

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, MAY 10, 2023

4:30 P.M.

**REED MEMORIAL LIBRARY, JENKINS ROOM
167 EAST MAIN STREET
RAVENNA**

I. CALL TO ORDER

II. *APPROVAL OF APRIL 12, 2023 MEETING MINUTES

III. SUBDIVISIONS

- *1. Replat of Sublots 4, 5, 6 & Block 6A in the *"Glass Allotment Subdivision No. 1"* on Tallmadge Road, Lot 35 in Brimfield Township, Jarrett Fleet Services, applicant
- *2. Replat of Sublots 405, 406, and 407 in the *"Twin Lakes Park Allotment"* on Myrna Avenue, Lot 68 in Franklin Township, John Akamatsu, applicant
- *3. Replat of Part of Block "A" in the *"Hickory Grove Allotment"* on State Route 14, Lot 14 in Deerfield Township, Joshua Sanor, applicant
- *4. Replat of Lots 26 and 27 in the *"Reserves at Breakneck Creek"* on Creekview Drive, Lot 2 in Ravenna Township, Anthony and Kelly Hudson, applicant
- *5. Replat of Sublots 99 and 100 in the *"Baronwood Allotment No. 1"* on Ruth Drive, Lot 21 in Rootstown Township, Milies Foster-Davis, applicant

IV. ZONING

- *1. Franklin Township Text Amendment Re: Definition of Accessory Building, Accessory Structure and Accessory Use; Amend Chapter 6, Section 501.01.B.56.N.6.b.1 Subheading.

V. *PRESENTATION AND ADOPTION OF THE PORTAGE COUNTY COMPREHENSIVE PLAN

**Needs Action*

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

1. April 2023 Work Program Report
2. April 2023 CDBG Report

B. FINANCE

- *1. April 2023 Financial Statements

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

Next Meeting – Wednesday, June 14, 2023 – Former P.C. Regional Planning Commission Office,
124 North Prospect Street, Ravenna.

IX. ADJOURNMENT

**Minutes
Portage County Regional Planning Commission
April 12, 2023**

Portage County Regional Planning Commission dated April 12, 2023 at 4:30 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

Members Present:

Atwater Twp., Thora Green	Franklin Twp., Joe Cicozzi	Freedom, Charlene Walker
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Suffield Twp., Adam Bey	Windham Twp., Rich Gano
Shalersville Twp., Ron Kotkowski	Sugar Bush Knolls Vill., Jim Beal	Water Resources, Tia Rutledge
Soil & Water, Anthony Lerch	PARTA, Amy Proseus	
P.C. Commissioner Bennett Alternate, Matt Adelman		

Staff Present:

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

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

Members Absent:

Brimfield Twp., Mike Hlad	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Mantua Vill., Tammy Meyer	Paris Twp., David Kemble	Randolph Twp., Sue White
Windham Vill., Nick Bellas	County Engineer, Larry Jenkins	P.C. Commissioner, Mike Tinlin
Portage Park District, Allan Orashan		
P.C. Commissioner, Anthony Badalamenti		

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

APPROVAL OF MARCH 8, 2023, MEETING MINUTES

The March 8, 2023 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by J. Cicozzi. Motion carried with 17 Yeas.

CONFIRMATION OF THE EXECUTIVE COMMITTEE MEMBERS - Jim DiPaola

R. Kotkowski made a motion to confirm Executive Committee Members; Jim DiPaola, Chairman; Sabrina Christian-Bennett, Vice Chairman, Jim Beal, Sandy Nutter; Allan Orashan and Frank Seman. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

SUBDIVISIONS

Preliminary Plan of "Hickory Creek" on Meloy Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant – Report presented by Todd Peetz

The applicant is requesting approval of a proposed Planned Residential Development (PRD) with 106 single-family homes.

The original preliminary plan submitted under Sugar Maple Hills was reviewed at the November 2004 meeting and again in December 2005. The previous preliminary plan expired. The project has evolved and more property and lots were added. In March 2019, the property was reviewed and a new preliminary plan with the subdivision name Sugar Maple Farms which was changed to Hickory Creek when Phase 1 was platted in May 2022. The preliminary plan covering Phase 2 expired in March 2022.

