAND IN ANY DISTRICT IN WHICH RESIDENTIAL USE, OF ANY DENSITY, IS A PERMITTED USE.
- C. PARCELS USED FOR SUCH FACILITIES SHALL BE LOCATED AT LEAST 500 FEET FROM ANY PROPERTY LINE (FRONT, BACK OR SIDES) OF A PARCEL OF LAND CURRENTLY BEING USED FOR RESIDENTIAL PURPOSES, EVEN IF THAT USE IS A NON-CONFORMING USE."

The proposed change for amendments No. 1 and 2 follows the Ohio Revised Code for clarity and provides direction. "B" and "C" go beyond the Ohio Revised Code and includes residential property lines for conforming and non-conforming uses. Going beyond the Ohio Revised Code is allowed, but at some point, the Township may face a challenge to those requirements. Ultimately it is the Township who decides how they want their community to be established and maintained.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Franklin Township is proposing to add the following to Sections 323.02.B.5.h; 330.02.B.3.h, 331.02.B.2.f, 332.02.B.4.h pertaining to Medical Marijuana Cultivators, Processors and/or Testing Facilities:

"H. MEDICAL MARIJUANA CULTIVATOR, PROCESSORY OR TESTING FACILITY AS DEFINED IN THE ORC 3796, AND SUBJECT TO THE PROVISIONS OF SECTION 601.01.B, SUBSECTION 2."

Because medical marijuana cultivators, processors and testing laboratories are more "manufacturing" or "industrial" in nature and may have more intense impacts on the residents and the environment than a dispensary, the Zoning Commission is recommending that these facilities be added to the Conditional Use section of each Industrial District (anywhere within I-1 or I-2 Districts). The Zoning Commission added specific zoning conditions for these facilities in Chapter 601.01.B.62. These conditions come directly from the Ohio Revised Code as well as reflecting the Commission's concerns for current residential properties in the Township and the potential for environmental impacts and industrial hazards of these medical marijuana industrial facilities.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Franklin Township is also proposing to add the following:

- A. "AS STATED IN ORC 3796, CULTIVATORS, PROCESSORS AND/OR TESTING FACILITIES SHALL BE LOCATED AT LEAST 500 FEET FROM ANY SCHOOL, CHURCH, PUBLIC LIBRARY, PUBLIC PLAYGROUND, PUBLIC PARK OR OPIOID TREATMENT FACILITY.
- B. PARCELS USED FOR SUCH FACILITIES SHALL BE LOCATED AT LEAST 500 FEET FROM ANY PROPERTY LINE (FRONT, BACK OR SIDES) OF A PARCEL OF LAND IN ANY DISTRICT IN WHICH RESIDENTIAL USE, OF ANY DENSITY, IS A PERMITTED USE.
- C. PARCELS USED FOR SUCH FACILITIES SHALL BE LOCATED AT LEAST 500 FEET FROM ANY PROPERTY LINE (FRONT, BAC OR SIDES) OF A PARCEL OF LAND CURRENTLY BEING USED FOR RESIDENTIAL PURPOSES, EVEN IF THAT USE IS A NON-CONFORMING USE.
- D. THE OPERATION AND MAINTENANCE OF SUCH MEDICAL MARIJUANA CULTIVATORS, PROCESSORS, AND/OR TESTING FACILITIES SHALL BE SUCH THAT THEY WILL NOT BE HAZARDOUS, NOXIOUS OR OFFENSIVE DUE TO THE EMISSION OF ODOR, DUST, SMOKE, CINDERS, GAS, FUMES, NOISE, VIBRATION, REFUSE MATTERS OR WATER-CARRIED WASTES."

The proposed change uses the Ohio Revised Code for clarity and provides direction. Parts "B" and "C" go beyond the ORC and includes residential property lines for conforming and non-conforming uses. Nuisance was also added and may be addressed in the Conditional Uses Section or in the Industrial Districts Section. Going beyond the Ohio Revised Code is allowed, but at some point, the Township may face a challenge to those requirements. Ultimately it is the Township who decides how they want their community to be established and maintained.

Staff recommends approval of the proposed amendment.

Amendment No. 5

Definitions were added for each step of the medical marijuana process and facility. The definitions were taken directly from the Ohio Revised Code Section 3796.

Staff recommends approval of the proposed amendment.

A motion was made by C. Walker to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 22 Yeas and 1 Nay (S. Pancost).

Shalersville Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to amend Section 363 (H), Minimum Project Area:

- A. ~~A minimum of 25 acres in an A/R-R District~~
- B. A minimum of 20 acres in an R-2 \pm District.

The types of dwelling units that may be included as part of a PRD are listed in Table 6.1. Shalersville Township is proposed to remove Column A/R-R.

The proposed change is consistent with removing A/R-R and R-1 Zoning Districts from the PRD overlay zoning.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Shalersville Township is proposing to amend Section 640.5(C), Density and Open Space Requirements by removing A/R-R, L-R and R-1 Zoning Districts from the PRD Overlay Zoning and adding R-2.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Shalersville Township is proposing to amend Section 640.6 – Table 6.3 Minimum Standards by removing the A/R-R, L-R and R-1 Zoning Districts from the PRD Overlay Zoning and also adding R-2.

Staff recommends approval of the proposed amendment.

Amendment No. 4

Shalersville Township is proposing to amend Section 640.7, Open Space Requirement Tables 6.4 and 6.5 by removing the A/R-R, L-R and R-1 Zoning Districts from the PRD Overlay Zoning and also adding R-2.

Staff recommends approval of the proposed amendment.

A motion was made by R. Kotkowski to follow staff recommendation for Amendment No. 1 – 4. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

January 2023 Work Program Report

Todd presented the January 2023 Work Program Report.

- Update of Portage County Subdivision Regulations – The Commissioners have scheduled their public hearing for March 16, 2023.
- Brimfield Township – Continued working on their Historic Structures Story Map. Staff is also assisting them with several zoning related requests.
- Deerfield Township – Staff is assisting them with grant information for their fire department.
- Freedom Township – Staff is looking into grant opportunities for a community center and a park. Staff needs to set up a meeting.
- Hiram Township – Staff is looking into grant opportunities for their community.
- Mantua Township – Staff is looking into grant opportunities for a community center and a park. Staff needs to set up a follow-up meeting.
- 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 will be looking into resubmitting a pre-application for a Targets of Opportunity grant as well as submitted a pre-application for a Residential Public Infrastructure Grant. A portion of the LMI Income Survey was updated for the Village and the Village was 54.5% LMI.
- Nelson Township – Staff is discussing possible zoning/text amendments.
- Ravenna City – Working with the City on their Critical Infrastructure Grant.
- Shalersville Township – Staff has started updating the Township's Land Use Plan. Several community meetings have been scheduled.
- Windham Village – Working with the Village on their Critical Infrastructure Grant.
- Quarterly Zoning Inspector's Meeting – The next meeting will be held on January 19, 2023 at the Ravenna Township Townhall. The next meeting will be held on April 27, 2023 and the topic is yet to be determined.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program – Currently there are two septic systems in process, and one is pending owner information.

- Portage County Vision and Comprehensive Plan – The Commissioners approved the Vision Plan on December 1, 2022. A meeting has been scheduled with the Commissioners for February 9, 2023 to provide a summary of the Comprehensive Plan. Staff has met with a number of departments and non-profit organizations to help wrap up the project. Draft implementation schedule is available for review. Those departments or agencies that do not respond, we will set up appointments with them to make sure we have their input.
- Portage County Water Resources GIS Assistance – Staff has been working with Water Resources to provide GIS mapping assistance and the goal is to provide 80+ hours pers month. We are hoping to hire a planner to help with it.
- Brimfield Township Historic Structures Story Map Project – Todd met with Mike Kostensky to discuss goal setting and options; Staff is working on a community survey for input; Worked on creating an outline for potential creation of a historical district; Staff is also working with Kelso House and related community members to help support information gathering related to this project.
- Brimfield Township Comprehensive Plan Update – A kick-off meeting was held on January 12, 2023.
- Shalersville Township Land Use Plan – Staff met with the Zoning Commission at their December meeting. Staff has scheduled a community meeting for February 16, 2023 and for March 25, 2023. A Community Survey has been prepared for review. Much of the existing conditions have been compiled. Online web presence has also been prepared. Post cards with community meetings and survey information has been mailed out.

S. White from Randolph Township reminded Todd about information requested grant opportunities for their fire department as well as a park grant.

January 2023 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

The engineer has completed the field survey and have started the in-office computer design and are currently placing the existing utility information on the plans.

2021 Critical Infrastructure Grant – Ravenna City

Construction has stopped until the asphalt plants re-opened. Construction is anticipated to be completed by the end of May 2023.

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

Contract has been signed by the contractor and the funds have been certified/appropriated at the County. The contract can now be circulated to the County Auditor, Prosecutor and the Commissioners. A notice to proceed will be issued once the contract is in place.

An extension has been approved and all construction must be completed by April 30, 2023.

2022 Community Development Allocation Grant

Fair Housing

Two requests for assistance were received in January 2023.

Public Service – Streetsboro Senior Assistance Program

Seventy-Nine (79) applications have been received for the Senior Assistance Program. All income has been verified for each household and a letter has gone out to all households who applied for the program.

The project is currently out to bid, and bids are due by 2:00 p.m. on February 15, 2023.

Fair Housing

Staff received 14 fair housing calls in the month of December.

2022 Residential Public Infrastructure Grant – CHINN Sewer Construction

We have received the Permit to Install from EPA and a full application will be submitted as soon as it is available in 2023.

2022 Residential Public Infrastructure Grant – Mantua Village

We have enough LMI surveys at this time to justify the area to be LMI and are working with the State for their determination. The Office of Community Development (OCD) has recommended we wait until the next available cycle in 2023 to submit a full application.

2022 Downtown Revitalization Target of Opportunity Program

A full application is being prepared and anticipate it being submitted by mid-March.

FINANCE

January 2023 Financial Statements

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

R. Patrick made a motion to approve the January 2023 financial statements as presented. Motion seconded by S. Christian-Bennett. Motion carried with 23 Yeas.

2023 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 23-02)

Todd presented Resolution No. 23-02 which is to transfer \$2,500 in appropriations to fix a clerical error. A motion was made by J. Paulus to approve the appropriation adjustment as presented. Motion seconded by R. Kotkowski. Motion carried with 21 Yeas.

OTHER BUSINESS

Next Meeting

T. Peetz announced the next Regional Planning Commission meeting will be held on March 8, 2023 at 4:30 p.m. located at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

DIRECTOR'S REPORT

Planner – Staff is still trying to hire a planner and Todd said he has reached out to Ohio State University, and they have a Job Fair coming up that he is planning on attending.

ADJOURNMENT

A motion was made by S. Christian-Bennet adjourn the meeting at 5:11 p.m. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Minutes approved at the February 8, 2023, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
NOMINATING COMMITTEE MINUTES
FEBRUARY 8, 2023**

Members in Attendance: Allan Orashan Jim Beal Sandy Nutter

Staff Present: Lisa Reeves

The meeting was held on February 8, 2023 at 5:30 p.m.

Discussion was held. After discussion, S. Nutter made a motion to nominate Jim DiPaola for Chairman and Sabrina Christian-Bennett as Vice Chairman. Motion seconded by A. Orashan. Motion carried unanimously.

The Committee voted unanimously to present this slate of officers at the Annual Meeting on March 8, 2023 and that Jim Beal would present the report of the Nominating Committee.

A motion was made by A. Orashan to adjourn the meeting at 5:32 p.m. Motion seconded by S. Nutter.

Respectfully Submitted,

Jim Beal, Nominating Committee Chairman

Todd Peetz, Secretary



Meeting called to order on February 8, 2023 at: 3:30 p.m.

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

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. The meeting was held at the former Regional Planning Commission office at 124 N Prospect, in Ravenna. The minutes of January 11, 2023 were presented. J. Beal made a motion to approve the January 11, 2023 minutes as presented, seconded by S. Christian-Bennett. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Portage County Subdivision Regulations

Todd stated the minor changes to the Portage County Subdivision Regulations will be presented for adoption at the February 2023 full Commission meeting. (Resolution 23-01)

Planning Administration

A total of 10 subdivision applications were submitted during the month of January 2023 with 7 new lots being created.

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

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

Staff attended the December Board meeting.

Quarterly Zoning Inspector Meeting

A meeting was held January 19th, 2023. The topic was about electric vehicle charging stations. The next meeting will be held April 27th Meeting location and topic to be determined.

Portage County Storm Water Program

Staff continues to take applications to help homeowners replace failing septic systems. E. Beeman reported on 2 projects currently in process of being replaced.

Portage County Vision and 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. Todd reported we anticipate presenting a final document sometime in March/April 2023 for the Portage County Comprehensive Plan.



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 has been prepared for review. Existing conditions is being compiled. Online web presence is being 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. Post cards with community meetings and survey information were mailed out on January 9, 2023. The first community meeting is February 16th, 2023.

Brimfield Township Historic Structures story map project

Staff prepared a community survey to get input. Staff is working with Kelso House and related Community members to help support information gathering related to this project. We have rehired an intern who worked with the Ravenna Historical project who has a degree in architecture.

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 will meet with the Zoning Commission again in March.

Celebrate Portage! We look forward to a bigger and better 2023. The first meeting is scheduled for February 9, 2023.

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. We are looking at bringing an intern on board to help with this project. Kaylan has graduated with an architectural degree.

Brimfield Comprehensive Plan Update

Staff will be updating the 2010 data to reflect the 2020 census data. Staff will also look at what goals were accomplished. Staff will evaluate the short-term goals and objectives and establish or update them, as necessary.

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 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 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.

2021 CDBG Critical Infrastructure Grant (Windham Village)

Portage County was awarded \$452,100 for this project. Grant received; the Commissioners have 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. Contract is in place and notice to proceed has been issued for engineering services. **UPDATE:** 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.

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. Contract is in place and the notice to proceed has been issued. A pre-construction meeting was held. Construction started September 26, 2022.

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. **UPDATE:** Contract is signed. Funds are in process of being certified and appropriated. Will circulate after funds are in place for signatures. A notice to proceed will be issued once the contract has been appropriated. An extension request until April 30, 2023 has been approved.



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 have 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. **UPDATE:** A full application is being prepared.

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
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.
3. Coleman Professional Services for \$45,600 to demolish a blighted house at 463/465 Chestnut Street.
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.

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. **UPDATE:** Environmental review is underway.

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 found to be tapped in 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. A full application will be submitted once it is available in 2023.



RPC GENERAL FUND

January 1, 2023 Cash Balance	\$47,295.78
Receipts:	\$64,723.84
Expenditures:	\$31,652.51
January 31, 2023 Cash Balance	\$80,367.11

B-F-20 Formula Grant

January 1, 2023	\$100.00
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
January 31, 2023 Cash Balance	\$100.00

B-X-21-2 Ravenna City Critical Infrastructure

January 1, 2022	\$4,970.32
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
January 31, 2023 Cash Balance	\$4,970.32

B-X-21-1 Windham Village Critical Infrastructure

January 1, 2023	\$1,288.63
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
January 31, 2023	\$1,288.63

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

January 1, 2023	\$197.05
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
January 31, 2023	\$197.05

2023 Financial Statements

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

Resolution 23-02 Appropriation adjustment for the Portage County Planning Commission. To correct clerical error by adjusting Printing services from object line 85009065 in the amount of



\$2,500 to object line 85009064. A motion was made by S. Christian-Bennett to approve the appropriation adjustment as reviewed, seconded by S. Nutter. Motion carried unanimously.

Other Business:

Todd stated there were no planner resumes received from our recent advertising for the vacant position. Todd stated Ohio State is holding a job fair on February 23. They suggested Todd attend and provide a job description/posting that can be circulated. Todd stated he has someone on the radar who might be available part time who is still in school and is taking currently taking GIS classes. She has another year before she would graduate.

Todd stated Ravenna City Council is interested in having Regional Planning do a complete Comprehensive Plan update.

Mantua Township is interested in a Comprehensive Plan update as well however, they do not want the interactive version. Windham Village is interested in an update to their Comprehensive Plan and would like to focus on grant opportunities for their community.

Todd is meeting with the Kent Historical Society next week. Brimfield Township has expressed interest in having a parks master plan done. Todd will meet with them on February 10th to discuss the details.

Todd also reported the Republican party is interested in renting space in the multi-purpose building located at 124 N Prospect Street. Todd reported the hot water tank at 128 N Prospect was replaced in the amount of \$1,400 as it quit working.

Todd stated he purchased a program to do interactive voting which will be used at same of the community meeting in the future.

There being no further business to come before the Committee a motion was made by Sabrina Christian-Bennett to adjourn the meeting at 4:11 p.m. seconded by S. Nutter. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz

Minutes submitted for approval by Secretary on March 8, 2023

**REPLAT OF SUBLLOT 8
IN COIA SUBDIVISION IN LOT 63, SOUTH DIVISION
OF RAVENNA TOWNSHIP**

Case No. 22-25
Reviewed By: Gail Gifford
Date Submitted: 6-3-22
Due: 7-3-22 (extension of time to 3-8-23)

APPLICANT(S): Bisirri Commercial Properties

REQUESTED ACTION & HISTORY:

The applicant requests a review of the replat splitting subplot 8.

LOCATION: Vicinity Map (Exhibit 1)

The replat is in Ravenna Township, at the southwest corner of Summit Road and Fox Run Road in Coia Subdivision.

SIZE & ZONING: (Exhibit 2)

Site zoning: The site is zoned Commercial Residential (C-R) and Residential Medium Density Zoning (R-M). Sublots 8A and 8B are a non-conforming use of Residential Medium Density Zoning.

Residential Medium Density (R-M)- *with sewer*

	<u>Required</u>	<u>8A*</u>
Min. Lot Size	0.5 acres	0.4936 acres
Min. Frontage	80 feet	107.50 feet*
Min. Lot Width	80 feet	107.50 feet*

Commercial Residential (C-R)- *commercial use*

	<u>Required</u>	<u>8B*</u>
Min. Lot Size	30,000 square feet (0.6887 acres)	9.3393 acres
Min. Frontage	100 feet	189.18 feet
Min. Lot Width	100 feet	189.18 feet

LAND USE: **Site:** Sublot 8B has an existing commercial facility. It provides excavating and grading equipment sales. Sublot 8A is vacant.

Surrounding: The surrounding area is residential with several nearby commercial properties.

UTILITIES: The site has access to sewer through Portage County Water Resources and water through Ravenna City.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

- Soils:** The soils on the replat site, in order from highest to lowest percentage, are Canadice silt loam and Remsen silt loam, 2 to 6 percent slopes.
- Canadice silt loam (Ca): This is a nearly level to slightly depressional hydric soil. Runoff is slow to ponded. Seasonal wetness, slow permeability, and poor stability are major limitations to most uses of this soil.
 - Remsen silt loam, 2-6% slopes (RmB): This is gently sloping soil found in convex upland areas. Runoff is slow to ponded. Seasonal wetness, a high shrink-swell potential, and slow permeability are limitations for nonfarm uses.
- Wetlands:** According to the National Wetland Inventory, there are potential wetlands in the wooded area on the southeast corner of subplot 8B.
- Flood Hazard:** The FEMA Flood Insurance Rate Map, effective date 2009, does not show any flood hazard areas on the site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

	Approval	Conditional Approval	Disapproval	No comment
<i>Chief Building Official:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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>Rootstown Township Zoning Inspector</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The replat complies with the Portage County Subdivision Regulations.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

Sublot 8A was rezoned to R-M and subplot 8B was rezoned to C-R in January 2023. The Ravenna Township Zoning Inspector has reviewed and approved the replat.

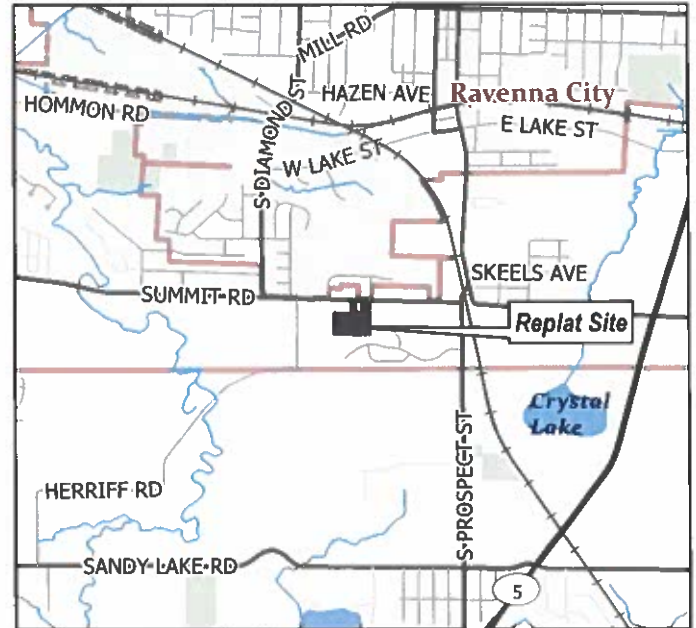
ANALYSIS: There are no floodplain restrictions on site. Sublot 8B has several existing buildings and wetlands occupy the southeast wooded area of the lot. Sublot 8A is becoming slightly smaller than the minimum lot size required by the Township; however, the replat has been reviewed and approved by the zoning inspector.

RECOMMENDATIONS: Staff recommends approval of this replat.

Exhibit 1

Coia Subdivision Replat of Sublot 8

Ravenna Township



0 100 200 Feet

— Railroad
— Streams

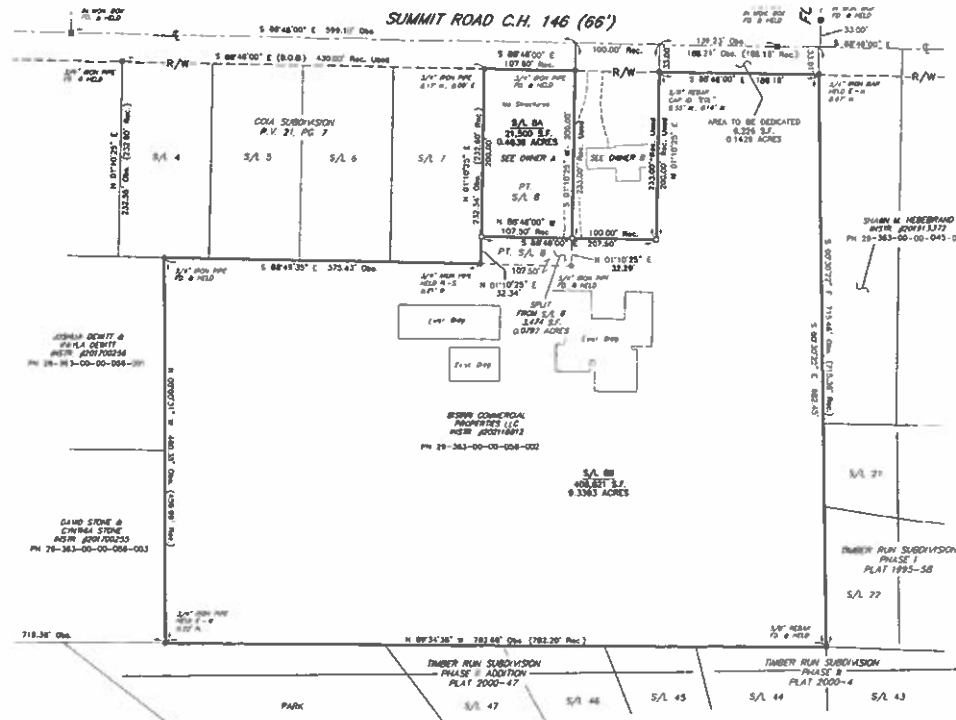
Water
Township Boundary

Parks

0 2,000 4,000 Feet



Exhibit 2 Replat



5/23/22



Data Sources: Roads & Boundaries, Portage County GIS, 2021; Parcels, Portage County GIS, 2022; Water, NHD-USGS, edited by PCRPC, 2007 & 2012; Railroads, ODOT, 2020; Aerial, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022.

Soils

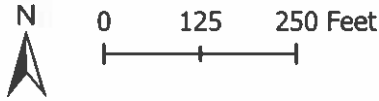


Exhibit 3

Coia Subdivision
Replat of Sublot 8

Ravenna Township

- Soils
- Hydric Soils
- Streams
- Water
- Wetlands
- Flood Zone A
- Flood Zone AE
- Portage County Wetland Inventory

Wetlands & Floodplains



PCRPC 5/23/22

Data Sources: Roads & Boundaries, Portage County GIS, 2021; Parcels, Portage County GIS, 2022; Water, NHD-USGS, edited by PCRPC, 2012; 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.

**REPLAT OF SUBLOTS 9-R AND 10
IN ROOTSTOWN ESTATES IN LOT 22
IN ROOTSTOWN TOWNSHIP**

Case No: 23-02

Reviewed By: Gail Gifford

Date Received: 1/18/23

Due: 2/18/23 (extension of time until 3/8/2023)

APPLICANT(S): Devin and Ann Tracy Molnar

REQUESTED ACTION & HISTORY:

The applicant requests a review of the replat creating sublots 9-R1, 9-R2, and 10-R.

LOCATION: Vicinity Map (Exhibit 1)

The replat is off Cook Road, east of State Route 44 and south of Tallmadge Road in Rootstown Estates.

SIZE & ZONING: (Exhibit 2)

Site Zoning: The site is zoned Single Family Residential (R-2).

	<u>R-2</u>	<u>9-R1</u>	<u>9-R2</u>	<u>10-R</u>
Min. Lot Size	13,500 sq. ft. 0.3099 acres	12.547 acres	4.011 acres	0.708 acres
Min. Frontage	60 feet	202.08 feet	215 feet	100 feet
Min. Lot Width	80 feet	202.08 feet	215 feet	100 feet

LAND USE: Site: Sublot 9-R1 is a vacant wooded lot with several wet areas and a large pond. Sublot 9-R2 has a garage and a small storage building and subplot 10-R has an existing home.

Surrounding: Land uses to the west of the site consist of a mix of single-family homes, duplexes, and vacant lots. North, south, and east of the replat site are predominantly single-family homes.

UTILITIES: There is no access to sanitary sewer through Portage County Water Resources. The applicant provided a map of potential septic locations for sublots 9-R1 and 9-R2 which was approved by the Portage County Health District. Sublot 10-R has an existing septic system as well as an area for a replacement and has been reviewed by the Portage County Health District.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site according to the Portage County Soil Survey are, from highest to lowest percentage: Canfield silt loam, 6 to 12 percent slopes; Canfield silt loam 2 to 6 percent slopes; Canadice silt loam; Bogart-Haskins complex, 2 to 6 percent slopes; Ravenna silt loam, 2 to 6 percent slopes; and, Haskins loam 2 to 6 percent slopes.

- Canfield silt loam, 6-12% slopes (CdC)- This is a sloping soil found on valley sides and in rolling uplands. Runoff is rapid and the soil is more susceptible to erosion than in less sloping areas. Major limitations include slope and slow permeability in the lower part of the subsoil.
- Canfield silt loam, 2-6% slopes (CdB)- Long slopes may have internal water laterally moving downslope seeping to the surface in less sloping areas. Runoff is medium and the hazard of erosion is moderate if the soil is cultivated. Seasonal wetness and slow permeability in the lower part of the subsoil are major limitations for non-farm uses.
- Canadice silt loam (Ca)- This is a nearly level to slightly depressional hydric soil. Runoff is slow to ponded. Seasonal wetness, slow permeability, and poor stability are major limitations to most uses of this soil.
- Bogart-Haskins complex, 2-6% slopes (BhB)- Found on gently undulating terraces, this soil is somewhat poorly drained. Runoff is medium and the hazard of erosion is moderate in areas where runoff is concentrated. Seasonal wetness is a major limitation to development.
- Ravenna silt loam, 2-6% slopes (ReB)- Gently sloping soil found near the heads of drainageways or on long upland slopes. Runoff is medium and there may be downslope seeps during periods of heavy rainfall. Seasonal wetness and slow permeability are major limitations for non-farm uses.
- Haskins loam, 2-6% slopes (HaB)- This is a gently sloping soil. Runoff is slow to medium, and the hazards of erosion and wetness are moderate if the soil is cultivated. Seasonal wetness is the major limitation to non-farm uses.

Wetlands: There is one wetland located on the site according to the Portage County Wetland Inventory.

Flood Hazard: The FEMA Flood Insurance Rate Map, effective date 2009, shows Flood Zone A present on subplot 9-R1. Flood Zone A is an area with a 1% annual chance of flooding or 26% chance over the course of a 30-year mortgage. Detailed analysis has not been performed on this area.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

	Approval	Conditional Approval	Disapproval	No comment
<i>Chief Building Official:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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>Rootstown Twp Zoning Inspector:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The replat complies with the Portage County Subdivision Regulations.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replat has been reviewed by the Rootstown Zoning Inspector and does not meet zoning. The following are a list of areas in which the replat does not comply with the Zoning Resolution:

- Section 310.02 D: A garage is an accessory structure which is permitted as a subordinate building to a principal building or use. Creating subplot 9-R2 will separate the garage from the existing home which is the current principal use.

Other concerns posed by the Rootstown Zoning Inspectors:

- Sublot 10-R is on septic. Although the subplot appears to meet the required minimum lot area, Section 310.04 A-F state that the minimum lot area and width apply unless *"a larger lot is required by Portage County Health Department to adequately accommodate individual sanitary sewage disposal systems"*.
- The driveway for subplot 9-R1 should not be located on subplot 9-R2. Section 310.09 E states that *"each dwelling unit shall have its own separate driveway excepted as otherwise permitted for Planned Residential Developments"*.

ANALYSIS: There are floodplain and wetland areas on the vacant subplot 9-R1. The proposed new access drive and home location should avoid those areas. The applicant should continue to work with relevant agencies when they develop this property. The applicant was able to show a current septic system and replacement area for all three sublots and received approval from the Portage County Health District prior to applying for the replat.

Creating subplot 9-R2 will result in the garage being separated from its principal building (proposed subplot 10-R). The applicant should work with the Township to resolve this issue before the replat can be approved.

The location of the driveway for subplot 9-R1 should be discussed with the Township and a variance obtained. Requirements from the Township for driveways include having a drive for each separate dwelling unit and meeting the side and rear setbacks of five (5) feet. Since the driveway has not been re-routed yet it will temporarily cross property lines until construction of the house on subplot 9-R1 is completed.

RECOMMENDATIONS: If the variances for the accessory structure and driveway are granted by the BZA on March 7th, staff recommends approval. Otherwise, staff recommends an extension of time.

Rootstown Estates Replat of Sublots 9-R & 10



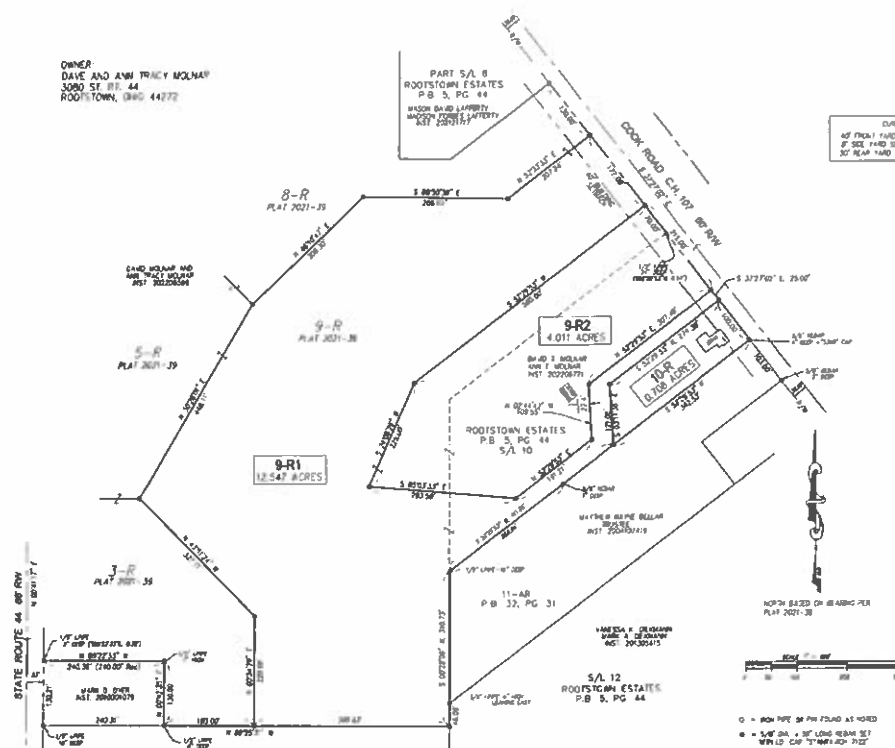
 Railroad
  Water

 Stream
  Township Boundary

A horizontal number line with three tick marks. The first tick mark is labeled '0', the second is labeled '0.5', and the third is labeled '1 Miles'.



Exhibit 2 Replat



1/24/2023



Data Sources: Roads & Boundaries, Portage County GIS, 2022; Parcels, Portage County GIS, 2023; Water, NHD-USGS, edited by PCRPC, 2007 & 2012; Railroads, ODOT, 2022; Aerial, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022.

Soils

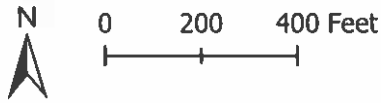


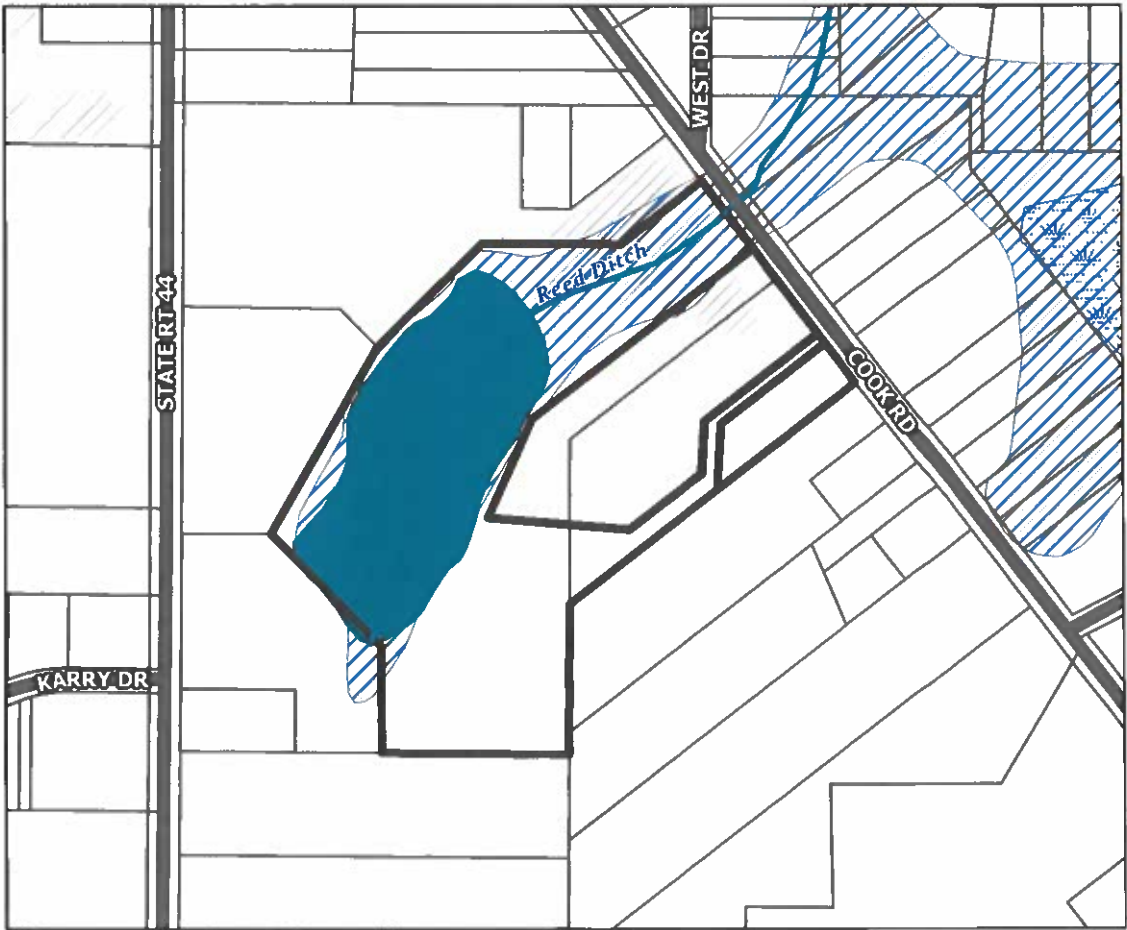
Exhibit 3

Rootstown Estates
Replat of
Sublots 9-R & 10

Rootstown Township

- Hydric Soils
- Soils
- Water
- Wetlands
- Flood Zone A
- Flood Zone AE
- Portage County Wetland Inventory

Wetlands & Floodplains



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

1/24/2023

Data Sources: Roads, Boundaries, Portage County GIS, 2022; Parcels, Portage County GIS, 2023; Water, NHD-USGS, edited by PCRPC, 2012; 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.

**REPLAT OF SUBLOTS 644 THROUGH 649
IN CLAPP SUBDIVISION IN LOT 35
IN FRANKLIN TOWNSHIP**

Case No: 23-04

Reviewed By: Gail Gifford

Date Received: 1/27/23

Due: 2/27/23 (extension of time to 3/8/23)

APPLICANT(S): Deirdre Pendleton

REQUESTED ACTION & HISTORY:

The applicant requests a review of the replat combining sublots 644 through 646 to create sublots 645-R and combining sublots 647 through 649 to create subplot 648-R.

LOCATION: Vicinity Map (Exhibit 1)

The replat is off Lincoln Street, north of Garfield Street in Clapp Subdivision in former Brady Lake Village which is now part of Franklin Township.

SIZE & ZONING: (Exhibit 2)

Site Zoning: The site is zoned High Density Residential Brady Lake District (R-3B).

	<u>R-3B</u>	<u>645-R</u>	<u>648-R</u>
Min. Lot Size	14,520 sq. ft. 0.3333 acres	0.3304 acres	0.3306 acres
Min. Frontage	80 feet	120 feet	120 feet
Min. Lot Width	-	-	-

LAND USE: **Site:** Sublot 645-R is has an existing home while subplot 648-R is vacant.

Surrounding: Land use surround the site consists of a mix of residential and vacant lots.

UTILITIES: Sewer through Portage County Water Resources is available about south of the sublots. Since sewer is within 200 feet of the vacant lot (subplot 648-R), it will be required to connect to sewer at time of construction. The vacant lot has not been evaluated for septic. The parcels are in the City of Kent water service area.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site according to the Portage County Soil Survey are Chili silt loam, 6 to 12 percent slopes. This is a sloping soil found in rolling areas with medium to rapid runoff rates. Slope is the major limitation to nonfarm uses.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there are no wetlands on the site.

Flood Hazard: The FEMA Flood Insurance Rate Map, effective date 2009, shows no flood hazard areas on or adjacent to the site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

	Approval	Conditional Approval	Disapproval	No comment
<i>Chief Building Official:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:

The replat has been reviewed and approved by the Franklin Township Zoning Inspector. Although the sublots are slightly smaller than the minimum lot area size, overall, by combining the parcels the sublots are coming more into compliance.

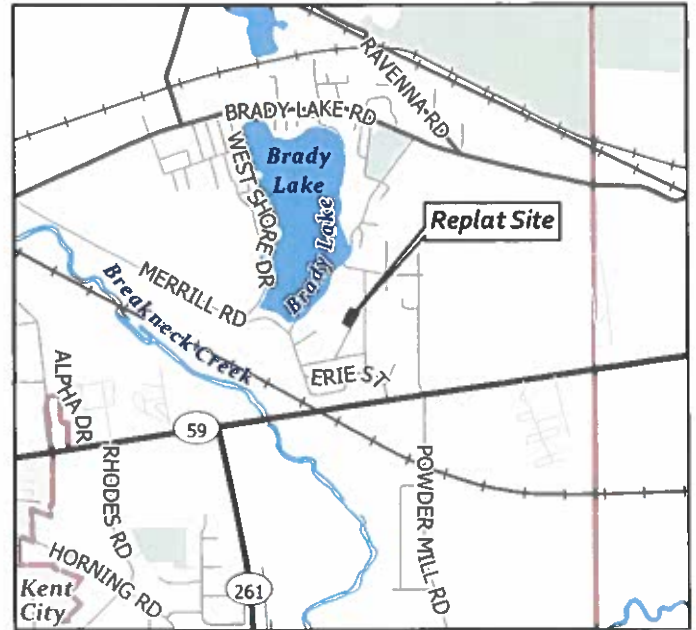
ANALYSIS: There are no wetland or floodplain areas on these sublots. The sublots are coming more into compliance with Franklin Township's Zoning Resolution by being combined.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

Clapp Subdivision Replat of Sublots 644 - 649

Franklin Township



0 50 100 Feet

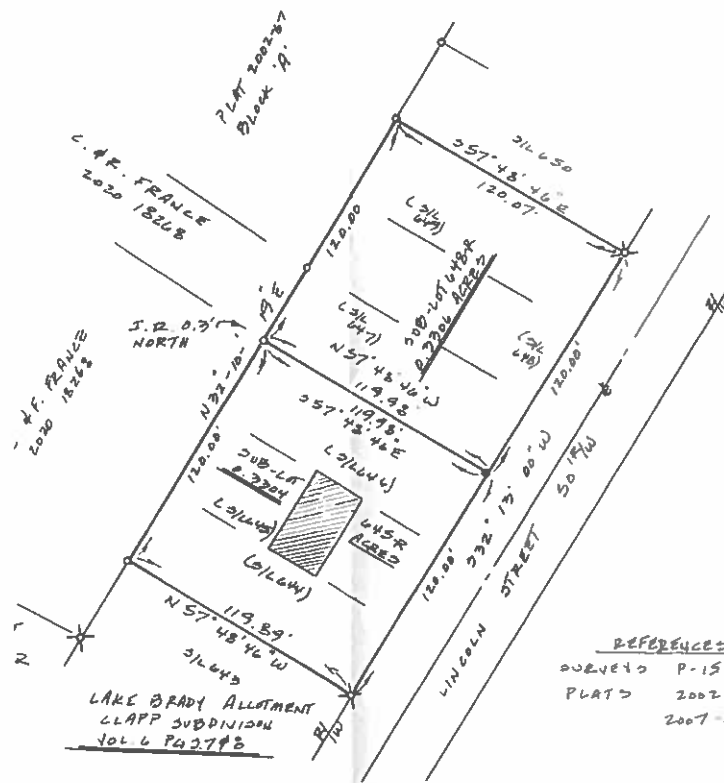
— Railroad — Water
— Stream — Township Boundary

Parks

0 1,500 3,000 Feet



Exhibit 2 Replat



2/23/2023

Soils

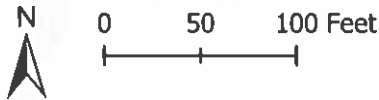


Exhibit 3

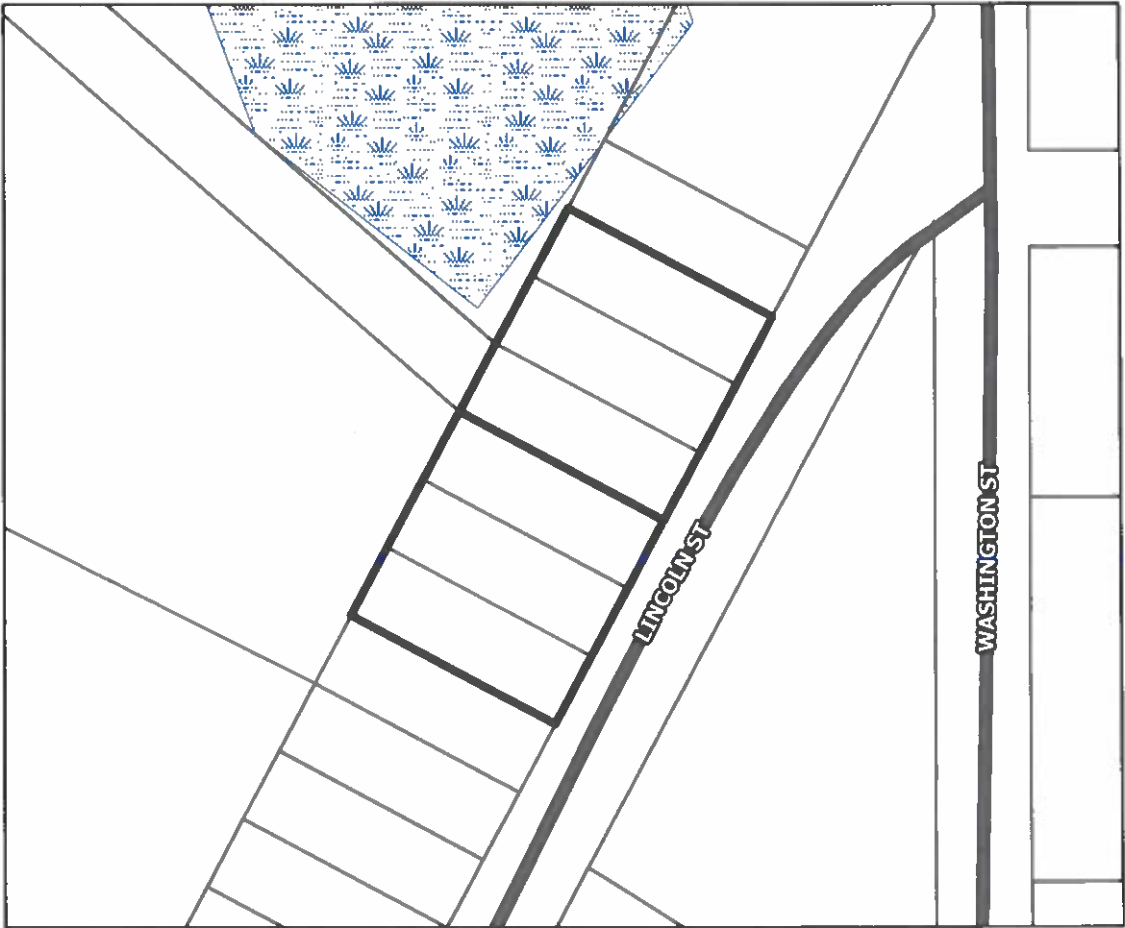
Clapp Subdivision
Replat of
Sublots 644 - 649

Franklin Township

- Hydric Soils
- Soils
- Water
- Wetlands
- Flood Zone A
- Flood Zone AE
- Portage County Wetland Inventory



Wetlands & Floodplains



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



Data Sources: Roads, Boundaries,
Portage County GIS, 2022; Parcels,
Portage County GIS, 2023; Water, NHD-
USGS, edited by PCRPC, 2012; 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.

**FRANKLIN TOWNSHIP
ZONING MAP AMENDMENT
REVIEW BY RPC STAFF
MARCH 2023**

Reviewer: Todd Peetz
Date Received: 02-02-23
Hearing Date: 03-08-23

Applicant: Battaglia Construction Inc.

AMENDMENT 1

Amend Zoning Map from R-1 Residential District to C-1 Commercial

PROPOSED/RECOMMENDED CHANGES

The proposal is to change part of the Zoning Map from R-1 Low Density Residential to C-1 Local Commercial near State Route (SR) 59 and Cox Avenue. The amendment consists of one (1) parcel which covers 23.41 acres. The parcel number is:

12-036-00-00-008-000 (23.41 acres) R-1 portion of the lot to C-1 (5.57 acres).

The information provided by the applicant is included in the report as appendix 1. The applicant states the first 1,000 feet back from SR 59 is already C-1 Local Commercial. The remainder is R-1 Low Density Residential. Representing approximately 20% of the total parcel. The desire is to have one zoning district cover the entire parcel.

Developing the residential area of the parcel may not have a cohesive fabric with the surrounding area and will be difficult to accomplish efficiently with services.