As shown, there are some potential wetlands that could be impacted however, based on the information provided, there are no impacts proposed.

Flood zone "A" is present on the project site; however, no impacts are proposed. The Township will require the floodplains to remain as permanent open space.

Developments such as this should follow recommendations in the Brimfield Township Land Use Plan. This preliminary plan site is shown as residential on the Future Land Use Map.

Staff recommends conditional approval of the Preliminary Plan. The following conditions must be met:

1. Sewer and water improvements meet the requirements of Water Resources.
2. Fees paid to Brimfield Township. Brimfield Township will not issue housing permits until this is done.
3. Add Township variance information to the Preliminary Plan for the side yard and building separation.
4. Remove language concerning the P.C. Subdivision Regulations variance which is no longer applicable.
5. Correct permitted density calculations for updated open space requirements and Critical Natural Areas.
6. Address comments from the County Engineer.
7. Any other issues identified in the report.

A motion was made by R. Patrick to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 17 Yeas.

Replat of Sublots 4 and 10 in the "Creeks Crossing Allotment" on Meander Way and Creeks Crossing Trail, Thomas Weise, applicant – Report presented by Gail Gifford

The applicant is requesting approval to move a lot line. Both lots have existing homes, which have septic systems.

According to the National Wetland Inventory there are potential extensive wetlands areas on site associated with a small ditch which flows into Potter's Creek.

The FEMA Flood Insurance Rate Map shows Flood Zone "A" on the southeast corner of Lot 4-R and the back half of Lot 10-R. Although there appears to be extensive wetlands and flood hazard areas on the site, there are existing buildings on the properties. Any additional construction on the property should avoid the wetland and flood hazard areas.

The Replat has been reviewed by the Suffield Township Zoning Inspector. Although the lots do not meet the minimum frontage and lot width at the building line required by the R-1 zoning district, they are consistent with the original plat.

Staff recommends approval of the Replat. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 17 Yeas.

Replat of Sublot 32 in the "Strong Allotment" on Albert Drive, Lot 2 in Deerfield Township, Stephanie Barringer, applicant

The applicant is requesting approval to combine lots to build an attached garage. The Replat is south of Berlin Lake west of Hartzell Road off Albert Drive.

The replat is in Deerfield Township which has no zoning. There is an existing home and garage on the site and has a septic system.

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

The FEMA Flood Insurance Rate Map shows minimal chance of flooding on the site.

Although this Replat is close to Berlin Lake, the replat is outside the easement areas associated with the lake.

The replat complies with the P.C. Subdivision Regulations. Staff recommends approval of the Replat as submitted.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 17 Yeas.

Replat of Sublot 7 in the "Hilltop Allotment Subdivision No. 3" on Marks Avenue, Lot 28 in Rootstown Township, AMS Title on behalf of Gary & Karen Slocum – Report presented by Gail Gifford

The applicant is requesting approval to combine three sublots into one lot.

There is an existing home on the site. Public water is available to the site; however, there is no sewer available due to bedrock in the area. The existing house on the site has a septic system and since the lot is getting bigger, it has not undergone review by the Health Department.

There are no wetlands or floodplains on the site.

Although the R-1 Zoning District has a 50-foot front setback, the original setback on the Plat is 25 feet.

The Replat complies with the P.C. Subdivision Regulations. Staff recommend approval of the Replat as submitted.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 17 Yeas.

Replat of Sublots 4, 5, 6 and Block 6A in the “Glass Allotment Subdivision No. 1” on Tallmadge Road, Lot 35 in Brimfield Township, Jarrett Fleet Services, applicant

A motion was made by J. Paulus to approve an extension of time until May 10, 2023. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

Replat of Sublots 405, 406 and 407 in the “Twin Lakes Park Allotment” on Myrna Avenue, Lot 68 in Franklin Township, John Akamatsu, applicant

A motion was made by J. Paulus to approve an extension of time until May 10, 2023. Motion seconded by J. Cicozzi. Motion carried with 17 Yeas.