The differences between the zoning districts are shown in the following zoning comparison table:

Note: *Italics* depict differences between R-1 Low Density Residential and C-1 Local Commercial zoning.

Requirements	R-1 Low Density Residential Existing	C-1 Local Commercial Proposed
Use Type	Single Family	Commercial
Minimum Lot Size	20,000 S.F.	Consistent with the Development Plan
Minimum Lot Width	100 Feet	Consistent with the Development Plan
Minimum Lot Frontage Depth	100 Feet	Consistent with the Development Plan
Minimum Front Yard Depth	45 Feet	50 Feet
Minimum Rear Yard Depth	50 Feet	25 Feet
Minimum Side Yard Depth	12 Feet	Fifty (50) feet when adjacent to a residential district and on the side adjacent to the residential district only
Maximum Building Height	35 Feet	35 Feet, <i>higher heights may be approved by the Board of Zoning appeals.</i>
Minimum Living Floor Area	1,200 Sq. Ft.	N/A
Minimum Open Space	N/A	N/A

Surrounding Zoning:

North	East	South	West
R-1 Residential cial Zoning	C-1 Commercial Zoning	R-1 Residential Zoning	R-1 Residential Zoning

Surrounding Existing Land Uses:

North	East	South	West
Vacant	Commercial and Medical Offices	SR 59 and Vacant Land	Mostly vacant with one house near the rezoning request area

Currently there is one (1) housing unit existing near the proposed rezoning area. There is no known site plan at this time.

TRANSPORTATION

At this time the rezoning by itself will not generate additional traffic. At the time of site plan, ODOT and the County Engineer will review the plan for potential safety considerations.

WATER AND SEWER RESOURCES

Water and sewer should be in the area, but will need to be coordinated with the Water Resources Department at the time of site plan.

NATURAL RESOURCES

The site is mostly wooded, with, potentially, a small wetland feature on the northside of the property. There are no hydric soils or steep slopes on the site. Exact extents of wetlands and drainage areas should be determined at the time of the site plan.

COMMENTS

The proposed zoning change would abut about 5 lots on the west side of the parcel impacting one existing home site. The surrounding character of the area is mostly vacant north, west and south of the subject parcel and commercial and medical offices matches the parcel boundary on the east side. .

If approved, other items to consider at the time of site plan include:

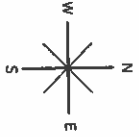
- 1) Appropriate coordination with water and sewer providers.
- 2) Work with the Township for emergency service provision.
- 3) Determine whether a traffic study is necessary.



RECOMMENDATION

Staff recommends approval based on the lack of existing development surrounding the parcel and to recognize the parcel as one zoning district.

Franklin Township

2022 Aerial



-  Parcels
-  Proposed Rezoning R-1 to C-1

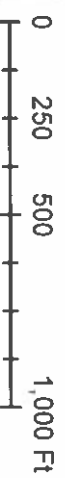
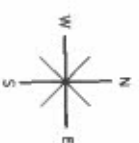
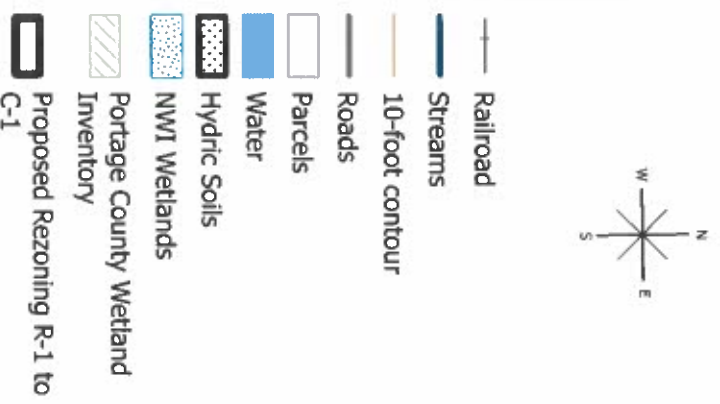


Sources: Parcels, Portage County GIS, February 2023; Proposed Zoning, PCRPC, 2023; Roads, Portage County GIS, 2022.
Map Created March 2023



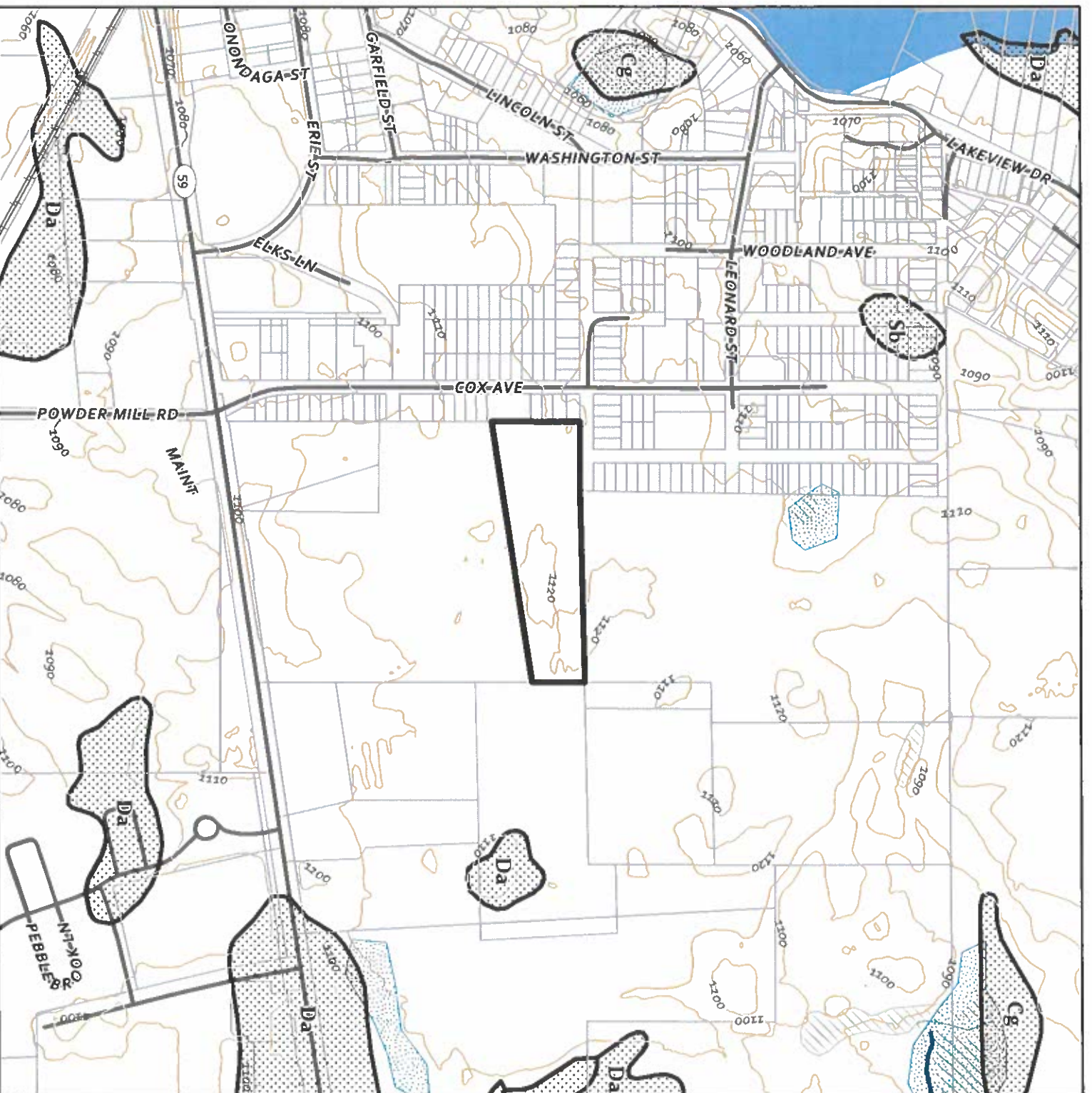
Franklin Township

Environmental



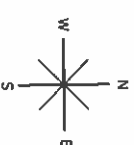
Parcels, Portage County GIS, February 2023; Roads, Portage County GIS 2022; Proposed Zoning, PCRPC, 2023; Water, NHD USGS, edited by PCRPC 2012; Wetlands, NWI USFWS, imagery 2007, updated 2019; Flood Zones, FEMA FIRMs, 2017, effective date 2009; Soils, Portage County Soil Survey digital version, updated 2021.

Map Created March 2023











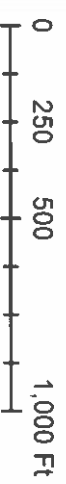
Franklin Township

Land Use

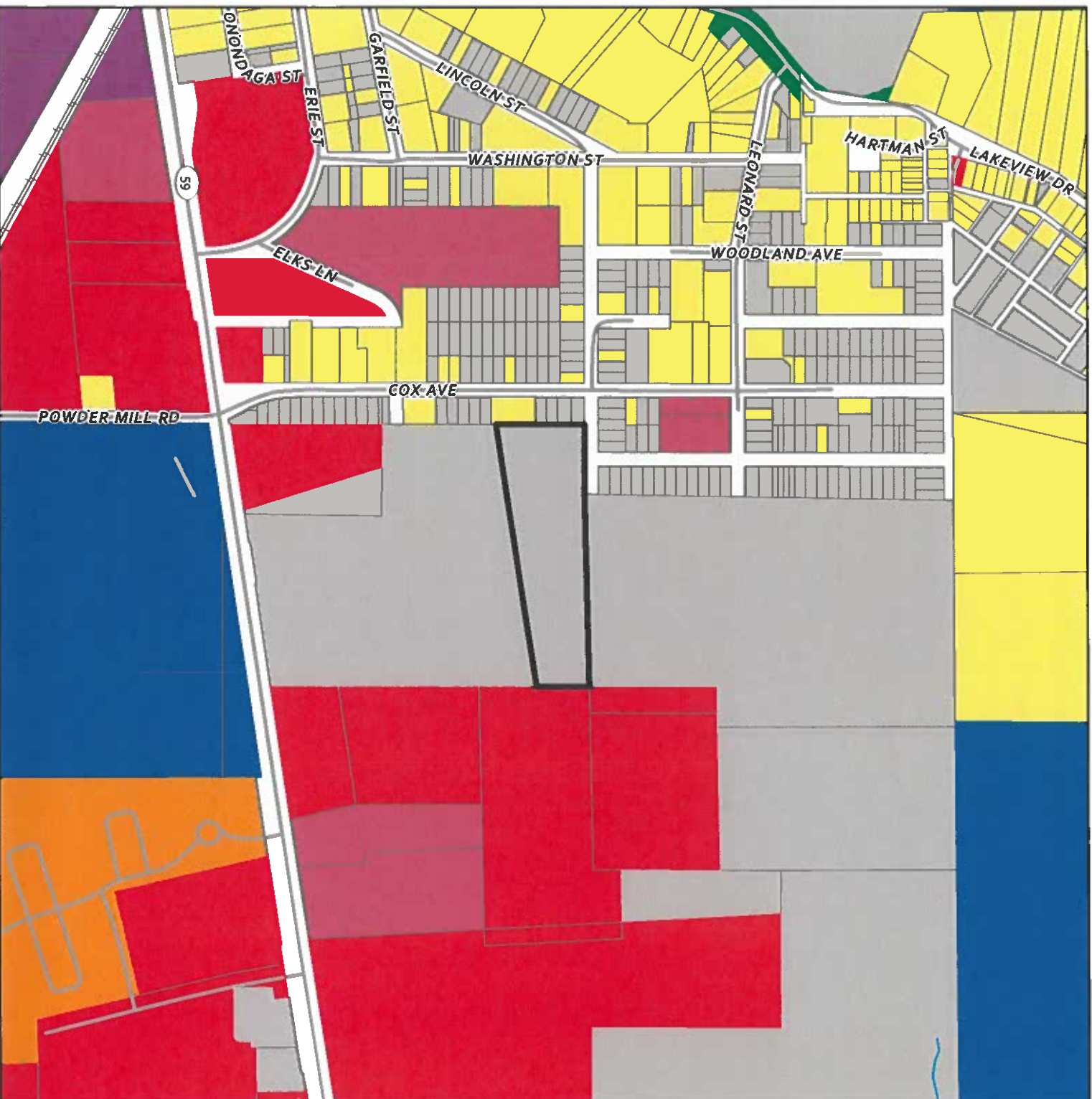


 Proposed Rezoning R-1 to C-1

- Land Use**
-  Commercial
 -  Open Space / Protected Area
 -  Residential
 -  Apartments
 -  Industrial
 -  Cemeteries, Charities, Medical
 -  Government
 -  Vacant

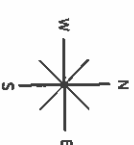


Sources: Parcels & Land Use, Portage County GIS Auditor parcel data, February 2023;
 Proposed Zoning, PCRPC, 2023;
 Roads, Portage County GIS, 2022.
 Map Created March 2023











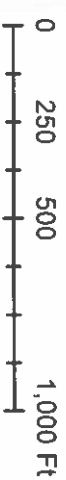
Franklin Township

Current Zoning



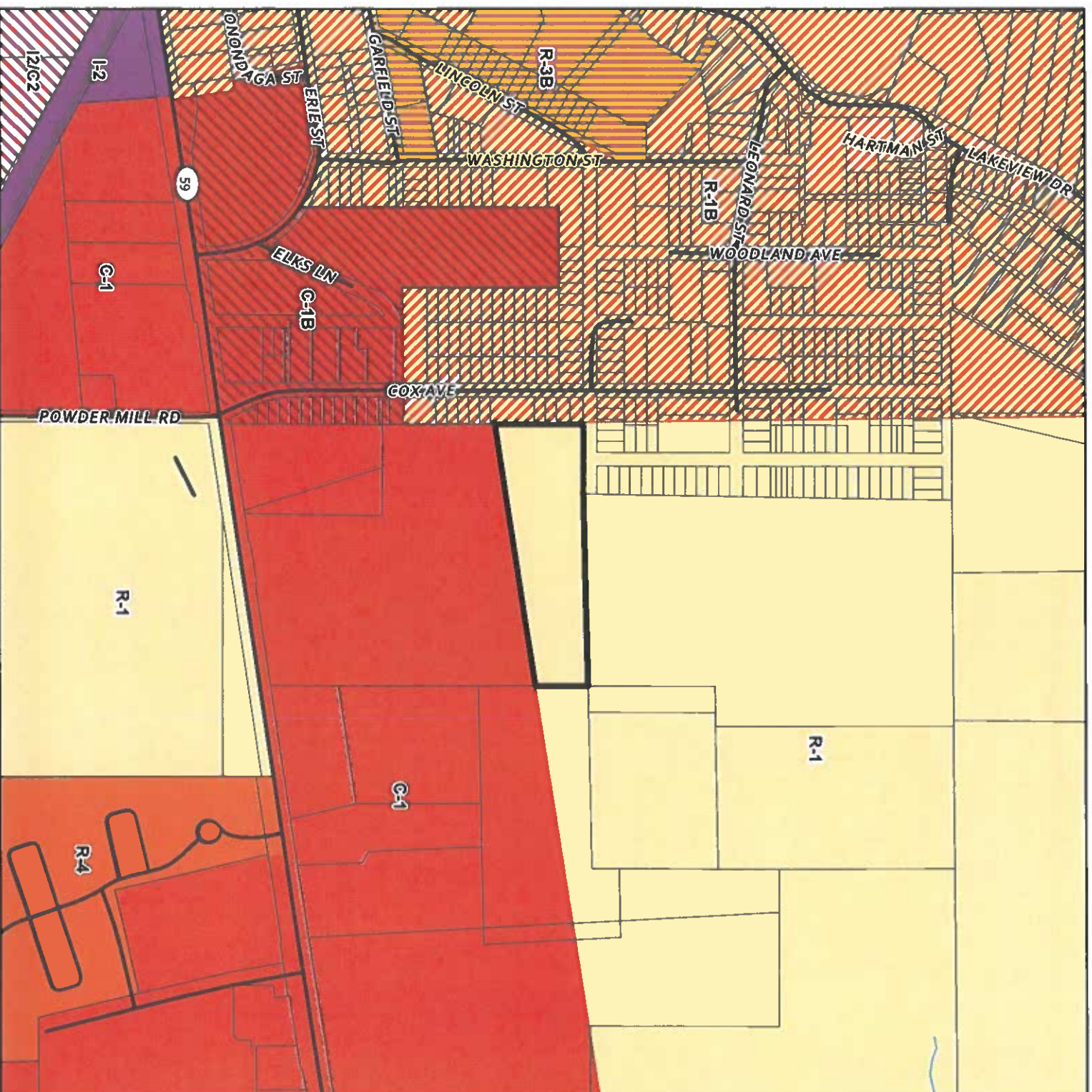
 Proposed Rezoning R-1 to C-1

- Zoning District**
-  Low Density Residential
 -  Low Density Residential
Brady Lake District
 -  High Density Residential
Brady Lake District
 -  Multi-Family Residential
 -  Local Commercial
 -  Local Commercial Brady
Lake District
 -  Industrial
 -  Mixed Industrial/Service
Commercial



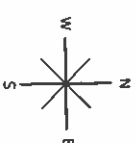
Sources: Parcels, Portage County GIS,
February 2023; Proposed Zoning, PCRPC,
2023; Zoning, PCRPC, 2022; Roads,
Portage County GIS, 2022.

Map Created March 2023











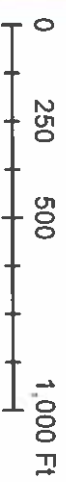
Franklin Township

Proposed Zoning



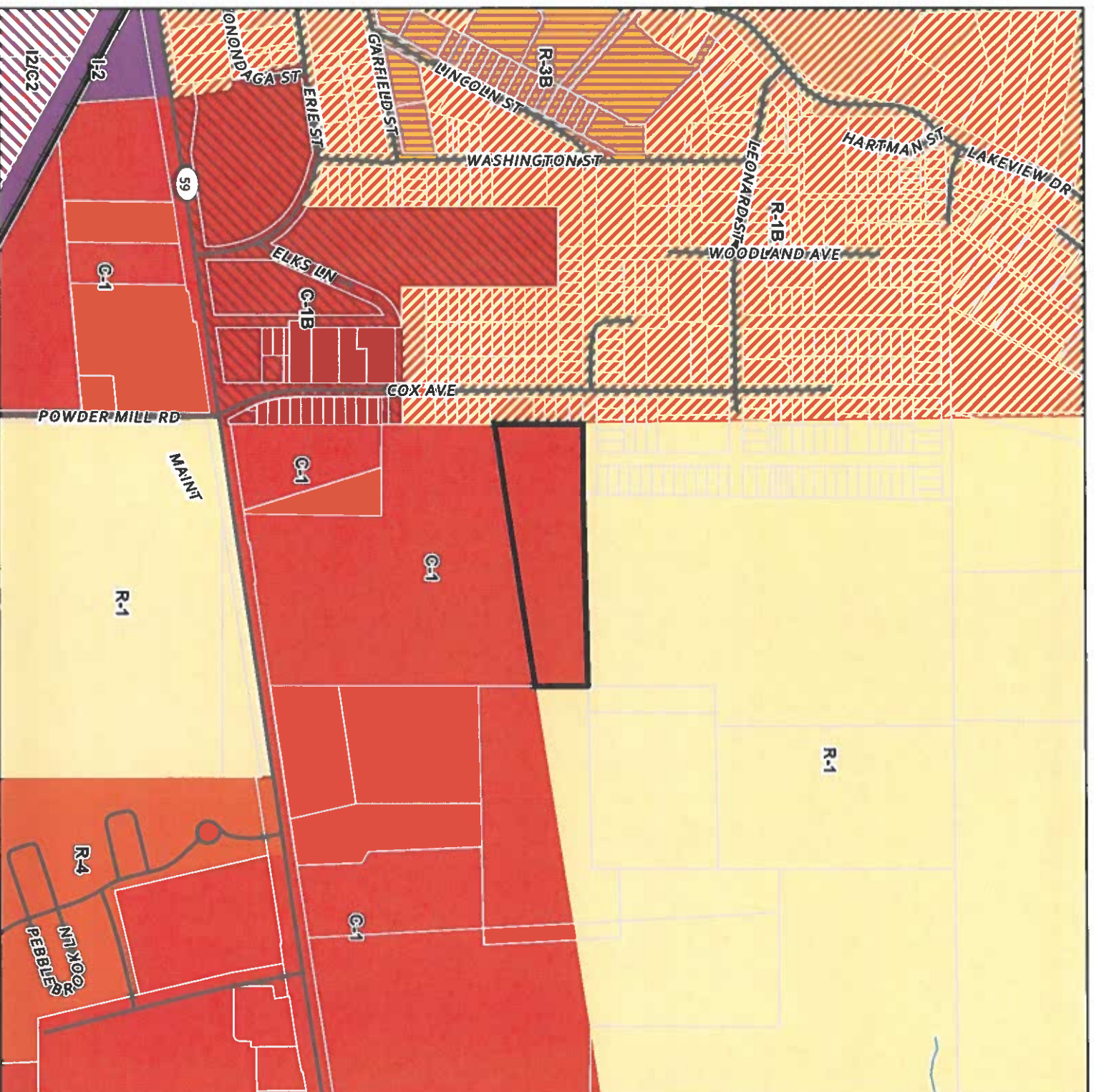
 Proposed Rezoning R-1 to C-1

- Proposed Zoning**
-  Low Density Residential
 -  Low Density Residential
Brady Lake District
 -  High Density Residential
Brady Lake District
 -  Multi-Family Residential
 -  Local Commercial
 -  Local Commercial Brady
Lake District
 -  Industrial
 -  Mixed Industrial/Service
Commercial



Sources: Parcels, Portage County GIS,
February 2023; Proposed Zoning, PCRPC,
2023; Roads, Portage County GIS,
2022.

Map Created March 2023



BATTAGLIA CONSTRUCTION INC.

Commercial , Residential ,Agricultural

OFFICE: 330-221-7239

Fax: 330-677-4411

Application for Franklin Township Zoning :

1/16/23

Parcel #12-036-00-00-008-000

A: Carol beck trust 330-297-6891 Ask for Ray Beck

B: To Switch R-1 to C-1 Zoning

C: Current zoning of parcel has it zoned C-1 for the first 1,000 Ft and the back half is zoned R-1 and would like the whole parcel flipped to C-1 as the taxes represent commercial property and it would leave an unusable piece of land if the back half was left R-1

D: Wooded lots

E: R-1

F: For future Development

G: C-1

K: No species would be affected

L: Water and sewer is present and currently adequate

M: Due to the uncertainly of what would be develop at this time no road improvements needed

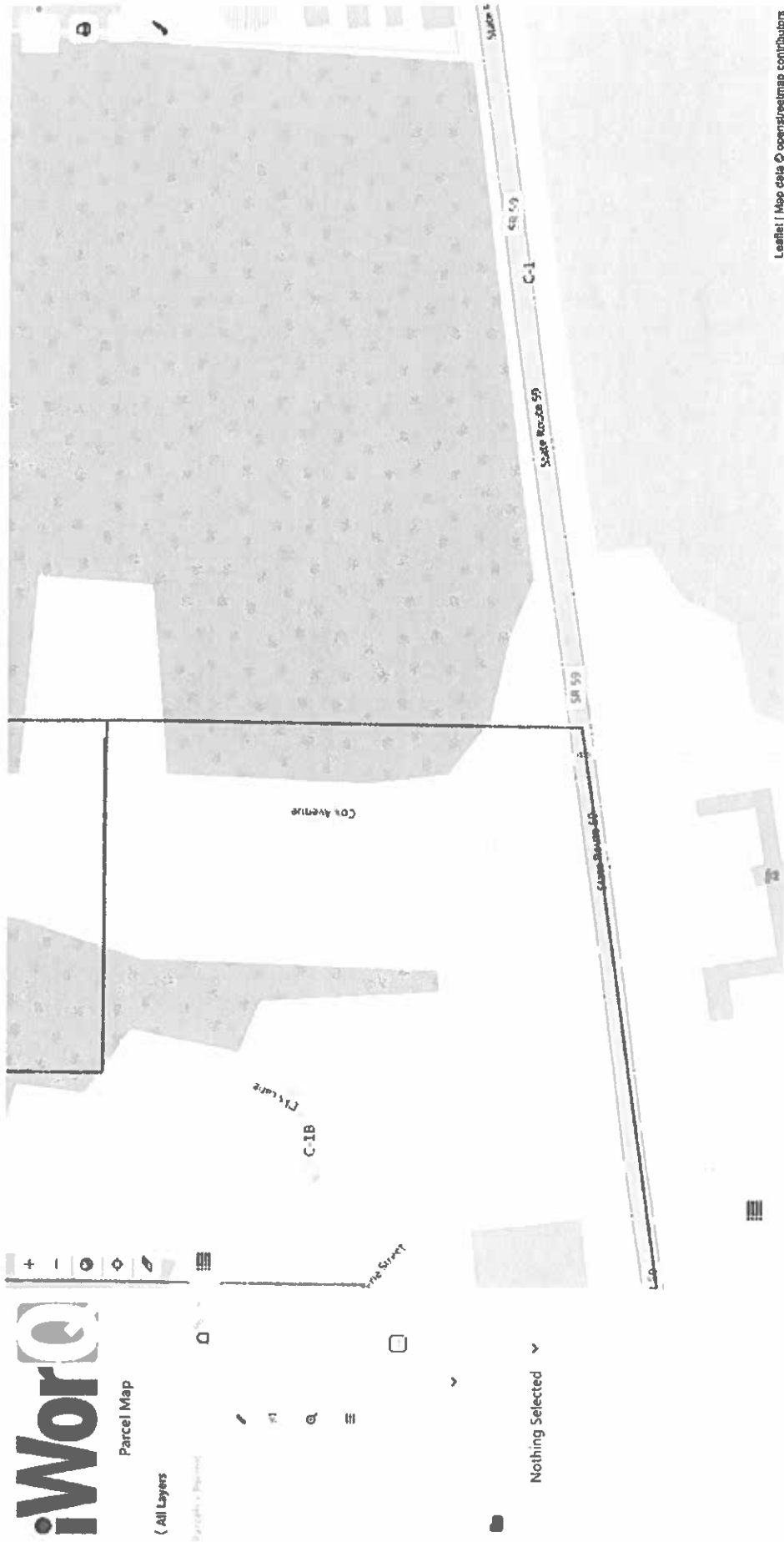
O: Yes

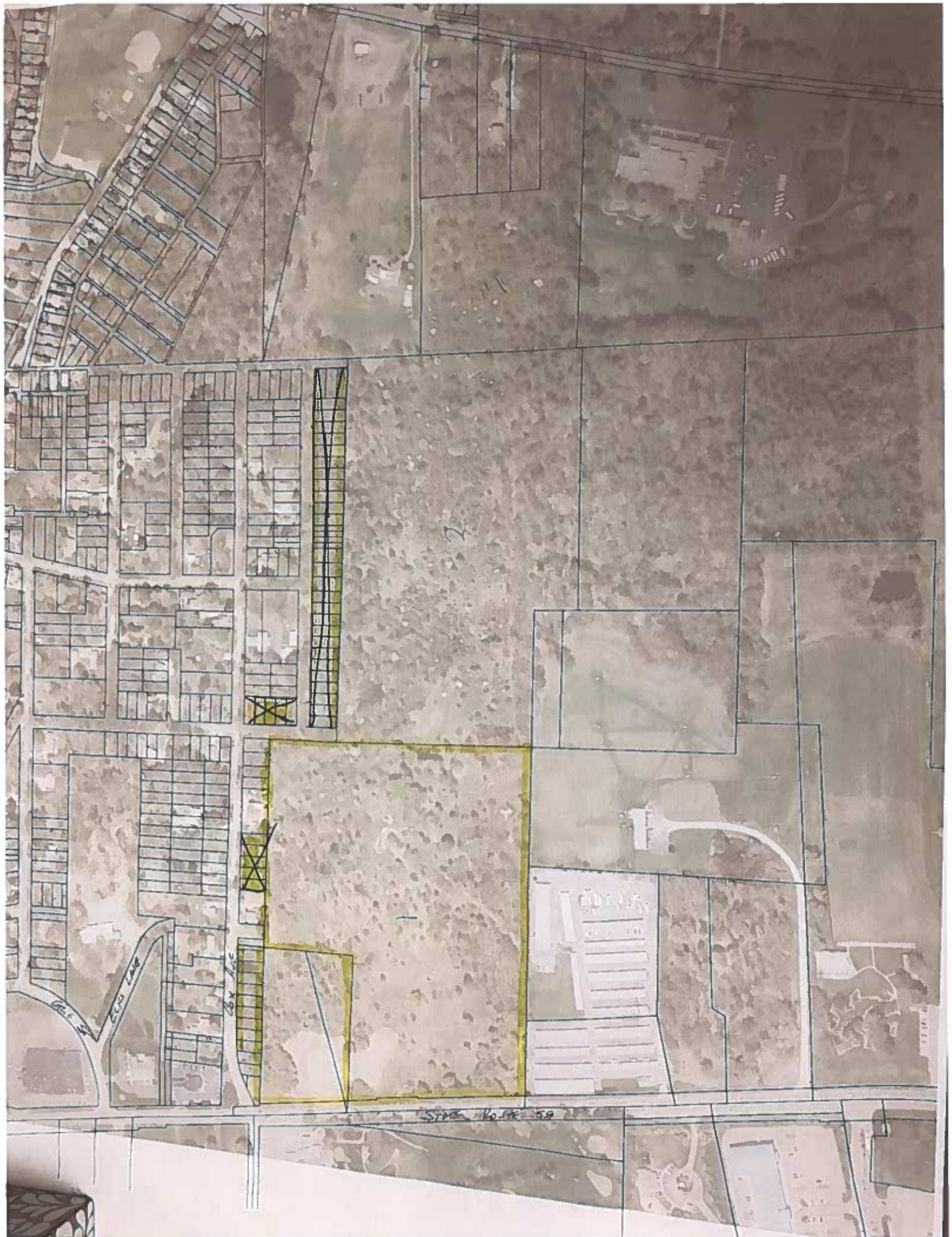
Franklin Township Zoning Resolution
Chapter 2 - Administrative Procedures and Enforcement

Section 204.03 Contents of Application for Zoning Map Amendment

Applications for amendments to the Official Zoning Map adopted as part of this Resolution shall contain at least the following information:

- A. The name, address and phone number of the applicant.
- B. The nature of the proposed amendment.
- C. A statement of the reason for the proposed amendment.
- D. The present land use(s).
- E. The present Zoning District Classification.
- F. The proposed use(s).
- G. The proposed Zoning District Classification.
- H. A map at a scale approved by the Zoning Inspector showing property lines, thoroughfares, existing and proposed zoning district boundary lines and such other items as the Zoning Inspector may require.
- I. A list of all property owners and their mailing addresses who are within, contiguous to, or directly across the street from the parcel(s) proposed to be rezoned and others that may have a substantial interest in the case, except that addresses need not be included where 10 or more parcels are to be rezoned. *I WILL PROVIDE*
- J. ~~A statement on the ways in which the proposed amendment relates to the Township Comprehensive Land Use Plan.~~ *WE DO NOT HAVE A LAND USE PLAN.*
- K. Are there any environmental features associated with the site; i.e. known wetlands, flood plains or endangered or threatened species? If yes, how would the rezoning affect these conditions?
- L. Is there water and sewer to the proposed rezoning area? Is there adequate capacity?
- M. Will the rezoning require consideration for road improvements; i.e. a turning lane or deceleration lane? Traffic signaling?
- N. Is public transportation available to the proposed rezoning area?
- O. Is the proposed rezoning compatible with the existing uses in the surrounding area?





**FRANKLIN TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
March 2023**

Received: February 2, 2023
Meeting Date: March 8, 2023

Reviewed by: Todd Peetz

**Amendment 1
Section 204.03(j)**

Rationale for change:

There is no comprehensive/land use plan currently in existence. Because there is no plan, the recommendation is to remove it.

Proposed Change:

~~J. A statement on the ways in which the proposed amendment relates to the Township Comprehensive/Land Use Plan.~~

Staff Comment: The proposed change is appropriate. However, we would recommend that each Township in Portage County have a land use or comprehensive plan. Which is a useful guide when it comes to zoning, land use, grants, encourages townships to proactive in accomplishing goals. We strongly encourage a land use or comprehensive plan be done at some point in the near future to further the objectives of Franklin Township.

Staff Recommendation: Staff would recommend approval as submitted.

Todd Peetz

From: Mary Organ <marycorgan@sbcglobal.net>
Sent: Saturday, February 25, 2023 4:23 PM
To: Todd Peetz
Cc: Jenny August; Mekal Banyasz; Joe Ciccozzi
Subject: [External] A couple Zoning Questions

Todd,

FYI, I'm CC-ing Mekal (chairperson), Joe (zoning inspector), and Jenny (FT administrator) in case you have any follow up info that you need to answer these questions. I will be out of the country for a couple weeks on a trip, and probably won't have my phone on.

After our meeting on Thursday regarding the Beck Property on the corner of Cox Ave. and SR 59, we had a couple of questions with which we could use some help. I'm assuming that you have received the application, and can use it (there are maps) as a reference for these questions:

1) In Section 204.09 the Franklin Township zoning code has specific guidelines for "Notice of Public Hearing by First Class Mail".

It states, "The notice of the hearing shall be by first class mail, mailed at least 10 days before the date of the public hearing to all owners of property within and contiguous to and directly across the street from the area proposed to be rezoned or redistricted to the addresses of those owners appearing on the County Auditors current tax list. "

There is only a fraction of the 30 acre parcel that is currently zoned R-1, and which the Beck's are asking to have re-zoned to C-1. The other 25 out of 30 or so acres are already zoned C-1, and the applicant wants them to remain that way. When letters are mailed to notify the public, should they be mailed to neighbors surrounding the entire parcel, including those across the street? Or do letters only need to be mailed to the residents whose property is next to the 5 acres that they are asking to have re-zoned?

2) On the map provided by the applicant, there are a couple of "ghost roads" shown. Could you explain to us what these are? Who owns or is responsible for them? Does anyone have responsibility to maintain them? What is the process for them to become "real roads"?

Thanks as always for your help.
--Mary O

**MANTUA TOWNSHIP
ZONING AMENDMENTS
March 2023**

Received: February 14, 2022 & February 13, 2023

Meeting Date: March 9, 2022 & March 8, 2023

Reviewed by: Todd Peetz

See attached letter from Mantua. The Trustees never acted on these proposed amendments and per the advice from the County Prosecutor's Office we need to start the process over with no additional changes.

~~Strikethrough~~ is deleted text and **bold underline** is new language by the Township. **ALL CAPS** is staff suggested language.

Amendment 1

Proposed:

Section 620.04 Nonconforming Buildings or Structures

Where a lawful structure or building exists at the effective date of adoption of this Resolution or amendments thereto, that could not otherwise be built under the terms of this Resolution, such building or structure may continue to be used or occupied by a use permitted in the district so long as it remains otherwise lawful and does not constitute a public nuisance, subject to the following provisions:

A. Maintenance and Repair

A nonconforming building or structure may be maintained and repaired provided that the interior volume existing when it became nonconforming is not increased. Nothing in these Regulations shall prevent an official charged with protecting the public safety from ordering the restoration or strengthening of any or all parts of the non-conforming structure.

B. Additions, Alterations and Reconstruction

A nonconforming building or structure may be altered, improved, reconstructed, substituted, enlarged or extended one time only, provided that:

1. Any such alteration, improvement, reconstruction, enlargement, or extension may not exceed 20% of the square footage of the gross floor area of the building or structure as it existed at the effective date of this Resolution.

2. The alteration, improvement, reconstruction, substitution, or extension does not exceed a total cost of 50% of the value of the building or structure. Evidence of the cost of the proposed alteration, improvement, reconstruction, substitution or extension shall be by construction estimate submitted by affidavit to the Zoning Inspector.

3. Where the land contains more than one building or structure, the combined square footage shall be considered.

4. No nonconforming building or structure may be enlarged or extended such that the building or structure will further encroach into or upon a minimum setback yard area or distance requirement of the applicable zoning district.

C. Change in Principal Use of Building

The principal use in a nonconforming building may be changed to any other use permitted in the district so long as the new use complies with all of the requirements of the zoning district, except for those that were out of compliance prior to the new use.

D. Non-Conforming Structures Destroyed by Natural Disasters

Non-conforming residential or commercial uses or structures destroyed beyond the control of the owner (i.e., flood, windstorm, fire, snow, ice, rain, earthquake or other such disaster) may be repaired or replaced. If replaced, it shall be replaced by a structure of an equal or better condition than the original non-conforming structure or comply with the current Zoning Resolution. Such structure shall be completed within a period of one (1) year from the date of the damage/destruction, and/or the release of insurance money, barring unforeseen circumstances that are beyond the owner's control.

D. E. Moving of Structures

If any nonconforming building/structure is moved, it shall thereafter conform to the requirements for the district in which it is located.

Staff Comments: The language in D, is about non-conforming structures being allowed to be rebuilt in case of a natural, and non-owner, destruction of the property is something that other Townships have amended their codes to say. It allows for both sale of the property, and to get insurance for those natural and accidental incidences. It also allows a non-conforming residential use or business to rebuild to what they had.

We suggest deleting the residential and commercial uses because as the sentence reads any non-conforming structure would be eligible to rebuild. Also, if you had an active industrial business, it would be equitable to also let them rebuild.

Staff Recommendation: Staff would recommend approval as amended.

Proposed
Section 607 Historic Structures Overlay

Section 607.00 Purpose

1. **The purpose of this Section:**
 - a. **To safeguard the heritage of Mantua Township by preserving sites and structures which reflect elements of the community's culture, social, economic, political, or architectural history, and**
 - b. **To protect and improve the attractiveness of the community as a place to live, visit and do business.**
2. **The Intent of this Section is:**
 - a. **To allow additional means for economic support for rehabilitation, restoration, preservation, and maintenance of historic properties by allowing specific additional uses of the property,**
 - b. **To allow uses of historical properties that will complement and support the character of the historical property,**
 - c. **To allow additional uses of historic properties where such uses will not have an adverse impact on surrounding properties.**

Section 607.01 Historical Property Qualifications

1. **Owner of said property shall demonstrate that their property:**
 - a. **Is formally recognized by an appropriate local, State, or Federal agency as historically significant. (Example: Being on the National Register of Historic Places).**
 - b. **Substantially meets at least one of the criteria and related standards under each of the following headings:**
 - i. **Historical Significance**
 - ii. **Architectural Significance**
 - iii. **Influence on Immediate Surroundings**
2. **The specific standards and criteria for each heading are as follows:**
 - a. **Historical Significance**
 - i. **Association with an important person. Standard: A person who was significant in national, state or local history owned the property, was related to the owner, stayed at the property, or accomplished something significant at the property.**
 - ii. **Association with an important event.**
 - iii. **Rarity. Standard: The structure is one of the last of its kind in the Township or local area OR STATE.**

- iv. Archaeological significance. Standard: The site has yielded or is likely to yield information important to prehistoric or historic understanding.
 - v. Age of structure. Standard: The structure is at least 50 years old and is listed on the "Ohio Historic Inventory." Mantua Township is also assembling a list of historic structures for its own reference, at no charge to the public.
- b. Architectural Significance
- i. Association with an architectural period or style. Standard: The structure has design elements which reflect a particular architectural period or style, or which reflect a unique mix of periods of styles.
 - ii. Association with a notable architect or builder. Standard: The structure was designed by an architect of national or regional note, or by one of the more important students or apprentices of this architect.
 - iii. Association with important building or structural techniques. Standard: The design of the structure employs a building or structural technique which is no longer used.
 - iv. Richness of architectural detail. Standard: Distinctive details, such as stained glass, tile roof, ornamentation, stonework, landscaping, ornamental woodwork (exterior or interior), or similar details, characterize the structure.
- c. Influence On Immediate Surroundings
- i. Role of structure in surrounding environment. Standard: The structure stands out in a complementary way either because of its size or pivotal location, or the structure blends in as part of a cluster or similar or compatible buildings.
 - ii. Degree to which original design has been modified or other changes. Standard: The Structure has never been modified or modifications which have been made do not significantly alter the original design of the structure.

607.02 Uses

See underlying Zoning District criteria for allowable uses.

Staff Comment: This is part of the "all districts" section of the zoning book. The primary intent is to recognize historic structures within the community. The intent is to help property owners secure grants for renovation, preservation or restoration. The sections were provided from RPC staff and came from Anderson Township in southwestern Ohio.

In proposed section 607.00(2)c, there is mention of additional uses for historical properties. I will assume this means, tours, weddings, and/or events. There are several historic structures in the Township like the Community Center, Townhall and Center School that could accommodate those types of events. There may be a desire by a private property owner to use their property to support the historical designation, the Township may want to develop conditional use standards to ensure against not having "adverse impacts on surrounding properties".

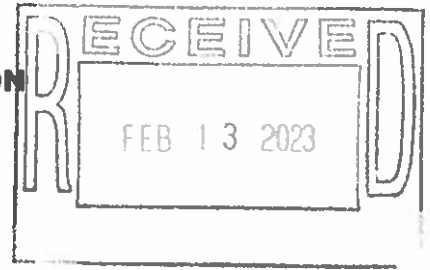
In Section 607.01(1)b, adding definitions or specifications is recommended to help with identification.

In Section 607.01(2)a adding a definitions or specifications would be recommended to help with making determinations.

In general, historic properties should be recognized as important and valued assets of any community. The language proposed does not impose restrictions on the use of the property and is meant to help property owners by providing a way to get funding in the future through various grant programs. Owners of historic structures should be rewarded for maintaining their property and the value their buildings add to the community.

Staff recommendation: Approve as submitted.

MANTUA TOWNSHIP ZONING COMMISSION



February 13, 2023

Dear Todd and Members of the PCRCP Commission,

Due to a glitch in the hearing process last year, Asst. Prosecutor Brett Bencze (see enclosed) has recommended that the entire hearing process be redone. You have already reviewed and made recommendations on these two proposed text amendments and the Zoning Commission has not changed anything regarding them.

They are as follows:

A text amendment to Sec. 620.04 which clarifies the rebuilding of non-conforming structures destroyed by natural disasters. These structures do not meet current regulations on such items as square footage. This is necessary because of mortgage lenders not being willing to lend to or possibly insure home owners whose houses were built before the current regulations on minimum square footage.

A text amendment which would add a new section (Section 607.00) to the Zoning Resolution called the Historical Structures Overlay. The Commission feels that our history is an integral part of the township and helps to create interest and pride in unique, charming homes, buildings, and other remnants of days long past. The township has moved forward on expanding the Historic District at the Center to more than double the area which would be listed on the National Register of Historic Places, and this new township-inclusive overlay would help extend recognition and potential preservation to qualified properties outside the Center itself.

The Public Hearing for this will be held March 20, 2023, so we would appreciate feedback before that date.

Sincerely,

Lynn A. Harvey, Chairman

Mantua Township Zoning Commission

Amendment 2

Proposed Section 607 Historic Structures Overlay

Section 607.00 Purpose

1. The purpose of this Section:
 - a. To safeguard the heritage of Mantua Township by preserving sites and structures which reflect elements of the community's culture, social, economic, political, or architectural history, and
 - b. To protect and improve the attractiveness of the community as a place to live, visit and do business.
2. The Intent of this Section is:
 - a. To allow additional means for economic support for rehabilitation, restoration, preservation, and maintenance of historic properties by allowing specific additional uses of the property.
 - b. To allow uses of historical properties that will complement and support the character of the historical property.
 - c. To allow additional uses of historic properties where such uses will not have an adverse impact on surrounding properties.

Section 607.01 Historical Property Qualifications

1. Owner of said property shall demonstrate that their property:
 - a. Is formally recognized by an appropriate local, State, or Federal agency as historically significant. (Example: Being on the National Register of Historic Places).
 - b. Substantially meets at least one of the criteria and related standards under each of the following headings:
 - i. Historical Significance
 - ii. Architectural Significance
 - iii. Influence on Immediate Surroundings
2. The specific standards and criteria for each heading are as follows:
 - a. Historical Significance
 - i. Association with an important person. Standard: A person who was significant in national, state or local history owned the property, was related to the owner, stayed at the property, or accomplished something significant at the property.
 - ii. Association with an important event.
 - iii. Rarity. Standard: The structure is one of the last of its kind in the Township or local area OR STATE.

- iv. Archaeological significance. Standard: The site has yielded or is likely to yield information important to prehistoric or historic understanding.
 - v. Age of structure. Standard: The structure is at least 50 years old and is listed on the "Ohio Historic Inventory." Mantua Township is also assembling a list of historic structures for its own reference, at no charge to the public.
- b. Architectural Significance
- i. Association with an architectural period or style. Standard: The structure has design elements which reflect a particular architectural period or style, or which reflect a unique mix of periods of styles.
 - ii. Association with a notable architect or builder. Standard: The structure was designed by an architect of national or regional note, or by one of the more important students or apprentices of this architect.
 - iii. Association with important building or structural techniques. Standard: The design of the structure employs a building or structural technique which is no longer used.
 - iv. Richness of architectural detail. Standard: Distinctive details, such as stained glass, tile roof, ornamentation, stonework, landscaping, ornamental woodwork (exterior or interior), or similar details, characterize the structure.
- c. Influence On Immediate Surroundings
- i. Role of structure in surrounding environment. Standard: The structure stands out in a complementary way either because of its size or pivotal location, or the structure blends in as part of a cluster or similar or compatible buildings.
 - ii. Degree to which original design has been modified or other changes. Standard: The Structure has never been modified or modifications which have been made do not significantly alter the original design of the structure.

607.02 Uses

See underlying Zoning District criteria for allowable uses.

Staff Comment: This is part of the "all districts" section of the zoning book. The primary intent is to recognize historic structures within the community. The intent is to help property owners secure grants for renovation, preservation or restoration. The sections were provided from RPC staff and came from Anderson Township in southwestern Ohio.

In proposed section 607.00(2)c, there is mention of additional uses for historical properties. I will assume this means, tours, weddings, and/or events. There are several historic structures in the Township like the Community Center, Townhall and Center School that could accommodate those types of events. There may be a desire by a private property owner to use their property to support the historical designation, the Township may want to develop conditional use standards to ensure against not having "adverse impacts on surrounding properties".

In Section 607.01(1)b, adding definitions or specifications is recommended to help with identification.

In Section 607.01(2)a adding a definitions or specifications would be recommended to help with making determinations.

In general, historic properties should be recognized as important and valued assets of any community. The language proposed does not impose restrictions on the use of the property and is meant to help property owners by providing a way to get funding in the future through various grant programs. Owners of historic structures should be rewarded for maintaining their property and the value their buildings add to the community.

Staff recommendation: Approve as submitted.

**ROOTSTOWN TOWNSHIP
ZONING CODE AMENDMENT
March 2023**

Received: February 23, 2023
Meeting Date: March 8, 2023

Reviewed by Todd Peetz

~~**Bold-Strikethrough**~~ is Delete, **Bolded** is new text and ALL CAPITALS are staff recommended revisions.
Proposed New Definitions:

**Amendment 1
Section 150.02(B) (27) Building Line**

Rationale:

To clarify a discrepancy on how to draw the building line on a property site plan. In our code, the building line is most often used to make sure accessory buildings are not located in the front yard of a residential property. We want to remove "building wall" from the definition because the building wall is not necessarily parallel to the street right-of-way.

Existing Definition:

(27) BUILDING LINE: An imaginary linear extension of the building wall parallel to the street right-of-way line defining the limits of the front yard, or in the case of a corner lot, the side yard abutting the street.

Proposed Definition:

(27) BUILDING LINE: An imaginary linear ~~extension of the building wall~~, **originating at the point of a building closest to the front street right-of-way line, running to the side lot lines, and** parallel to the front street right-of-way line. ~~defining the limits of the front yard, or~~ In the case of a corner lot, the side yard ~~abutting the street~~ **building line originates at the front street right-of-way line, and runs parallel to the side street right-of-way to the rear yard line.**

Staff Comments: This appears to be appropriate and includes corner lots.

Staff would recommend: Approve as submitted.