Replat of Part of Block “A” in the “Hickory Grove Allotment” on State Route 14, Lot 14 in Deerfield Township, Joseph Sanor, applicant

A motion was made by J. Paulus to approve an extension of time until May 10, 2023. Motion seconded by R. Kotkowski. Motion carried with 17 Yeas.

Replat of Lots 26 and 27 in the “Reserves of Breakneck Creek” on Creekview Drive, Lot 2 in Ravenna Township, Anthony and Kelly Hudson, applicant

A motion was made by J. Paulus to approve an extension of time until May 10, 2023. Motion seconded by R. Kotkowski. Motion carried with 17 Yeas.

ZONING

Franklin Township Text Amendment – Report presented by Todd Peetz

Franklin Township is proposing the following: “Applications should be certified at least 15-days prior to any regularly scheduled monthly meeting of the Zoning Commission. Any application that does not meet this 15-day window shall be granted an “extension of time” and the Zoning Commission shall meet for the public hearing at it’s following regularly scheduled monthly meeting.”

The proposed language was reviewed by the Portage County Prosecutor’s Office, and they do not believe its reasonable because it unilaterally extends the process beyond the statutory limitations. The Prosecutor’s Office noted that any change in the timeline would have to come from the State Legislature.

Staff recommends disapproval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 17 Yeas.

Brimfield Township Rezoning From G-C to I-C Along State Route 43 – Report presented by Todd Peetz

Brimfield Township is proposing to rezone 81 parcels along State Route 43 from G-C (General Commercial) to I-C (Integrated Commercial).

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

There are a few areas with potential moderate to high quality wetlands located in the proposed rezoning area. Most of these locations are along the western edge of the rezoning and are associated with the Kent Bog. There are several large swaths of hydric soil which cut through the rezoning area. However, there are no floodplains present on the site.

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

If approved, other issues that should be considered at the time of site plan review:

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.

In addition, based on comments received about stormwater and environmental protection the Township should also consider:

1. Reducing the amount of impervious surface to no more than 75%.
2. Create performance zoning standards to address both environmental and compatibility issues.
3. Establish a 75' riparian setback from all waterbodies (streams, rivers and lakes) including delineated wetlands.

Staff recommends approval of the proposed amendment from G-C (General Commercial) to I-C (Integrated Commercial). In addition, we would recommend at the time of site planning the comments in the report be considered as part of the site plan review.

A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 18 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Rootstown Township is proposing to add regulations to regulate the number of hours that a temporary vendor operates. Rootstown Township is proposing the following change to Section 230.08.A:

“A person who opens a temporary place of business for the sale of goods or services shall be permitted FOR A PERIOD not to exceed 4 consecutive days OR 96 HOURS PER CALENDAR YEAR.”

Rootstown Township has been having issues with vendors with temporary vendor permits staying much longer than was intended and has been difficult to enforce.

By changing the consecutive days versus calendar days may add to the number of times a vendor can ask. If the intent was to allow more opportunities per calendar year then Rootstown Township can leave the language as proposed.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 18 Yeas.

Nelson Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Nelson Township is proposing to add the following to Article IV, Section 400.D (Non-Conformities):

- D. “Additions or rebuilds to non-conforming properties, as listed in item C, where the current/previous structure did/does not meet the current minimum front yard depth for the property’s zoning district will be exempt from the requirement to obtain a zoning variance. This exemption only applies so long as the side and rear yard requirements for the properties zoning district are met. However, a zoning variance will be required if the addition/re-build will extend past the front line of the existing structure or foundation.”

Staff recommended the following changes:

- D. “Additions or rebuilds to non-conforming properties, as listed in item C, where the current/previous structure did/does not meet the current minimum front yard depth for the property’s zoning district will be exempt from the requirement to obtain a zoning variance AS LONG AS THE RE-BUILD IS ON THE EXISTING FOUNDATION. ~~This exemption only applies so long as the side and rear yard requirements for the properties zoning district are met.~~ However, a zoning variance will be required if the addition/re-build will extend past the ~~front line~~ of the existing structure or foundation AND DOES NOT MEET SETBACK REQUIREMENTS.”