Amendment 2
Sections 310.09 (i); 310.09 (j); 340.09(i) and 340.09(j)

Rationale: Although 6 feet is a more standard height for fences, the Zoning Commission is not opposed to allowing fences up to 8 feet high in residential districts, if a property owner wishes to screen the view of something higher than 6 feet.

Section 310.09 I Existing:

- I. Swimming Pools. Residential swimming pools may be located in any R Residential District provided they comply with the locational and coverage requirements of Schedules 310.09B and 310.09C and the following supplemental regulations:
 1. Every pool defined as a structure shall be completely surrounded by a fence or wall not less than 4 feet in height which shall not exceed 6 feet in height above the natural grade.
 2. Such fence shall be constructed so as to have no openings, holes, or gaps larger than 3 inches in any dimension, except for doors or gates. An accessory building may be used in or as part of such enclosure.
 3. Doors and gates shall be equipped with suitable locking devices to prevent unauthorized intrusion.
 4. Above-ground pools having vertical surfaces of at least 4 feet in height shall be required to have fences and gates only where access may be had to the pool.

Section 310.09 I Proposed (shown in bold):

- I. Swimming Pools. Residential swimming pools may be located in any R Residential District provided they comply with the locational and coverage requirements of Schedules 310.09B and 310.09C and the following supplemental regulations:
 1. Every pool defined as a structure shall be completely surrounded by a fence or wall not less than 4 feet in height which shall not exceed ~~6~~ **8** feet in height above the natural grade.
 2. Such fence shall be constructed so as to have no openings, holes, or gaps larger than 3 inches in any dimension, except for doors or gates. An accessory building may be used in or as part of such enclosure.
 3. Doors and gates shall be equipped with suitable locking devices to prevent unauthorized intrusion.
 4. Above-ground pools having vertical surfaces of at least 4 feet in height shall be required to have fences and gates only where access may be had to the pool.

Section 310.09 J Existing:

J. Fences and Walls. Fences and walls shall comply with the following regulations:

1. Front Yards. In a front yard, fences and walls shall not exceed 4 feet in height above the natural grade, except as restricted in Section 230.03 for visibility at intersections. Chain link fences in the front yard shall be sufficiently screened so that the fence is obscured, as viewed from the street.
2. Side and Rear Yards. In the side or rear yard, a fence or wall shall not exceed 6 feet in height above the natural grade.
3. Construction, Maintenance and Repair. Fences shall be of chain link, picket, split rail, sapling, louver or other design, and if painted, shall be one color. Fences and walls shall be maintained in good repair at all times by the owner and/or occupant of the lot on which they are located. The smooth finished side of the fence or wall shall be the side of the fence that faces outward from the yard being fenced.
4. Fences on Property Lines. Any fence placed on a property line shall have a written agreement between the owners of each adjoining property and follow all other requirements in Chapter 971 of the Ohio Revised Code.

Section 310.09 J Proposed (shown in bold):

J. Fences and Walls. Fences and walls shall comply with the following regulations:

1. Front Yards. In a front yard, fences and walls shall not exceed 4 feet in height above the natural grade, except as restricted in Section 230.03 for visibility at intersections. Chain link fences in the front yard shall be sufficiently screened so that the fence is obscured, as viewed from the street.
2. Side and Rear Yards. In the side or rear yard, a fence or wall shall not exceed ~~6~~ **8** feet in height above the natural grade.
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4. Fences on Property Lines. Any fence placed on a property line shall have a written agreement between the owners of each adjoining property and follow all other requirements in Chapter 971 of the Ohio Revised Code.

Section 340.09 I Existing:

- I. Swimming Pools. Residential swimming pools may be located in any L-D District provided they comply with the locational and coverage requirements of Schedules 340.09B and 340.09C and the following supplemental regulations:
1. Every pool defined as a structure shall be completely surrounded by a fence or wall not less than 4 feet in height which shall not exceed 6 feet in height above the natural grade.
 2. Such fence shall be constructed so as to have no openings, holes, or gaps larger than 3 inches in any dimension, except for doors or gates. An accessory building may be used in or as part of such enclosure.
 3. Doors and gates shall be equipped with suitable locking devices to prevent unauthorized intrusion.
 4. Above-ground pools having vertical surfaces of at least 4 feet in height shall be required to have fences and gates only where access may be had to the pool.

Section 340.09 I Proposed (shown in bold):

- I. Swimming Pools. Residential swimming pools may be located in any L-D District provided they comply with the locational and coverage requirements of Schedules 340.09B and 340.09C and the following supplemental regulations:
1. Every pool defined as a structure shall be completely surrounded by a fence or wall not less than 4 feet in height which shall not exceed ~~6~~ **8** feet in height above the natural grade.
 2. Such fence shall be constructed so as to have no openings, holes, or gaps larger than 3 inches in any dimension, except for doors or gates. An accessory building may be used in or as part of such enclosure.
 3. Doors and gates shall be equipped with suitable locking devices to prevent unauthorized intrusion.
 4. Above-ground pools having vertical surfaces of at least 4 feet in height shall be required to have fences and gates only where access may be had to the pool.

Section 340.09 J Existing:

- J. Fences and Walls. Fences and walls shall comply with the following regulations:
1. Height. Fences and walls shall not exceed 6 feet in height above the natural grade.
 2. Construction, Maintenance and Repair. Fences shall be of chain link, picket, split rail, sapling, louver or other design, and if painted, shall be one color. Fences and walls shall be maintained in good repair at all times by the owner and/or occupant of the lot on which they are located. The smooth finished side of the fence or wall shall be the side of the fence that faces outward from the yard being fenced.

Section 340.09 J Proposed (shown in bold):

- J. Fences and Walls. Fences and walls shall comply with the following regulations:
1. Height. Fences and walls shall not exceed ~~6~~ **8** feet in height above the natural grade.
 2. Construction, Maintenance and Repair. Fences shall be of chain link, picket, split rail, sapling, louver or other design, and if painted, shall be one color. Fences and walls shall be maintained in good repair at all times by the owner and/or occupant of the lot on which they are located. The smooth finished side of the fence or wall shall be the side of the fence that faces outward from the yard being fenced.

Staff Comments: We merged all four sections even though 2 sections are addressing wall and fence height and the other 2 sections are addressing pool height and they seem to correlate together for purposes of the review.

The real comment is that 8 feet of fence or wall is relatively high. But I will assume it does not restrict the property owner's ability to build a smaller wall or fence.

Staff would recommend: Approve as submitted.



TO: Portage County Regional Planning Commission
FROM: Zoning Commission
DATE: February 23, 2023
RE: Proposed Amendment to Zoning Resolution – 2023-001

At our regular meeting on February 21, 2023, a motion was passed to amend the following definition in Section 150.02 B of the Zoning Resolution.

Existing Definition:

(27) BUILDING LINE: An imaginary linear extension of the building wall parallel to the street right-of-way line defining the limits of the front yard, or in the case of a corner lot, the side yard abutting the street.

Proposed Definition:

(27) BUILDING LINE: An imaginary linear ~~extension of the building wall, originating at the point of a building closest to the front street right-of-way line, running to the side lot lines, and parallel to the front street right-of-way line. defining the limits of the front yard, or~~ In the case of a corner lot, the side yard ~~abutting the street~~ building line originates at the front street right-of-way line, and runs parallel to the side street right-of-way to the rear yard line.

Rationale: To clarify a discrepancy on how to draw the building line on a property site plan. In our code, the building line is most often used to make sure accessory buildings are not located in the front yard of a residential property. We want to remove “building wall” from the definition because the building wall is not necessarily parallel to the street right-of-way.

Please provide your input and recommendations to secretary Jordan Michael, 4152 Tallmadge Road, Rootstown, OH 44272 or rootstownzoning@gmail.com.

JM

Lisa Reeves

From: Rootstown Zoning <rootstownzoning@gmail.com>
Sent: Thursday, February 23, 2023 2:52 PM
To: Todd Peetz; Lisa Reeves
Subject: [External] Rootstown text amendments for March agenda
Attachments: Rootstown ZC 2023 001-002.docx

Hi Todd and Lisa - as promised, here are two new text amendments for your agenda. Any questions let me know.

-Jordan



TO: Portage County Regional Planning Commission
FROM: Zoning Commission
DATE: February 23, 2023
RE: Proposed Amendment to Zoning Resolution – 2023-002

At our regular meeting on February 21, 2023, a motion was passed to amend Sections 310.09 I, 310.09 J, 340.09 I, and 340.09 J of the Zoning Resolution.

Section 310.09 I Existing:

- I. Swimming Pools. Residential swimming pools may be located in any R Residential District provided they comply with the locational and coverage requirements of Schedules 310.09B and 310.09C and the following supplemental regulations:
1. Every pool defined as a structure shall be completely surrounded by a fence or wall not less than 4 feet in height which shall not exceed 6 feet in height above the natural grade.
 2. Such fence shall be constructed so as to have no openings, holes, or gaps larger than 3 inches in any dimension, except for doors or gates. An accessory building may be used in or as part of such enclosure.
 3. Doors and gates shall be equipped with suitable locking devices to prevent unauthorized intrusion.
 4. Above-ground pools having vertical surfaces of at least 4 feet in height shall be required to have fences and gates only where access may be had to the pool.

Section 310.09 I Proposed (shown in bold):

- I. Swimming Pools. Residential swimming pools may be located in any R Residential District provided they comply with the locational and coverage requirements of Schedules 310.09B and 310.09C and the following supplemental regulations:
1. Every pool defined as a structure shall be completely surrounded by a fence or wall not less than 4 feet in height which shall not exceed ~~6~~ **8** feet in height above the natural grade.
 2. Such fence shall be constructed so as to have no openings, holes, or gaps larger than 3 inches in any dimension, except for doors or gates. An accessory building may be used in or as part of such enclosure.
 3. Doors and gates shall be equipped with suitable locking devices to prevent unauthorized intrusion.
 4. Above-ground pools having vertical surfaces of at least 4 feet in height shall be required to have fences and gates only where access may be had to the pool.

Section 310.09 J Existing:

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Section 340.09 J Existing:

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Rationale: Although 6 feet is a more standard height for fences, the Zoning Commission is not opposed to allowing fences up to 8 feet high in residential districts, if a property owner wishes to screen the view of something higher than 6 feet.

Please provide your input and recommendations to secretary Jordan Michael, 4152 Tallmadge Road, Rootstown, OH 44272 or rootstownzoning@gmail.com.

JM

**BRIMFIELD TOWNSHIP
ZONING MAP AMENDMENT
REVIEW BY RPC STAFF
MARCH 2023**

Reviewer: Todd Peetz,
Date Received: 2-21-23
Hearing Date: 3-08-23

Applicant: Brimfield Township

AMENDMENT 1

Amend Zoning Map from G-C General Commercial to I-C Integrated Commercial

PROPOSED/RECOMMENDED CHANGES

The proposal is to change the Zoning Map from G-C General Commercial to I-C Integrated Commercial along State Route (SR) 43. The amendment consists of approximately 307.4 acres and 81 parcels. The parcel numbers are:

04-005-00-00-024-000	04-014-00-00-012-000	04-014-00-00-035-000
04-005-00-00-026-000	04-014-00-00-013-000	04-014-00-00-035-003
04-005-00-00-027-000	04-014-00-00-014-000	04-023-00-00-012-000
04-005-00-00-028-000	04-014-00-00-014-001	04-023-00-00-012-001
04-005-00-00-029-000	04-014-00-00-015-000	04-023-00-00-013-000
04-005-00-00-031-000	04-014-00-00-015-001	04-023-00-00-013-001
04-005-00-00-032-000	04-014-00-00-015-002	04-023-00-00-014-000
04-005-00-00-033-000	04-014-00-00-015-003	04-023-00-00-014-001
04-005-00-00-033-002	04-014-00-00-016-000	04-023-00-00-015-000
04-005-00-00-034-000	04-014-00-00-017-000	04-023-00-00-015-001
04-005-00-00-035-000	04-014-00-00-018-000	04-023-00-00-016-000
04-005-00-00-035-001	04-014-00-00-019-000	04-023-00-00-016-001
04-005-00-00-036-000	04-014-00-00-020-000	04-023-00-00-086-000
04-005-00-00-037-000	04-014-00-00-021-000	04-023-00-00-086-001
04-005-00-00-039-000	04-014-00-00-022-000	04-023-00-00-087-000
04-005-00-00-039-001	04-014-00-00-023-000	04-023-00-00-088-000
04-005-00-00-039-002	04-014-00-00-024-000	04-023-00-00-089-000
04-014-00-00-005-000	04-014-00-00-030-000	04-023-00-00-090-000
04-014-00-00-006-000	04-014-00-00-031-000	04-023-00-00-090-001
04-014-00-00-007-000	04-014-00-00-032-000	04-023-00-00-091-000
04-014-00-00-008-000	04-014-00-00-033-000	04-023-00-00-091-001
04-014-00-00-009-000	04-014-00-00-034-000	04-023-00-00-092-000
04-014-00-00-010-000	04-014-00-00-034-002	04-023-00-00-092-001
04-014-00-00-011-000	04-014-00-00-034-003	04-023-00-00-093-000

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04-023-00-00-099-000

The information provided by the applicant is included in the report as appendix 1.

This proposed amendment allows for development of both residential and commercial/office uses along SR 43 in the north part of the Township. The existing properties were primarily vacant with some residential and non-residential development.

The differences are shown in the following zoning comparison table:

Note: *Italics* depict differences between R-O Residential Office to G-C-General Commercial zoning

Requirements	G-C Existing	I-C Proposed
Use Type	Office and Commercial	Commercial and Residential
Minimum Lot Size	One (1) acre.	<i>Residential 4 units per acre Non-residential 20,000 sq. ft.</i>
Minimum Lot Width	100 Feet	100 Feet
Minimum Lot Frontage Depth	50 Feet	100 Feet
Minimum Front Yard Setbacks	35 Feet	50 Feet
Minimum Rear Yard Setbacks	30 Feet	30 Feet
Minimum Side Yard Setbacks	12 Feet	12 feet; 35 when non-residential next to residential
Maximum Building Height	40 Feet	40 Feet,
Minimum Living Floor Area		
Minimum Open Space	80% impervious.	<i>90% Building and impervious surfaces.</i>

Surrounding Zoning:

North	East	South	West
City of Kent	R-1 and R-3 Residential Zoning	H-C Highway Commercial Zoning	O-C Open Space Conservation and Residential R-2 Zoning

Surrounding Existing Land Uses:

North	East	South	West
City of Kent Non-Residential	Residential and vacant	Residential and some Commercial	Vacant and some residential

The surrounding area to the east is predominantly residential. The area to the south has a mix of residential and commercial. To the west is the Kent Bog and agriculture. North of the area is the City of Kent and non-residential development.

TRANSPORTATION

Transportation issues can be tied to activity with Kent State University and with people trying to get to I-76. New development in this area will involve working with ODOT and the County Engineer's Office to determine if improvements are needed.

WATER AND SEWER RESOURCES

Water and Sewer will need to be coordinated with the City of Kent and Water Resources at the time of a site plan. There has been a desire to have water and sewer available. Portage County Water Resources will work with developers, but the developers are responsible for water and sewer extensions.

NATURAL RESOURCES

There are a few areas with potential wetlands located in the rezoning area. Most of these locations are along the western edge of the rezoning and may be associated with the Kent Bog. There are also several large swaths of hydric soils which cut through the rezoning area. No floodplains are present on the site.

COMMENTS

The proposed zoning change could further impact the surrounding character of the area; however, this area has already begun the transition to commercial development with commercial uses present at both the north and south end of the area.

If approved, other issues which might arise at the time of site plan include:

- 1) A traffic study, depending on the proposed density, should be performed to ensure public safety.
- 2) Appropriate coordination with water and sewer providers.
- 3) Hydric soils may impact foundation suitability of structures.
- 4) Work with the Township for emergency service provision

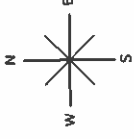
From a provision of services there is nothing that we are aware of that would prevent the availability of service provision. We are concerned about traffic safety and congestion with the development of this project

RECOMMENDATION

Staff would recommend approval of the proposed map amendment from G-C General Commercial to I-C Integrated Commercial. In addition, we would recommend at the time of site planning the above be considerations as part of the site plan review.

Brimfield Township

2022 Aerial



- Jurisdictional Boundaries
- Parcels
- Proposed Rezoning from G-C to I-C



Sources: Parcels, Portage County GIS, February 2023; Proposed Zoning, PCRPC, 2023; Roads, Portage County GIS, 2022.

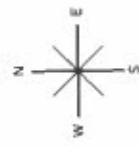


Map Created March 2023



Brimfield Township

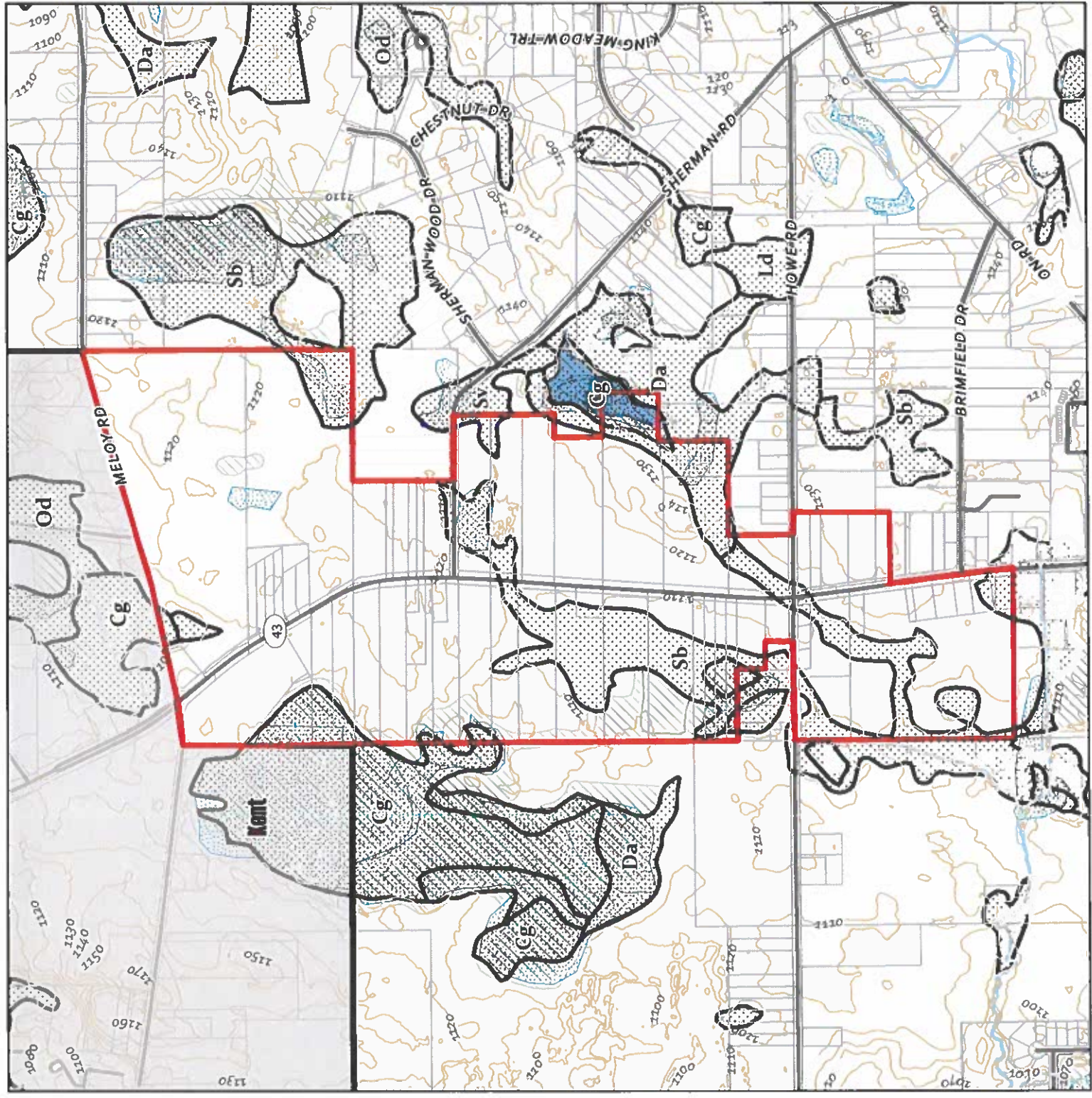
Environmental



- Streams
- 10-foot contour
- Roads
- Parcels
- Water
- Hydric Soils
- Proposed Rezoning from G-C to I-C
- NWI Wetlands
- Portage County Wetland Inventory

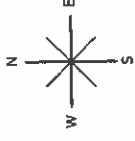


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Brimfield Township

Land Use



Proposed Rezoning from G-
C to I-C

Land Use

Vacant

Agriculture

Park

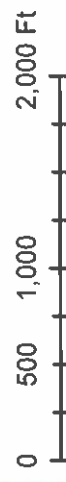
Residential

Apartments

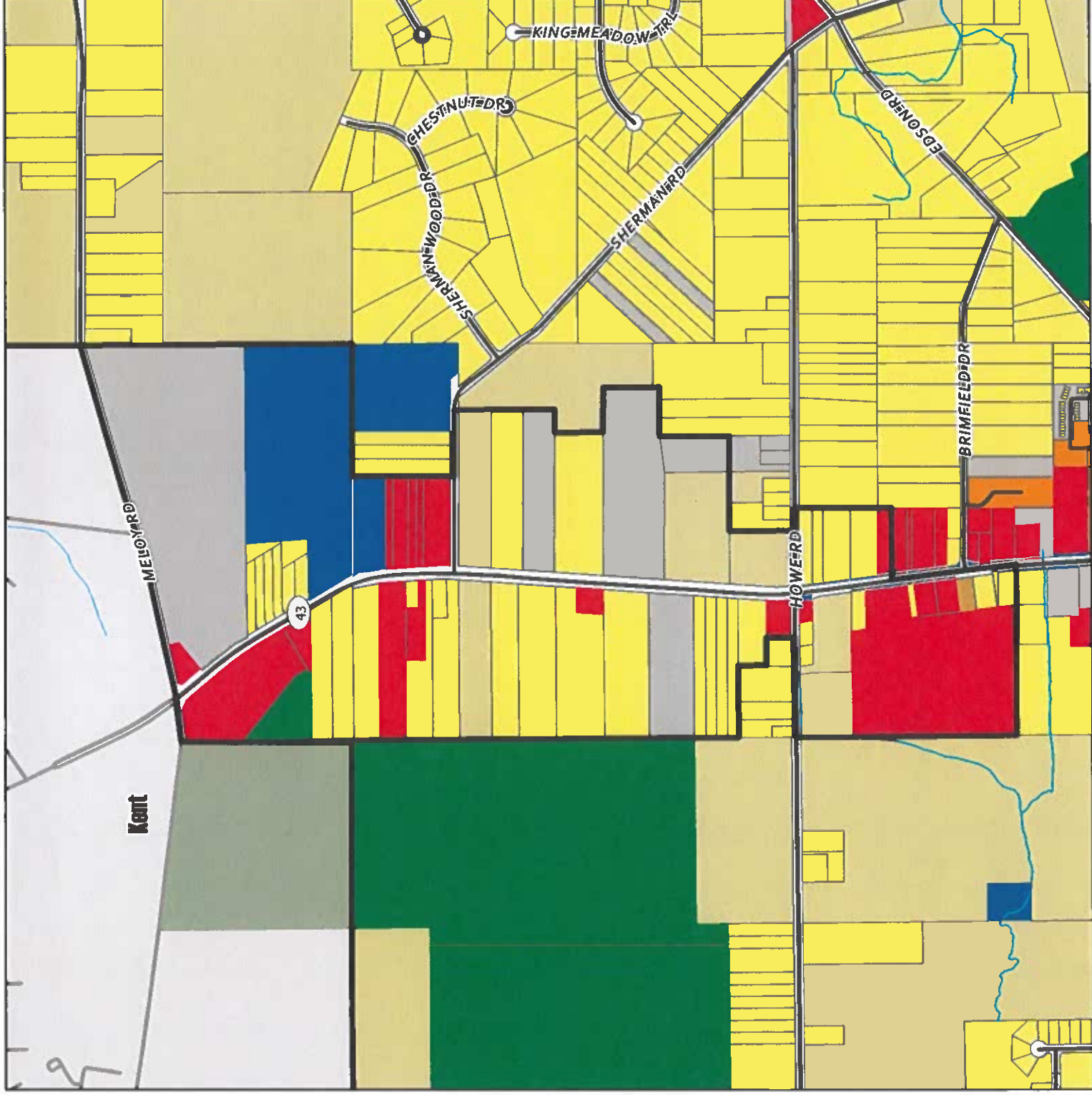
Commercial

Government

Charity, Cemetery, Hospital

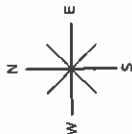


Sources: Parcels & Land Use, Portage County
GIS Auditor parcel data, February 2023;
Proposed Zoning, PCRPC, 2023;
Roads, Portage County GIS, 2022.
Map Created March 2023



Brimfield Township

Current Zoning



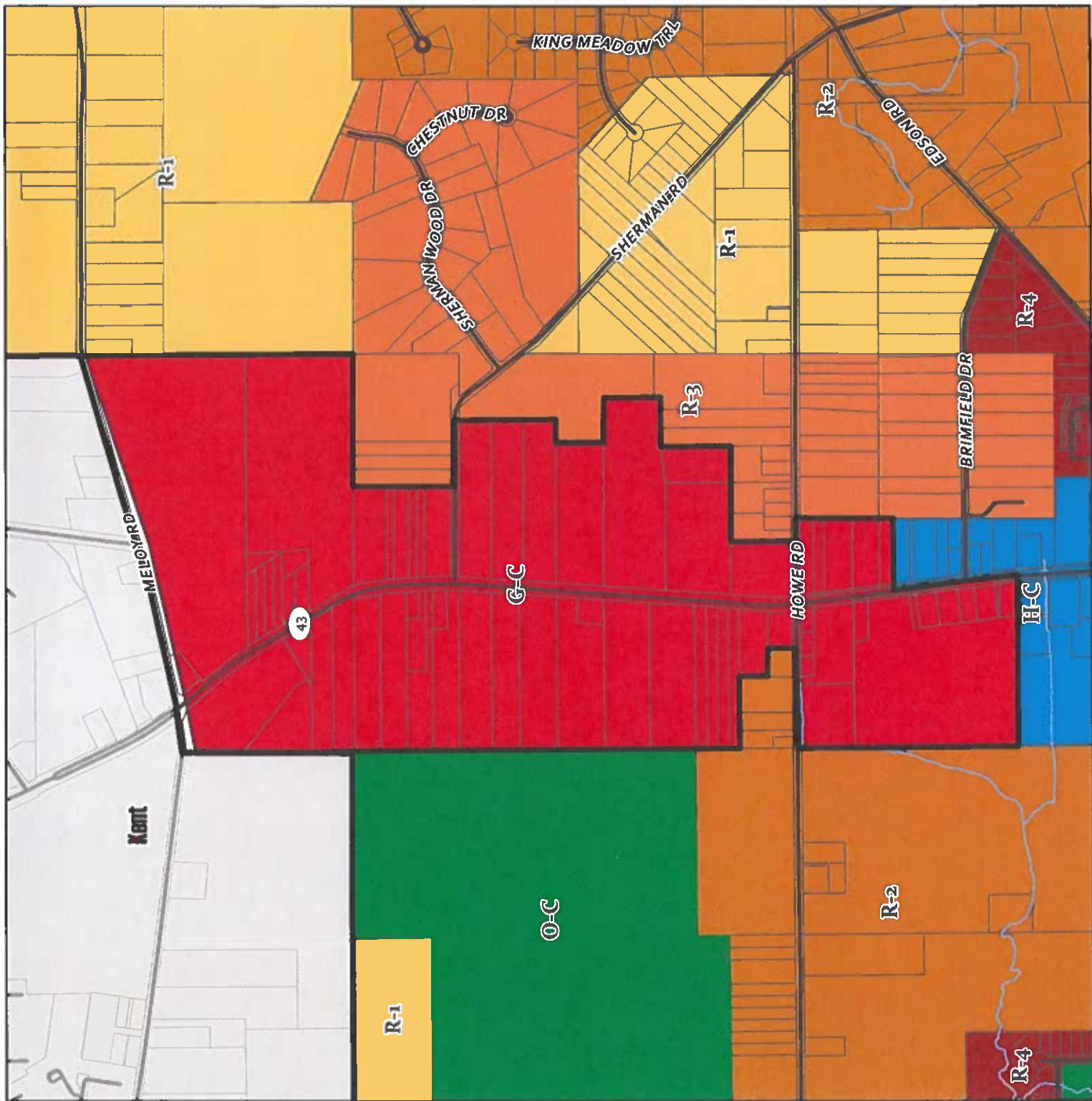
- Proposed Rezoning from G-C to I-C
- Proposed Rezoning from G-C to I-C
- Jurisdictional Boundaries
- Zoning District**
 - General Commercial
 - Highway Commercial
 - Open Space Conservation
 - Residential- High Density
 - Residential- Low Density
 - Residential- Medium Density
 - Residential- Medium High Density



Sources: Parcels, Portage County GIS, February 2023; Proposed Zoning, PCRPC, 2023; Zoning, PCRPC, 2022; Roads, Portage County GIS, 2022.

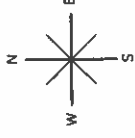


Map Created March 2023

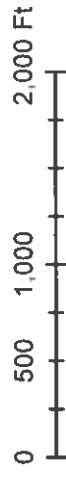


Brimfield Township

Proposed Zoning



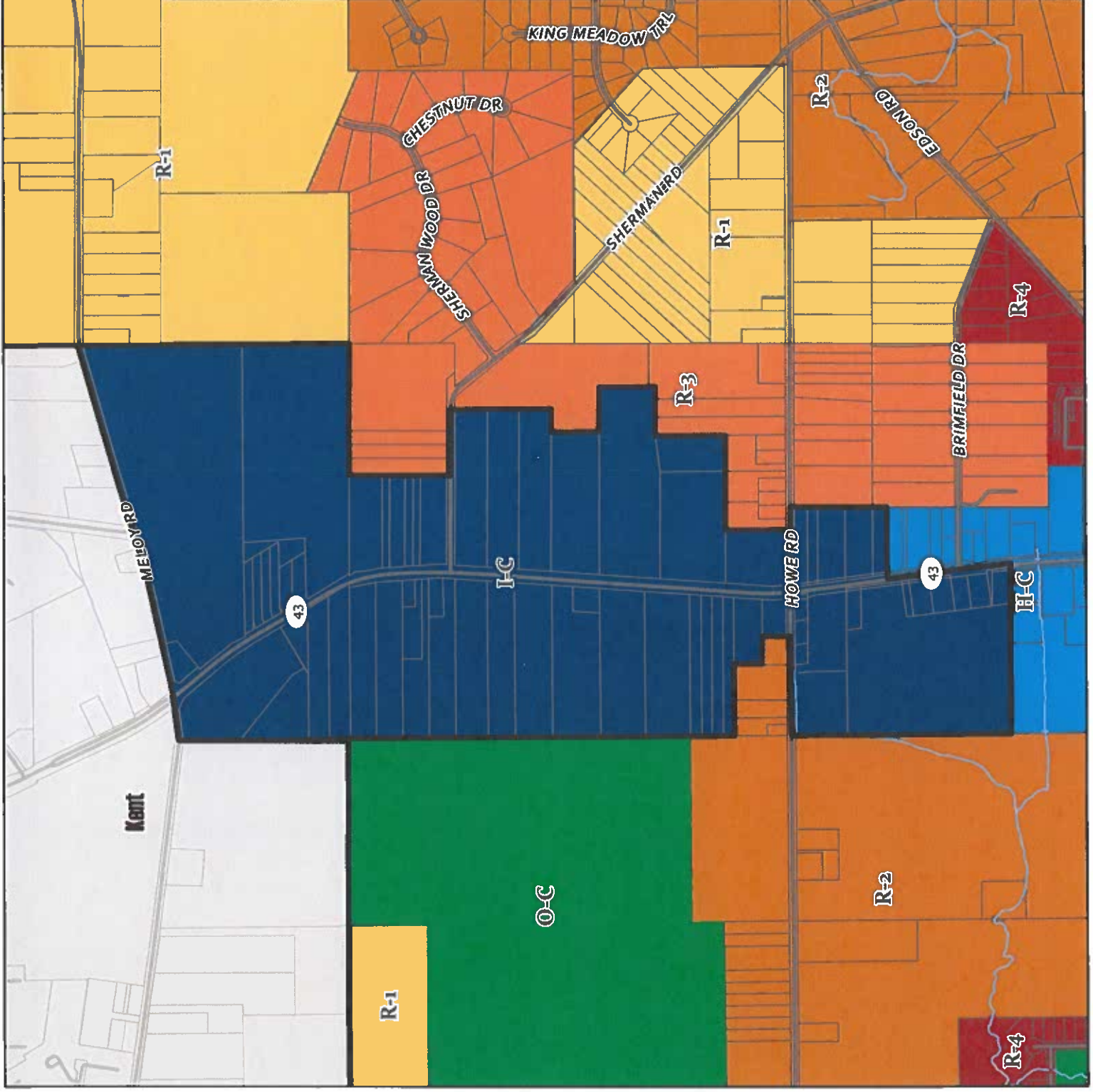
- Proposed Rezoning from G-C to I-C
- Zoning District**
- Highway Commercial (H-C)
 - Integrated Commercial (I-C)
 - Open Space Conservation (O-C)
 - Residential- High Density (R-4)
 - Residential- Low Density (R-1)
 - Residential- Medium Density (R-2)
 - Residential- Medium High Density (R-3)



Sources: Parcels, Portage County GIS, February 2023; Proposed Zoning, PCRPC, 2023; Roads, Portage County GIS, 2022.



Map Created March 2023



**BRIMFIELD TOWNSHIP
ZONING MAP AMENDMENT
REVIEW BY RPC STAFF
MARCH 2023**

Reviewer: Todd Peetz
Date Received: 2-21-23
Hearing Date: 3-08-23

Applicant: Brimfield Township

AMENDMENT 2

Amend Zoning Map from G-C General Commercial to H-C Integrated Commercial

PROPOSED/RECOMMENDED CHANGES

The proposal is to change the Zoning Map from G-C General Commercial to I-C Integrated Commercial near I-76 and Tallmadge Road. The amendment consists of approximately 91.5 acres, 37 parcels, and part of seven (7) other parcels. The parcel numbers are:

04-038-00-00-027-000	04-038-00-00-028-000	04-035-00-00-028-000
04-038-00-00-013-000	04-038-30-00-002-000	04-035-00-00-027-000
04-038-30-00-005-000	04-038-30-00-006-000	04-038-00-00-008-000
04-038-00-00-010-000	04-038-00-00-014-000	04-035-00-00-025-001
04-035-00-00-026-000	04-035-00-00-003-002	04-035-00-00-033-000
04-035-00-00-025-000	04-038-00-00-012-000	04-038-30-00-001-001
04-035-00-00-024-000	04-038-30-00-003-000	04-038-30-00-001-000
04-038-30-00-004-000	04-038-00-00-026-000	04-038-00-00-017-000
04-038-00-00-020-000	04-038-00-00-016-000	04-035-00-00-003-001
04-038-00-00-011-000	04-035-00-00-032-000	04-038-00-00-025-000
04-038-00-00-019-000	04-035-00-00-031-000	04-038-00-00-018-000
04-038-00-00-020-001	04-035-00-00-030-000	
04-038-00-00-009-000	04-035-00-00-029-000	

Parcels being partially rezoned:

04-038-10-00-013-007	04-038-10-00-013-006	04-038-10-00-019-000
04-038-10-00-018-000	04-038-10-00-013-004	
04-038-10-00-013-003	04-038-10-00-013-002	

The information provided by the applicant is included in the report as appendix 1.

This amendment allows for development the area surround the I-76 interchange with higher intensity commercial than allowed under G-C, General Commercial. The existing properties are a mix of commercial and residential uses as well as some vacant lots.

The differences are shown in the following zoning comparison table:

Note: *Italics* depict differences between G-C General Commercial to H-C Highway Commercial zoning

Requirements	G-C Existing	H-C Proposed
Use Type	Office and Commercial	Commercial at Highway Interchanges and Arterial Roads
Minimum Lot Size	One (1) acre.	One (1) acre.
Minimum Lot Width	100 Feet	100 Feet
Minimum Lot Frontage Depth	50 Feet	100 Feet
Minimum Front Yard Setbacks	35 Feet	50 Feet
Minimum Rear Yard Setbacks	30 Feet	30 Feet
Minimum Side Yard Setbacks	12 Feet	12 feet; 35 when non-residential next to residential
Maximum Building Height	40 Feet	40 Feet,
Minimum Living Floor Area		
Minimum Open Space	80% impervious.	80% impervious

Surrounding Zoning:

North	East	South	West
City of Tallmadge and L-I Light Industrial	L-I Light Industrial and O-C Open Space Conservation Zoning	L-I Light Industrial Zoning	City of Tallmadge and I-C Integrated Commercial Zoning

Surrounding Existing Land Uses:

North	East	South	West
City of Tallmadge Industrial, and Vacant Land	Light Industrial, Golf Course, and Vacant Land	Some Residential, Vacant Land, and Agriculture	Commercial

The surrounding area is predominantly non-residential and is largely developed except for the southeast side of I-76 that is a mix of residential and agriculture.

TRANSPORTATION

Much of this area has already been developed; however, this is still a very congested area and transportation issues need additional scrutiny. New development will require working with ODOT and the County Engineer's Office to determine if improvements are needed.

WATER AND SEWER RESOURCES

Water and Sewer will need to be coordinated with the City of Tallmadge and Portage County Water Resources at the time of a site plan. Portage County Water Resources will work with developers, but the developers are responsible for water and sewer extensions.

NATURAL RESOURCES

A tributary to Plum Creek flows through the site. There are also several areas with hydric soils.

COMMENTS

The proposed zoning change could further impact the surrounding character of the area; however, this area is already transitioning to commercial development.

If approved other items to address at the time of site plan may include:

- 1) Depending upon the proposed density a traffic study should be performed to ensure public safety.
- 2) Appropriate coordination with water and sewer providers.
- 3) Hydric soils may impact foundation suitability of structures.
- 4) Work with the Township for emergency service provision.

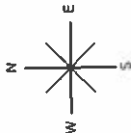
From a provision of services there is nothing that we are aware of that would prevent the availability of service provision. We are concerned about traffic safety and congestion with the development of this project

RECOMMENDATION

Staff would recommend approval of the proposed map amendment from G-C Commercial to H-C Highway Commercial. In addition, we recommend at the time of site planning the above be considerations as part of the site plan review.

Brimfield Township

2022 Aerial



- Jurisdictional Boundaries
- Parcels
- Proposed Rezoning from G-C to H-C



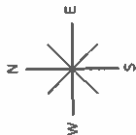
Sources: Parcels, Portage County GIS,
February 2023; Proposed Zoning,
PCRPC, 2023; Roads, Portage County
GIS, 2022.



Map Created March 2023

Brimfield Township

Environmental

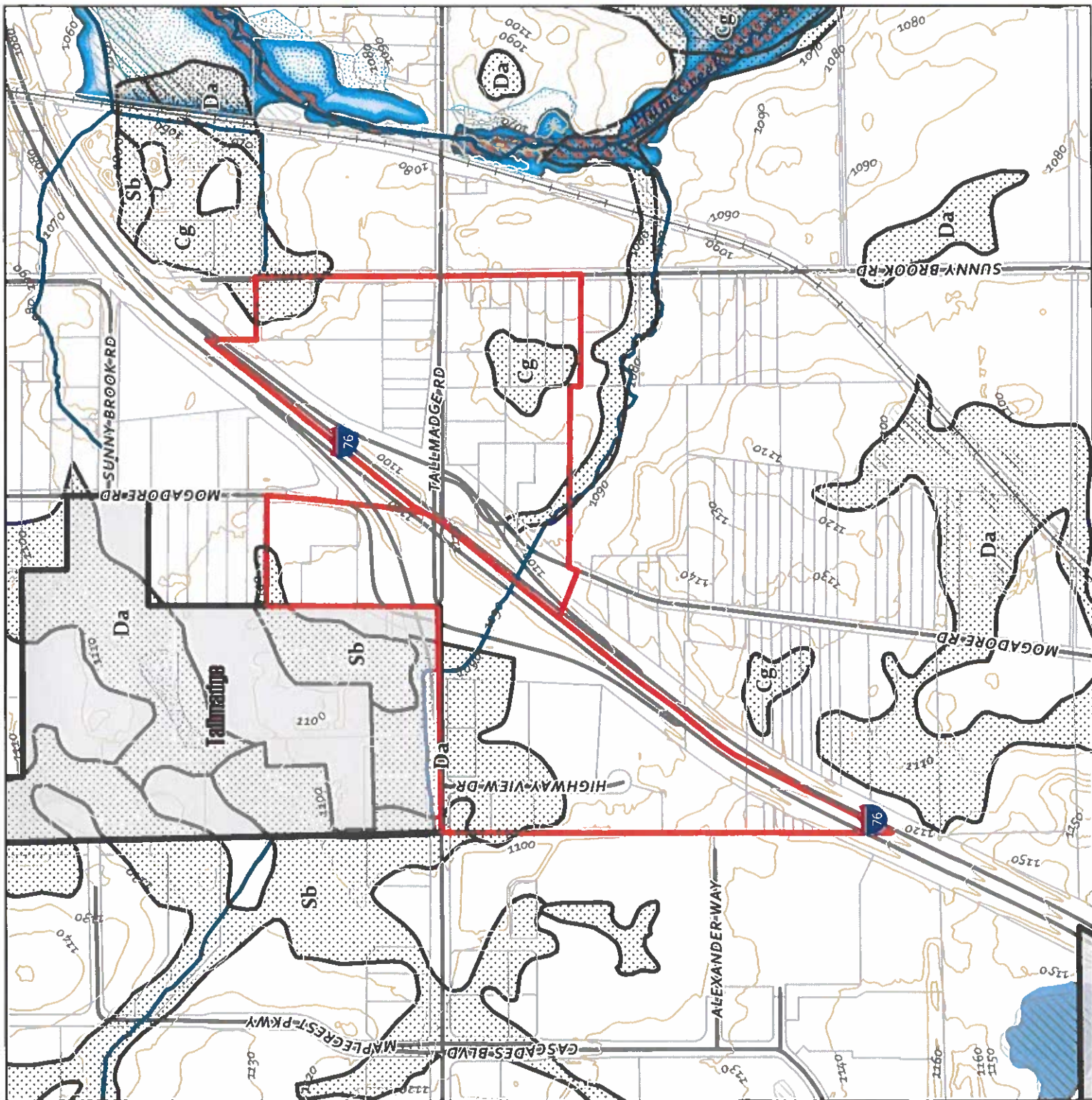


- Railroad
- Streams
- 10-foot contour
- Roads
- Parcels
- Water
- Hydric Soils
- Proposed Rezoning from G-C to H-C
- NWI Wetlands
- Portage County Wetland Inventory
- Flood Zone
- Floodway
- Flood Zone AE



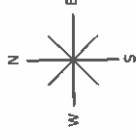
Parcels, Portage County GIS, February 2023; Roads, Portage County GIS, 2022; Proposed Zoning, PCRPC, 2023; Water, NHD USGS, edited by PCRPC 2012; Wetlands, NWI USFWS, imagery 2007, updated 2019; Flood Zones, FEMA FIRM, 2017, effective date 2009; Soils, Portage County Soil Survey digital version, updated 2021.

Map Created March 2023



Brimfield Township

Land Use



Proposed Rezoning from G-
C to H-C

Land Use

Vacant

Agriculture

Residential

Apartments

Commercial

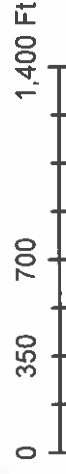
Park / Golf Course

Industrial

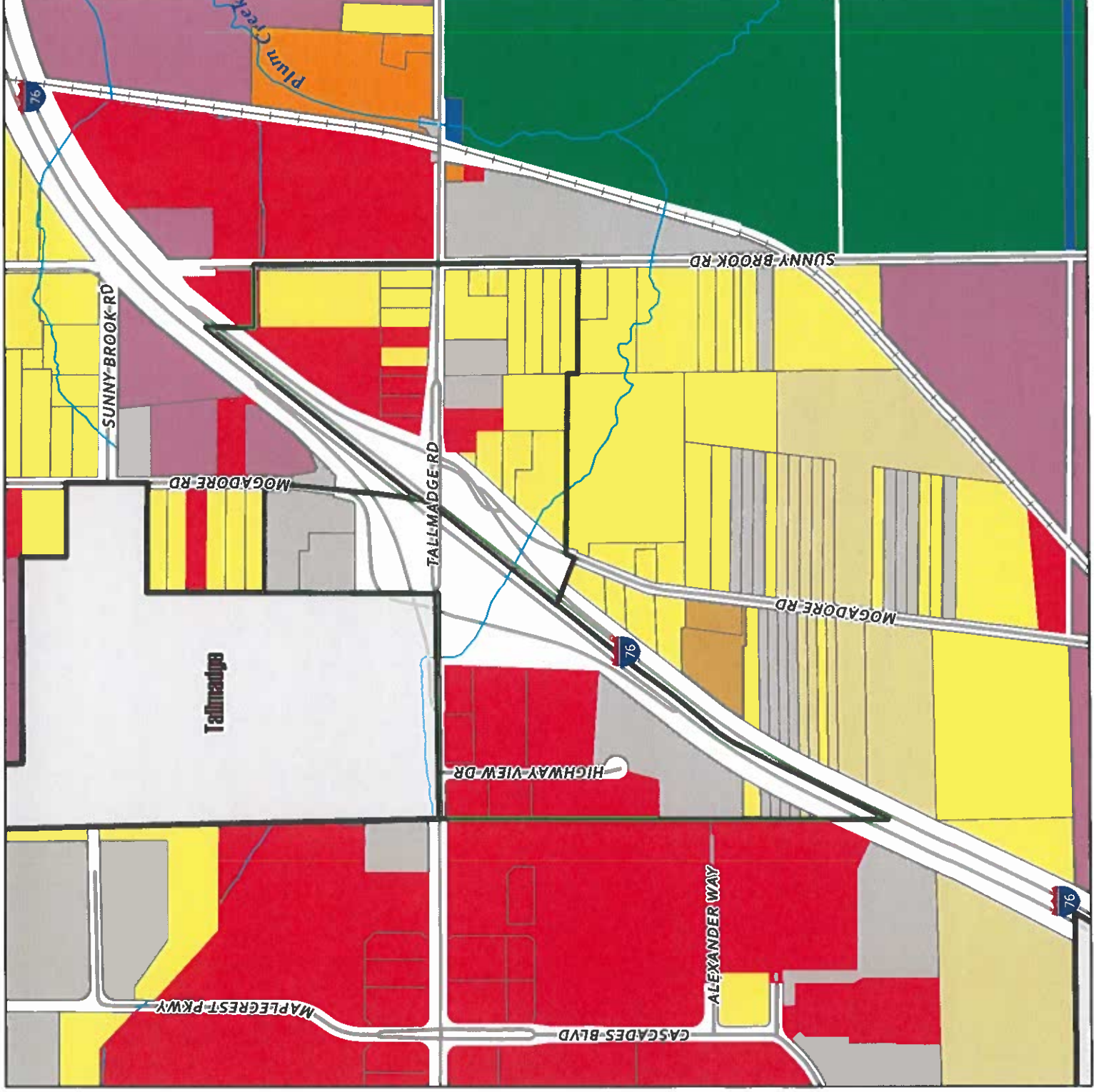
Government

Charity, Cemetery, Hospital

Jurisdictional Boundaries

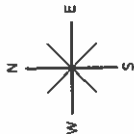


Sources: Parcels & Land Use, Portage County
GIS Auditor parcel data, February 2023;
Proposed Zoning, PCRPC, 2023;
Roads, Portage County GIS, 2022.
Map Created March 2023



Brimfield Township

Current Zoning



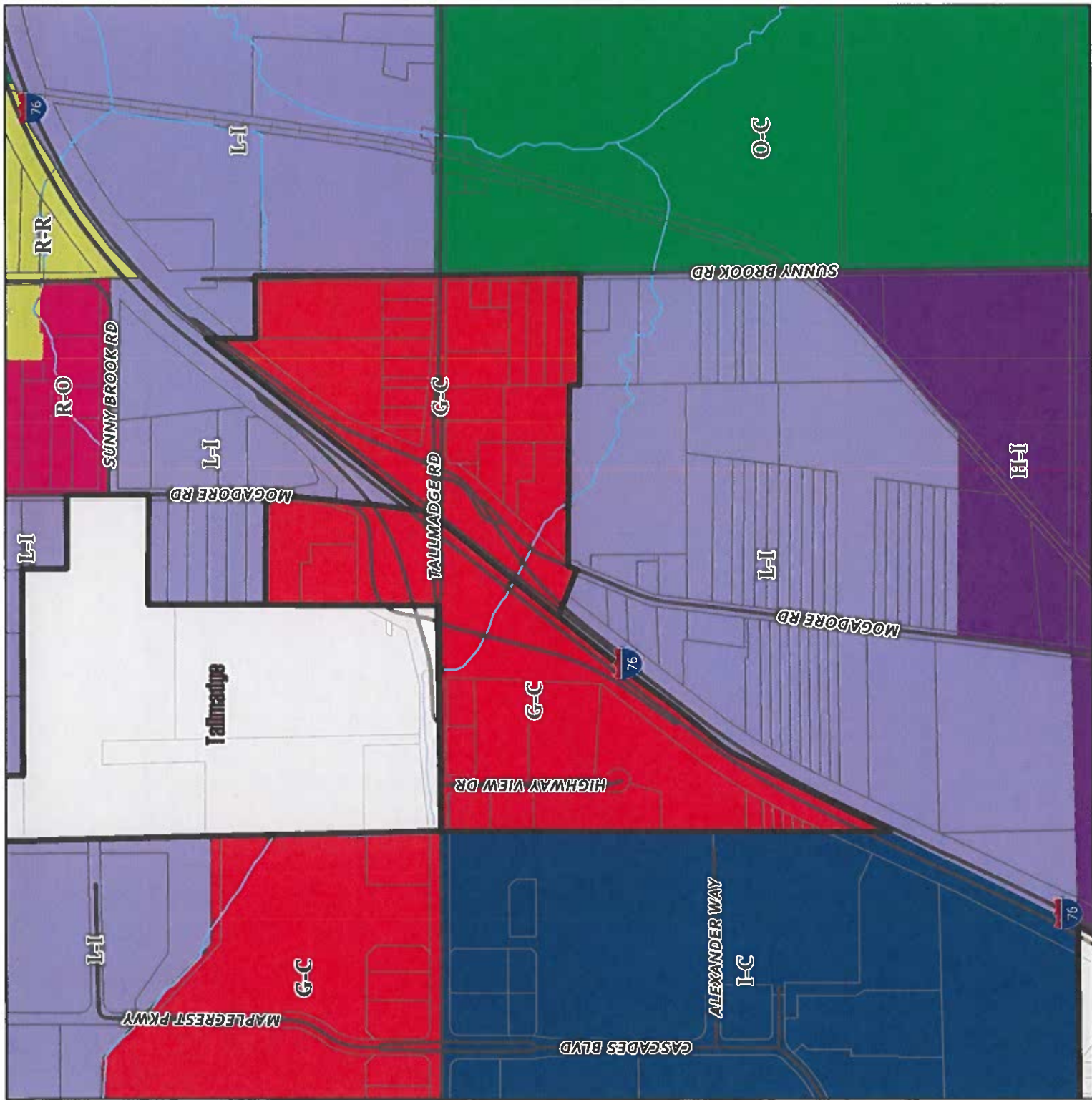
- Proposed Rezoning from G-C to H-C
- Jurisdictional Boundaries
- Zoning District
- General Commercial
- Heavy Industrial
- Integrated Commercial
- Light Industrial
- Open Space Conservation
- Residential- Rural
- Residential-Office



Sources: Parcels, Portage County GIS, February 2023; Proposed Zoning, PCRPC, 2023; Zoning, PCRPC, 2022; Roads, Portage County GIS, 2022.

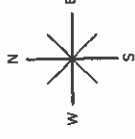


Map Created March 2023



Brimfield Township

Proposed Zoning



 Proposed Rezoning from G-C to H-C

Zoning District

 General Commercial (G-C)

 Heavy Industrial

 Highway Commercial (H-C)

 Integrated Commercial (I-C)

 Light Industrial (L-I)

 Open Space Conservation (O-C)

 Residential- Rural (R-R)

 Residential-Office (O-R)

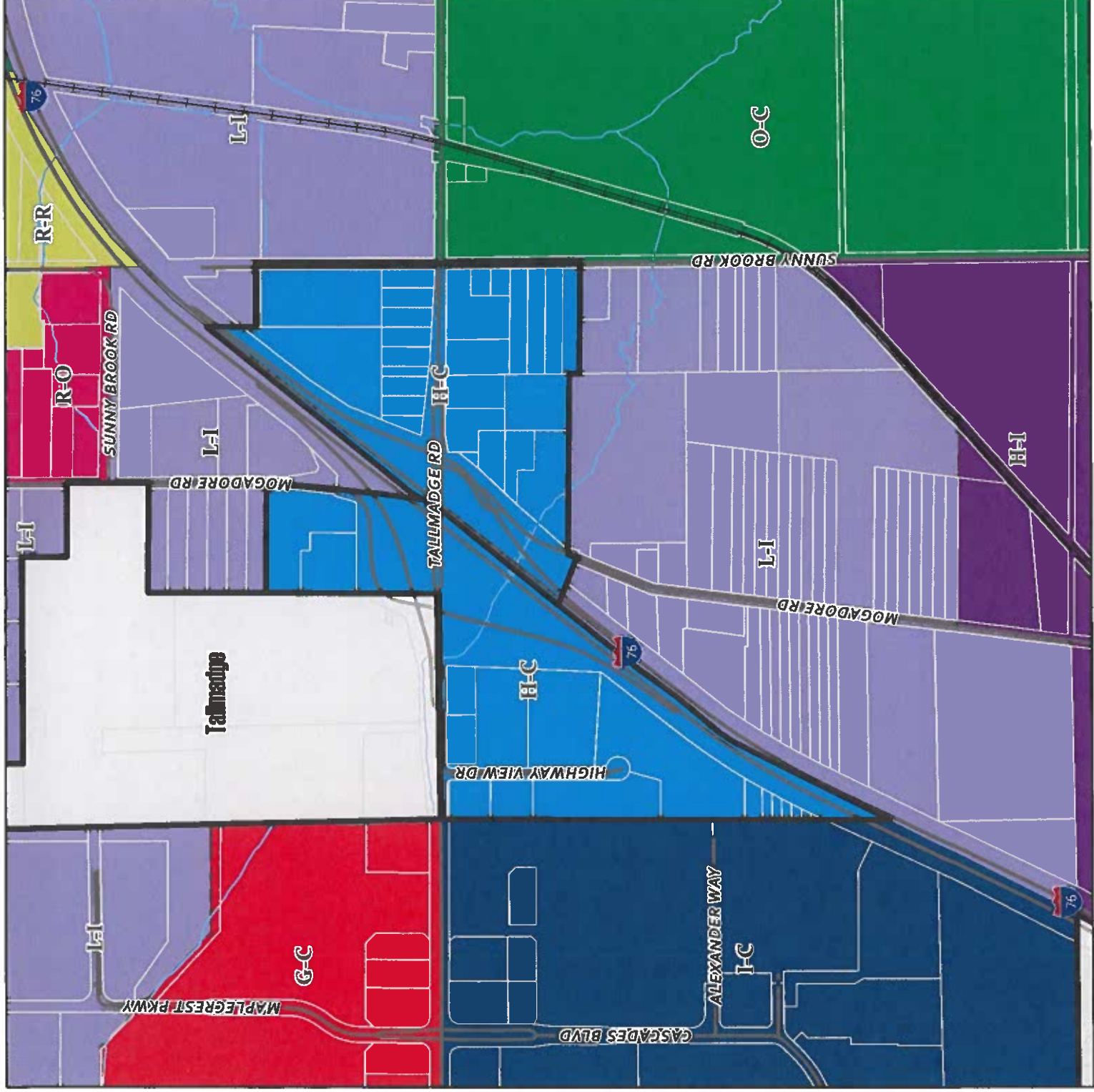
 Proposed Rezoning from G-C to H-C



Sources: Parcels, Portage County GIS, February 2023; Proposed Zoning, PCRPC, 2023; Roads, Portage County GIS, 2022.



Map Created March 2023



Lisa Reeves

From: Todd Peetz
Sent: Thursday, February 23, 2023 3:11 PM
To: Lisa Reeves
Subject: FW: [External] FW:
Attachments: Zoning20230223103228.pdf

From: Lauren Coffman <lcoffman@brimfielddohio.gov>
Sent: Thursday, February 23, 2023 10:34 AM
To: Todd Peetz <tpeetz@pcrpc.org>
Cc: Gail Gifford <ggifford@pcrpc.org>; Michael Hlad <mhlad@brimfielddohio.gov>
Subject: [External] FW:

Hi Todd,

The entire G-C zoning district along 43, and the entire G-C district outlined along Tallmadge road/ I-76 exit are the proposed zoning changes. Please let know if you need anything else

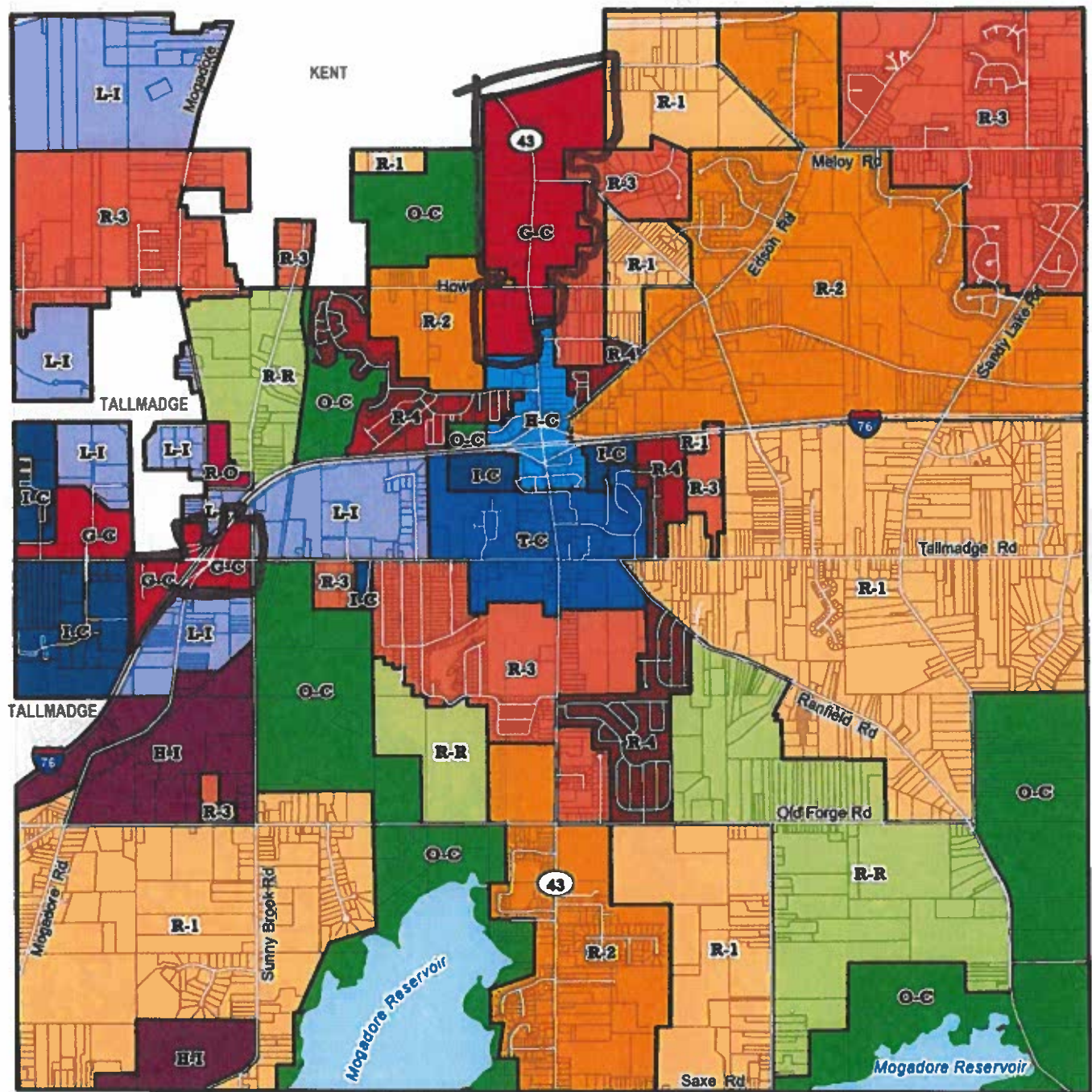
Thank you,

Lauren Coffman
Economic Development and Zoning Secretary
Brimfield Township
Office: 330-678-0319
lcoffman@brimfielddohio.gov

From: brimfieldfiscalcopier@gmail.com
Sent: Thursday, February 23, 2023 10:28 AM
To: [Lauren Coffman](#)
Subject:

TASKalfa 3554ci
[00:17:c8:d7:d6:30]

Brimfield Township Zoning Districts - 2022



R-R Residential- Rural	R-O Residential-Office	L-1 Light Industrial
R-1 Residential- Low Density	G-C General Commercial	H-1 Heavy Industrial
R-2 Residential- Medium Density	H-C Highway Commercial	O-C Open Space Conservation
R-3 Residential- Medium High Density	I-C Integrated Commercial	
R-4 Residential- High Density	T-C Town Center	



Map amendment resolutions: #2022-279; #2022-096 through #2022-099; #2021-358; #2021-067 through #2021-074; #2020-036; #2019-327 through #2019-336; #2017-08; #2016-081; #2014-184, #2014-135, #2012-254; #2012-95; #2011-358; #2011-217; #2010-177, #2008-060 through #2008-065; #2006-263; #2006-230
 Roads: Portage County GIS, July 2022; Parcels, Portage County GIS, August 2022



November, 2022

**BRIMFIELD TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
MARCH 2023**

Received: February 21, 2023

Meeting Date: March 8, 2023

Reviewed by: Todd Peetz

Staff suggestions are in “ALL CAPS”

**Amendment 1
Section 600.04.(2)(a)**

Proposed:

~~Section 600.04. (2).(a) All parking areas shall be located on the side or rear of buildings in compliance with the corresponding district requirements~~

Staff Comments:

This is coming back to the RPC Board per the Brimfield Zoning Commission as they want all the zoning districts to be treated the same.

I will also point out that the RPC Board is a recommending Board when it comes to text and map amendments. In this case the Brimfield Zoning Commission could have recommended to their Trustees what they wanted and would not need to bring it back to the RPC Board. Only if the intent of the original amendment was significantly altered as part of a revised recommendation would it be necessary to bring back to the RPC Board.

We discussed the reason for the proposed change. It was determined that in the Maplecrest development all the new commercial structures requested a variance. Variances were granted in all cases and the thought is why are we requiring parking only in the rear and sides.

More current planning principles are to bring buildings closer to the street and create a more walkable human scale to the built environment.

It is easy to see the Cascades and Maplecrest Subdivisions are not that walkable with the large traffic volumes and multiple turning movements.

Staff Recommendation:

Staff would still recommend saving the Town Center District (only) to foster walkability. It is apparent that this is not the wishes of the Brimfield Zoning Commission.

**Amendment 2
Section 540.00**

Proposed:

Section 540.00 Temporary Use Permits

Temporary use permits for up to 90-calendar days per year, such as fairs and other temporary sales and services, where permitted in appropriate districts, shall be permitted upon compliance with the plan requirements below:

Temporary Zoning Certificates...

Staff Comments:

Brimfield Township has been aware of temporary permits being extended for great lengths of time, more than a year for example. The intent is for a very short-term permit and not long-term permission. The language was provided by the Brimfield Zoning Commission.

A side note is the language was provided from a motion and we estimated where it was most appropriate. It would be better to provide proposed language where it is meant to go to avoid us from not putting it in the right place.

Staff Recommendation:

Staff would recommend approval.

**Amendment 3
Sections 201.03C; 201.03(C)(1);201.03(C)(2)**

Proposed:

Section 201,03

C. ~~Nine (9)~~ **One (1) copyies- and one (1) electronic submission** of the site plan drawing, drawn to a scale of no less than one hundred (100) feet to the inch and shall be on one or more sheets of 24 x 36 inches or less in size showing the following items:

1. Professional engineer or architect seal on the plans.
2. General vicinity map

Staff Comments:

Staff would agree that electronic submissions save on paper and take up less space. You may want to also say what electronic format you want the submission in too and make sure those reviewing it can view the document.

Staff Recommendation:

Staff would recommend approval.

Lisa Reeves

From: Todd Peetz
Sent: Monday, February 27, 2023 4:11 PM
To: Lisa Reeves
Subject: FW: Zoning Commission Motions
Attachments: 2.9.23 ZC.docx

You need to read both the email and the attachment.

From: Lauren Coffman <lcoffman@brimfieldohio.gov>
Sent: Tuesday, February 21, 2023 12:26 PM
To: Todd Peetz <tpeetz@pcrpc.org>; Gail Gifford <ggifford@pcrpc.org>
Cc: Michael Hlad <mhlad@brimfieldohio.gov>
Subject: [External] Zoning Commission Motions

Hi Todd and Gail,

I have attached the minutes for reference, but below are the motions that were sent for review.

MOTION #2023-09

Patrick Blair made a motion to give the parks their own zoning district and have language drafted and forwarded to Portage County Regional Planning. **Tom Sargent** seconded his motion and the motion passed unanimously.

The Township is looking to protect its parkland by creating a parks specific zoning district. Want to eliminate the possibility of future development and ensure they stay as park spaces for the public.

MOTION #2023-10

Debbie Darlas made a motion to send the revision of parking lot requirements back to Regional Planning. **Tom Sargent** seconded her motion and the motion passed unanimously.

The board voted to send the parking lot requirements back to regional as originally proposed, eliminating the code section. The board noted that every business already located in the Town Center already has parking in the front of the building, so they would like to keep things uniform with what they already have in Town Center.

MOTION #2023-11

Patrick Blair made a motion to change the zoning on Route 18 east of I-76 from G-C to H-C. **Tom Sargent** seconded his motion. The motion passed unanimously and the change will be sent to Regional Planning Commission.

The board decided that the zoning off I-76 should match the other exit, and H-C may spark some new development in the area, while getting rid of some abandoned buildings and cleaning up the area. A rezone to H-C would be consistent with what the township has at the other exit

MOTION #2023-12

Tom Sargent made a motion to change the zoning along State Route 43 from G-C to I-C. **Kolette Wolosznec** seconded his motion. The motion passed unanimously and the change will be sent to Regional Planning Commission.

The board noted that the area has been zoned G-C for 20 years and no one is willing to help with water down 43. The board voted to change the G-C district along S.R 43 to I-C to spark development and try to move water down 43.

MOTION #2023-13

Patrick Blair made a motion to forward the amendment to Section 540.00 to Regional Planning Commission and **Debbie Darlas** seconded his motion. The motion passed unanimously.

The board has been working toward a solution for the temporary vendor permits for a few months now and decided to restrict temporary use permits to 90 days per calendar year.

Motions 14-16 deal with our boards now being fully electronic. We have provided the boards with iPads in an effort to cut down on paper copies needed. The board and Zoning Department found the need for 9 paper copies to be outdated when everything is moving to electronic submission. The motions made are to eliminate the need for 9 copies, and to require 1 hard copy for records retention and electronic submission for all submittals. **Section 201.03. C., Section 201.03. (C).(1), and Section 201.03. (C).(2).**

I know they requested a lot, I tried to summarize each motion. Please let me know if you require anything else or have any questions. Please feel free to call me to go over any of the above motions

Thank you,

Lauren Coffman
Economic Development and Zoning Secretary
Brimfield Township
Office: 330-678-0319
lcoffman@brimfieldohio.gov

BRIMFIELD TOWNSHIP ZONING COMMISSION

BRIMFIELD TOWNSHIP ZONING COMMISSION

PUBLIC MEETING

MINUTES of February 9, 2023 at 7:00 PM

Brimfield Township Community Center

Present: Chairman Tom Johnson, Debbie Darlas, Patrick Blair, Tom, Sargent

Alternates: Bill Anderson, Kolette Wolosznec

Absent: Seth Hahlen

Staff: Michael Hlad, Economic Development Director and Zoning Inspector, and Lauren Coffman, Zoning Secretary

The Zoning Commission meeting is called to order by Tom Johnson at 7:00 PM on **February 9, 2023.**

Roll call:

Blair: Here	Darlas: Here	Hahlen: Absent	Johnson: Here
Sargent: Here	Anderson: Here	Wolosznec: Here	

MOTION #2023-08

Debbie Darlas made a motion to accept the agenda. Her motion was seconded by **Tom Johnson** and passed unanimously.

WORK SESSION

- **Discussion - Parks and Recreation specific zoning district to protect the parkland within the township.**

Mike Hlad explained that since the O-R district was removed from the code, he would like to replace that district with a designated district for the Township's parkland. The text and map will need to be updated.

MOTION #2023-09

Patrick Blair made a motion to give the parks their own zoning district and have language drafted and forwarded to Portage County Regional Planning. **Tom Sargent** seconded his motion and the motion passed unanimously.

BRIMFIELD TOWNSHIP ZONING COMMISSION

- **Discussion - Town Center Master Plan 2023 – Mike Wohlwend**

Mike Hlad and Mike Wohlwend would like to update the Town Center Master Plan; specifically focusing on lighting and sidewalks. Mike Hlad would like the entire Town Center to have sidewalks and has applied for TIFs to assist with funding. The Commission discussed setbacks and locations of the sidewalks. Patrick Blair wanted to include sidewalks to the four bus stops near I-76. This topic will be a work in progress throughout the year as Mr. Wohlwend presents options to the Commission and they discuss further and make changes to his suggestions as needed.

- **Discussion - Revise code section 600.04.02. A – Parking lot requirements**

Mike Hlad said this was approved by Regional Planning Commission. They said the rear parking requirements would stay for the Town Center; the Commission wanted to get rid of that requirement. He suggested sending it back to Regional Planning and telling them they wanted to eliminate the requirement since so many lots in the Town Center have parking in front of the building.

MOTION #2023-10

Debbie Darlas made a motion to send the revision of parking lot requirements back to Regional Planning. **Tom Sargent** seconded her motion and the motion passed unanimously.

- **Discussion – Proposal to change G-C Zoning District from East of I-76 along Tallmadge Rd to H-C, Highway Commercial.**

Mike Hlad felt the Township needed to spark development in the area which is currently somewhat dilapidated with abandoned buildings. Tom Johnson added that the change would make it consistent with Route 43 and I-76. There was some discussion about individual properties and what property owners had expressed in the past. Mike Hlad felt they should start the process since the residents will be invited to attend public meetings and provide their opinion. From there, the Commission could gauge the response of the public.

MOTION #2023-11

Patrick Blair made a motion to change the zoning on Route 18 east of I-76 from G-C to H-C. **Tom Sargent** seconded his motion. The motion passed unanimously and the change will be sent to Regional Planning Commission.

- **Discussion – Proposal to change G-C Zoning District along State Route 43 to I-C, Integrated Commercial**

Mike Hlad explained to the Commission his hope for the area. If the zoning district was changed, he felt a developer would be willing to bring public water down Route 43. After years of debating the issue with Kent and struggling to obtain funding for the project, he believes that a zoning change

BRIMFIELD TOWNSHIP ZONING COMMISSION

would then allow for public water and further development of the area. He added that the project would be pieced together as lots were developed. The Commission discussed several lots in question and overall they did not feel there would be many issues since the permitted uses would only broaden.

MOTION #2023-12

Tom Sargent made a motion to change the zoning along State Route 43 from G-C to I-C. **Kolette Wolosznec** seconded his motion. The motion passed unanimously and the change will be sent to Regional Planning Commission.

- **Need motion to Regional Planning Commission amending Zoning Resolution – Section 540.00 Temporary Uses – 90 days per calendar year.**

Mark Guidetti provided the Commission with a potential amendment a few weeks ago in regard to temporary uses. A motion is needed to send the change to Regional Planning to restrict temporary uses to 90 days per calendar year.

MOTION #2023-13

Patrick Blair made a motion to forward the amendment to Regional Planning Commission and **Debbie Darlas** seconded his motion. The motion passed unanimously.

- **Discussion – Section 201.03. C. – Change to 1 copy of site drawing along with electronic submission sent to the Zoning Department**

The Zoning Department would like to reduce the number of hard copies required for submittal from nine to one. Applicants would be required to submit plans electronically so they can be forwarded to the appropriate parties. Several sections of the Zoning Resolution will need to be amended.

MOTION #2023-14

Kolette Wolosznec made a motion to forward the amendment to Regional Planning Commission and **Debbie Darlas** seconded her motion. The motion passed unanimously.

- **Discussion – Section 201.03. (C).(1) – Change to 1 copy of architectural plans along with electronic submission to the Zoning Department**

MOTION #2023-15

Debbie Darlas made a motion to forward the amendment to Regional Planning Commission and **Patrick Blair** seconded her motion. The motion passed unanimously.

BRIMFIELD TOWNSHIP ZONING COMMISSION

- **Discussion – Section 201.03. (C).(2). – Change to 1 copy of site plans along with electronic submission to the Zoning Department**

MOTION #2023-16

Tom Sargent made a motion to forward the amendment to Regional Planning Commission and **Patrick Blair** seconded his motion. The motion passed unanimously.

GOOD OF THE ORDER:

Mike Hlad went over the 2022 Year End Report.

SET NEXT MEETING:

Thursday, March 9, 2023 at 7:00 pm is the next regularly scheduled meeting.

MOTION #2023-17

A motion was made by **Tom Sargent** to adjourn the meeting, seconded by **Kolette Woloszek**. The motion passed unanimously.

Chairman Tom Johnson

Vice Chair Debbie Darlas

Patrick Blair

Seth Hahlen

Tom Sargent

Zoning Inspector Michael Hlad

Alternate Bill Anderson

Alternate Kolette Woloszek

RESOLUTION

RE: SETTING REGULAR AND SPECIAL MEETINGS, AND ESTABLISHING RULES FOR THE MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND COMMITTEES

It was moved by _____ and seconded by _____
the following Resolution be adopted:

WHEREAS: Ohio Revised Code Section 121.22 concerning open public meetings, it is required that the Portage County Regional Planning Commission ("Commission") and its Committees ("Committees") adopt rules relative to scheduling of regular and special Commission meetings and to provide notice of these meetings, AND

WHEREAS: Pursuant to Ohio Revised Code Section 713.21, this Commission adopted by-laws for the regulation of its affairs and the conduct of its business, titled the Portage County Regional Planning Commission By-Laws, (herein, "By-Laws"), as revised from time to time, attached hereto and incorporated herewith as though fully rewritten, NOW THEREFORE BE IT

RESOLVED: In accordance with its By-Laws, the Commission agrees to convene a regularly scheduled meeting on the 2nd Wednesday of each month at 4:30 p.m. and concluding at the end of the public business of the Commission, AND BE IT FURTHER

RESOLVED: That said meetings are to be held at Reed Memorial Library, 167 East Main Street, Ravenna or at the UH Portage Medical Arts Building and Professional Center, 6847 N Chestnut Street, Ravenna, or at the former Regional Planning Commission Office, 124 North Prospect Street, Ravenna, Ohio, AND BE IT FURTHER

RESOLVED: That, in accordance with the By-Laws of the Commission, special and emergency meetings of the Commission will be held at the call of the Chairman of the Commission or any three (3) members of the Commission, AND BE IT FURTHER

RESOLVED: That, in accordance with the By-Laws of the Commission, the Secretary of the Commission shall mail or deliver written notice of each regular or special meeting to the Commission or appropriate members not more than ten (10) days nor fewer than five (5) days prior to such meeting, along with a proposed meeting agenda, AND BE IT FURTHER

RESOLVED: That notices of upcoming regularly scheduled meetings will be posted on the Portage County Regional Planning Commission website at:

www.portagecounty-oh.gov/regional-planning-commission/pages/rpc-meeting-board-packets

AND BE IT FURTHER

RESOLVED: That Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (G)(1)-(8), AND BE IT FURTHER

RESOLVED: That the Secretary of the Commission will direct the "Record-Courier" to publish notice in its newspaper of the time, place and purpose of a special meeting at least twenty-four hours in advance of the special meeting, and if any other news media have requested notification the Secretary shall give at least twenty-four hours advance notice to any other news media that may have requested notification, AND BE IT FURTHER

RESOLVED: That in the event of an emergency, the Secretary of the Commission, on behalf of the Chairman or members calling the meeting, shall notify the Record-Courier and any other news media that may have requested notification immediately of the time, place and purpose of the meeting, AND BE IT FURTHER

RESOLVED: Any person may request the time and place of all regularly scheduled meetings by submitting a request to the Secretary of the Commission, AND BE IT FURTHER

RESOLVED: Any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Secretary of the Commission a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months), AND BE IT FURTHER

RESOLVED: That the Commission finds and determines that all formal actions of this Commission concerning and relating to the adoption of this resolution were taken in an open meeting of this Commission and that all deliberations of this Commission that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Upon call for vote by Jim DiPaola the vote was as follows:

YEAS _____

NAYS _____

ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on March 8, 2023.

Jim DiPaola, Chairman

Todd Peetz, Secretary

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
February 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.
- We are looking at some minor additions that will be brought to the Board in December. The review team met on October 11th and discussed minor updates. The next meeting with the review team is to be determined.
- Held Public Hearing on February 8, 2023 on proposed amendments to the subdivision regulations.
- The Commissioners public hearing will be held on March 16, 2023.
- Annual updates will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.

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 send feedback to planning@pcrpc.org.

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plans	0 Applications	0 Lots
Plats	0 Applications	0 Lots
Replat	0 Applications	0 Lots
Exceptional Replats	2 Applications	0 Lots
Variances	0 Applications	
Minor Subdivisions	2 Applications	5 Lots

b. Divisions of Land

5+ Acre Lot Divisions	2 Applications	2 Lots
<u>Transfers. To Adj. Prop.</u>	<u>3 Applications</u>	<u>3 Transfers</u>
	9 Applications	7 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
Helped with grant information for their fire department.
- Franklin Township
Reviewed text amendments in February.
- Freedom Township
Continued to look into grant opportunities for a community center and parks. Need to set up a meeting.
- Garrettsville Village
- Hiram Township
- Hiram Village

- Mantua Township
Met with a township representative to investigate grant opportunities. Need to set a follow-up meeting.
- Mantua Village
We are looking into a variety of grants to help the Village.
- Nelson Township
Discussing a proposed Zoning Text amendment.
- Palmyra Township
- Paris Township
- Randolph Township
Continued to discuss a potential grant opportunity.
- Ravenna City
Working on a Critical Infrastructure Grant. Finalized scope for their comprehensive plan for them.
- Ravenna Township
- Rootstown Township
Reviewed a text amendment in February.
- Shalersville Township
Working on the Township's Land Use Plan. Also reviewed text amendments in February.
- Suffield Township
- Sugar Bush Knolls
- Windham Township
Reviewed a text amendment in February
- Windham Village
Working with them on their Critical Infrastructure Grant. Also discussed doing 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 February meeting.

4. Portage County Housing Services Council

- Attended meeting in January.

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

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

6. Portage Development Board (PDB)

- Attended January Board Meeting.

7. Quarterly Zoning Inspectors (QZI) Meeting

- We held a meeting on January 19th. The topic was about electric vehicle charging stations. **The next meeting will be held on April 27, 2023.** The meeting location and topic(s) is TBD.

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

- We will be providing all key stakeholders a 90% report for their review and feedback. Stakeholders are those who are not on the committees.
- Comprehensive Plan meetings were held on December 8, 2022 with various Departments and non-profits to help wrap up the project.
- The draft implementation schedule is available for review. Those departments or agencies that do not respond, we will set up appointments to make sure we have their input.
- Met with the Commissioners in February to discuss the implementation tables.
- We anticipate presenting a final document in March.

10. Shalersville Land Use Plan

- Met with the Zoning Commission at their December meeting
- We plan on having several community meetings in February and March
- A Community Survey has been circulating for comment.
- Existing conditions have been compiled.
- On-line web presence has also been prepared.
- The first community meeting was held on February 16, 2023 and the next one is scheduled for March 25, 2023.
- 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

- A meeting was held with Chick Sprague to discuss project and to help with identifying key historical structures and potential contacts.
- Prepared a community survey for input
- Working on creating an outline for potential creation of a historical district.
- Met with the Kelso House Board and related community members to help obtain information related to this project.
- Estimated completion May 2023.

13. Brimfield Comprehensive Plan Update

- A kick-off meeting was held in January 2023
- Incorporate new 2020 census data into the plan.
- Working on evaluating the short-term goals and objectives and will establish or update where necessary.
- Worked on modifications to the on-line summary as needed.
- Next Meeting will be held on March 9, 2023 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
March 2023
Work Through February 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 field survey and have started the in-office computer design and are currently placing the existing utility information on the plans.

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.

Construction will restart once asphalt plants re-open. It is anticipated that construction will be completed by the end of May 2023.

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.

Contract is in place and a Notice to Proceed has been issued to the contractor. A preconstruction meeting was held with the contractor and Family & Community Services on February 27, 2023. The Flooring is being ordered and it is anticipated that construction will start April 1, 2023.

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.

An Extension has been approved and all construction must be completed by April 30, 2023.

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 environmental review has been completed and funds were released on February 21, 2023.

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.

The environmental review has been completed and the Finding of No Significant Impact was published in the newspaper February 19, 2023 for public review and comment. The Request for Release of Funds will be signed by the Commissioners on March 9, 2023 and once signed will be submitted to OCD for Release of Funds.

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.

The environmental review has been completed and the funds were released on February 13, 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.

The environmental review has been completed and the funds were released on February 21, 2023.

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 2 requests for assistance received in January and they were both located in the City of Ravenna

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.

Contract between RPC/Commissioners for administration of the grant is being circulated for signatures.

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.

So far, seventy-nine (81) applications have been received for the Senior Assistance Program. All income has been verified for each household and a letter has gone out to all households who applied for the program.

The bid opening was held on February 15, 2023. The bid has been awarded by the Commissioners and the contract is circulating for signatures. Once in place a Notice to Proceed will be issued and a pre-construction meeting will be held.

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.

The environmental review is nearing completion and the Finding of No Significant will be published in the newspaper once the environmental review has been completed.

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.

Contract between RPC/City of Streetsboro for administration of the Streetsboro is in place.

2022 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. It is anticipated the 2023 application will be available in July 2023.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM - \$184,000
(Includes RPC Administration) (CDBG) + \$50,000 (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 \$200,962.

The maximum grant amount is \$250,000 and applications will require firm participation commitments from business/building owners. A maximum of \$25,000 or 10% of the total CDBG project cost, whichever is less may be used for administration.

A full application is being prepared and will be submitted to OCD once application is completed and a public hearing is held.

2022 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.

It is anticipated the 2023 application will be available in July 2023.

PORTAGE COUNTY RPC
FINANCIAL STATEMENT
February 28, 2023

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 80,367.11	<-- Feb 1st-->	\$ 47,295.78	<-- Jan. 1st
Total All Receipts	\$ 17,174.55		\$ 81,898.39	
Total All Expenditures	\$ 33,281.46		\$ 64,933.97	
Ending Cash Balance	\$ 64,260.20	<--Feb 31st -->	\$ 64,260.20	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	261,549.00	7,853.49	65,205.56	3,979.82	196,343.44	25%
Subdivisions	18,000.00	1,200.00	5,310.00	-	12,690.00	30%
Copies/Misc.(community over hrs)	2,000.00	441.89	441.89	193.03	1,558.11	22%
Rental Income	30,900.00	2,575.00	5,150.00	2,575.00	25,750.00	17%
Contracts	92,000.00	5,104.17	5,790.94	7,383.97	86,209.06	6%
Contract Portage County	78,000.00	-	-	24,415.85	78,000.00	0%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
TOTAL REVENUE	482,449.00	17,174.55	81,898.39	38,547.67	400,550.61	17%
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	40,073.65	-	262,225.35	13%
3 PT Salaries	5,000.00	420.00	420.00	-	4,580.00	8%
3 Retirement/Termination Pay Off	13,080.00	-	-	-	13,080.00	0%
3 PERS	43,022.00	2,863.96	5,669.12	-	37,352.88	13%
3 Medicare	4,456.00	285.71	565.33	-	3,890.67	13%
3 Workers Comp	5,224.00	347.76	688.38	-	4,535.62	13%
3 Health Insurance	91,707.00	5,177.72	10,355.44	-	81,351.56	11%
4 Travel/Training	4,000.00	-	-	200.00	3,800.00	5%
4 Dues	726.00	465.00	615.00	-	111.00	85%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,110.00	612.49	1,153.96	1,627.04	1,329.00	68%
4 Advertising	350.00	-	-	100.00	250.00	29%
4 Telephone	1,400.00	193.96	193.96	-	1,206.04	14%
4 Postage	1,200.00	-	-	800.00	400.00	67%
4 Repairs	2,000.00	1,518.10	1,869.10	50.90	80.00	96%
4 Equip/Copier/Postage meter Leases	4,200.00	478.00	1,308.04	2,390.00	501.96	88%
4 Professional & Technical Services	3,253.00	-	-	-	3,253.00	0%
4 Photocopying/Printing	2,500.00	48.60	167.80	722.20	1,610.00	36%
4 Audit Services	-	-	-	-	-	0%
4 Legal Services	10,000.00	833.33	1,666.70	8,333.30	-	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	3,412.00	-	-	480.00	2,932.00	14%
5 Equipment/Software	260.00	-	187.49	-	72.51	72%
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	517,449.00	33,281.46	64,933.97	14,703.44	437,811.59	15%
2022 Carryover Encumbrances						
Building Improvements	5,000.00	-	-	-	5,000.00	0%
Total 2022 Encumbrances	5,000.00				5,000.00	
GRAND TOTAL	522,449.00	33,281.46	64,933.97	14,703.44	442,811.59	

CDBG FUNDS
02/28/23

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Rav City Critical Infrastructure	4,970.32	129,500.00	-	134,470.32
Windham Village Critical Infrastructure	1,288.63	-	-	1,288.63
Formula 2020 Grant (BF-20)	100.00	-	-	100.00
Target of Opportunity	197.05	-	-	197.05
TOTAL	6,556.00	129,500.00	-	136,056.00

02/28/23

2020 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
Windam Village Community Center	\$ 148,000.00	\$ -	\$ 148,000.00	\$ -	\$ -	\$ 148,000.00	\$ -
Fair Housing Program	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
Streetsboro City Home Repair Budget amendment -\$25,100	\$ 57,400.00	\$ -	\$ 22,222.80	\$ 35,177.20	\$ -	\$ 22,222.80	\$ 35,177.20
Streetsboro City Public Services Budget amendment +\$25,100	\$ 70,100.00	\$ -	\$ 70,000.00	\$ 100.00	\$ -	\$ 70,100.00	\$ -
Water/Sewer for Haven of Portage County	\$ 225,200.00	\$ -	\$ 225,200.00	\$ -	\$ -	\$ 225,200.00	\$ -
Freedom Twp Hall ADA	\$ 24,800.00	\$ -	\$ 24,800.00	\$ -	\$ -	\$ 24,800.00	\$ -
Streetsboro City Administration	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -	\$ -	\$ 22,500.00	\$ -
Portage County Administration	\$ 72,000.00	\$ -	\$ 72,000.00	\$ -	\$ -	\$ 72,000.00	\$ -
RLF FUNDS FOR HAVEN OF PORTAGE COUNTY	\$ 88,433.00	\$ -	\$ 88,433.00	\$ -	\$ -	\$ 88,433.00	\$ -
TOTALS	\$ 718,433.00	\$ -	\$ 683,155.80	\$ 35,277.20	\$ -	\$ 683,255.80	\$ 35,177.20

Grant Period 9-01-20/10-31-22
Extension Granted till 12/31/22

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
Pratt Street Improvements	\$ 66,700.00	\$ -	\$ 527.20	\$ 66,172.80	\$ -	\$ 700.00	\$ 66,000.00
Pratt Street Water Facility Improvements	\$ 166,900.00	\$ -	\$ 27,851.34	\$ 139,048.66	\$ 129,500.00	\$ 159,500.00	\$ 7,400.00
General Administration	\$ 20,000.00	\$ -	\$ 7,251.14	\$ 12,748.86	\$ -	\$ 9,900.00	\$ 10,100.00
TOTALS	\$ 253,600.00	\$ -	\$ 35,629.68	\$ 217,970.32	\$ 129,500.00	\$ 170,100.00	\$ 83,500.00

02-3

02-4

1-1

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	\$ -	\$ 4,911.37	\$ 20,088.63	\$ -	\$ 6,200.00	\$ 18,800.00
TOTALS	\$ 452,100.00	\$ -	\$ 4,911.37	\$ 447,188.63	\$ -	\$ 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 Flooding/HVAC Improvements	\$ 214,100.00	\$ -	\$ -	\$ 214,100.00	\$ -	\$ -	\$ 214,100.00
General Administration	\$ 21,000.00	\$ -	\$ 7,602.95	\$ 13,397.05	\$ -	\$ 7,800.00	\$ 13,200.00
TOTALS	\$ 235,100.00	\$ -	\$ 7,602.95	\$ 227,497.05	\$ -	\$ 7,800.00	\$ 227,300.00

01
02

Grant period 2-1-22/03-31-2023

\$95,753.87 TOTAL RECAPTURED THROUGH 02/08/2023

Address	YEAR	Program Income received	Date	Accumulated Revenue	
6764 Sprott Avenue	2018	\$ 2,481.60	4/12/2018	\$ 2,481.60	2018
5666 Unger Road	2018	\$ 10,776.00	10/30/2018	\$ 13,257.60	
4271 Mahoning Road	2019	\$ 206.00	2/21/2019	\$ 13,463.60	
4271 Mahoning Road	2019	\$ 206.00	4/3/2019	\$ 13,669.60	2019
4271 Mahoning Road	2019	\$ 206.00	4/18/2019	\$ 13,875.60	
4271 Mahoning Road	2019	\$ 207.05	5/20/2019	\$ 14,082.65	
4271 Mahoning Road	2019	\$ 206.00	6/17/2019	\$ 14,288.65	
4271 Mahoning Road	2019	\$ 206.00	7/19/2019	\$ 14,494.65	
4271 Mahoning Road	2019	\$ 206.00	8/20/2019	\$ 14,700.65	
4271 Mahoning Road	2019	\$ 206.00	9/17/2019	\$ 14,906.65	
4271 Mahoning Road	2019	\$ 206.00	10/17/2019	\$ 15,112.65	
4271 Mahoning Road	2019	\$ 206.00	11/19/2019	\$ 15,318.65	
4271 Mahoning Road	2019	\$ 412.00	12/18/2019	\$ 15,730.65	
1331 Martin Road	2019	\$ 2,318.40	12/23/2019	\$ 18,049.05	2019
4271 Mahoning Road	2020	\$ 206.00	1/15/2020	\$ 18,255.05	
4271 Mahoning Road	2020	\$ 206.00	2/20/2020	\$ 18,461.05	
2241 Alliance Road	2020	\$ 2,302.40	2/27/2020	\$ 20,763.45	
4271 Mahoning Road	2020	\$ 206.00	3/16/2020	\$ 20,969.45	
4271 Mahoning Road	2020	\$ 206.00	4/21/2020	\$ 21,175.45	
4271 Mahoning Road	2020	\$ 206.00	5/15/2020	\$ 21,381.45	
2111 Meloy Road	2020	\$ 8,668.15	6/23/2020	\$ 30,049.60	
4271 Mahoning Road	2020	\$ 309.00	6/23/2020	\$ 30,358.60	
4271 Mahoning Road	2020	\$ 206.00	7/23/2020	\$ 30,564.60	
4271 Mahoning Road	2020	\$ 206.00	8/17/2020	\$ 30,770.60	
4271 Mahoning Road	2020	\$ 206.00	9/17/2020	\$ 30,976.60	2020
4271 Mahoning Road	2020	\$ 206.00	10/15/2020	\$ 31,182.60	
4271 Mahoning Road	2020	\$ 206.00	11/19/2020	\$ 31,388.60	
4271 Mahoning Road	2020	\$ 309.00	12/16/2020	\$ 31,697.60	
4271 Mahoning Road	2021	\$ 206.00	1/20/2021	\$ 31,903.60	
4271 Mahoning Road	2021	\$ 206.00	2/22/2021	\$ 32,109.60	
1367 Laura Lane	2021	\$ 7,665.60	3/4/2021	\$ 39,775.20	
4271 Mahoning Road	2021	\$ 206.00	3/23/2021	\$ 39,981.20	
4271 Mahoning Road	2021	\$ 206.00	4/20/2021	\$ 40,187.20	
8021 Hewins Road	2021	\$ 7,918.50	5/26/2021	\$ 48,105.70	
4271 Mahoning Road	2021	\$ 309.00	6/23/2021	\$ 48,414.70	2021
4271 Mahoning Road	2021	\$ 206.00	7/20/2021	\$ 48,620.70	
4271 Mahoning Road	2021	\$ 206.00	8/16/2021	\$ 48,826.70	
6701 S R 303	2021	\$ 2,493.25	9/3/2021	\$ 51,319.95	
4271 Mahoning Road	2021	\$ 206.00	9/13/2021	\$ 51,525.95	
4271 Mahoning Road	2021	\$ 206.00	10/13/2021	\$ 51,731.95	
4271 Mahoning Road	2021	\$ 206.00	11/15/2021	\$ 51,937.95	
4271 Mahoning Road	2021	\$ 309.00	12/20/2021	\$ 52,246.95	
4271 Mahoning Road	2022	\$ 206.00	1/13/2022	\$ 52,452.95	
4271 Mahoning Road	2022	\$ 206.00	2/15/2022	\$ 52,658.95	
4271 Mahoning Road	2022	\$ 206.00	3/15/2022	\$ 52,864.95	2022
594 Kapity Drive	2022	\$ 15,592.00	4/11/2022	\$ 68,456.95	
3849 Cook Road	2022	\$ 4,296.10	4/18/2022	\$ 72,753.05	
4518 Rock Spring Road	2022	\$ 4,134.50	4/21/2022	\$ 76,887.55	
4271 Mahoning Road	2022	\$ 206.00	4/22/2022	\$ 77,093.55	
495 Hartzell Road	2022	\$ 14,314.63	5/20/2022	\$ 91,408.18	
4271 Mahoning Road	2022	\$ 309.00	6/14/2022	\$ 91,717.18	
2083 Pontius Road	2022	\$ 2,285.69	6/17/2022	\$ 94,002.87	
4271 Mahoning Road	2022	\$ 206.00	7/13/2022	\$ 94,208.87	
4271 Mahoning Road	2022	\$ 206.00	8/18/2022	\$ 94,414.87	
4271 Mahoning Road	2022	\$ 206.00	9/14/2022	\$ 94,620.87	
4271 Mahoning Road	2022	\$ 206.00	10/14/2022	\$ 94,826.87	
4271 Mahoning Road	2022	\$ 206.00	11/15/2022	\$ 95,032.87	2022
4271 Mahoning Road	2022	\$ 309.00	12/12/2022	\$ 95,341.87	
4271 Mahoning Road	2023	\$ 206.00	1/10/2023	\$ 95,547.87	
4271 Mahoning Road	2023	\$ 206.00	2/8/2023	\$ 95,753.87	