The proposed change is to provide additional guidance to subsection 400.C that allows up to a 50% increase if it does not further violate zoning setback requirements. Non-conforming structures may have also been violating side and rear zoning setbacks. It may be easier for the Township to focus on allowing the re-build on the pre-existing foundation while any expansions or additions need to meet zoning setbacks or not further encroach, which would require a variance.

Staff recommends approval of the proposed amendment with the suggested changes. A motion was made by R. Kortan to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 18 Yeas.

Amendment No. 2

Nelson Township is proposing to add the following to Section 502.4 (Prohibited Uses):

I. Animal husbandry on properties of one (1) acre or less.

Local zoning can regulate agricultural uses under one acre. Less than an acre of land may not be beneficial for larger animal husbandry; however, animal husbandry also constitutes small animals such as chickens and breeding of dogs. This may sometimes be done on land less than one acre. It is up to the Township to determine what is best for their residents, however, staff noted that there may be people not in favor of this change.

Staff recommends approval and suggested the Township add a definition of animal husbandry to the zoning resolution or a reference to the definition in the Ohio Revised Code 519.01.

Mike Graham from Nelson Township noted that the Township would like to withdraw the proposed amendment.

Amendment No. 3

Nelson Township is proposing to amend Article X, Section 1001.1 – 1001.5 (Small Solar and Wind Energy Systems) to include changes to the Purpose, add a section on solar panels and to add height restrictions for wind towers and location restrictions. Nelson Township felt the current Article as written did little to quantify the size of the solar and wind system a person could have.

The intention of updating the article is two-fold. First it addresses the quantity question by limiting the use of solar and wind on-site consumption. Second it would prohibit solar and wind projects/farms whose purpose is to generate energy for addition to the electric grid. Residential application of solar and wind would be listed as permitted in all zoning districts. Wind and solar in support of a property owner's business would be listed as a conditionally permitted use. Making the commercial application conditionally permitted would allow the Board of Zoning Appeals oversight to ensure the size of the project is intended for on-site consumption only and provide for public input since these types of projects are larger in scale than that of a residential application and have a greater impact on the surrounding area.

Staff believes the intent behind the ordinance is to better identify and to only allow small energy systems, ensure the renewable energy is primarily for the residence occupying the location of the energy system and to conditionally allow businesses to have onsite renewable energy sources to power their day-to-day operations.

Staff has several items of concerns the Township may wish to consider:

1. The average requires 5 – 15 kilowatts to power their home. The high end of this range is only required during spikes in consumption. Residential installations of solar and wind range from 1kW to 10 kW depending on energy needs. During low times of consumption, energy is either stored in battery backups or sold to the electrical distribution system. The purpose statement should better clarify that residential installations are allowed but sites designed to commercially sell energy are not.
2. What is being defined as small? It might be better to define small based on energy output as land and/or facing roof requirements are entirely unique to the location's topography. Is the intention to ban community solar providing energy to several homes at once? Sometimes these are located

on the ground, but sometimes these are located on several roofs or one large roof. These are large producing systems; however, each household owns a share, or a percentage of the energy produced. House Bill 450 is currently in committee and if it passes will provide some regulations on community solar.

3. Large scale solar can only be prohibited within the Township by the County Commissioners as requested by the Township or via referendum (Senate Bill 52; ORC 303.57 to 303.62).
4. How will the zoning inspector know that the solar panels are not functioning and be able to enforce removal after 60 days, especially if the panels cannot be seen from the road or are located on the roof?

Staff is concerned that this stemming in part the stories from a Pennsylvania landowner whose property contained a large-scale solar installation being stuck with the removal and disposal of the solar panels because there was no bond or reclamation plan in place. As passed by Senate Bill 52, the applicant of the large-scale installation must submit a decommissioning plan to the Ohio Power Siting Board and put up a Performance Bond to cover it's financing. The bond would include the funding for removal and disposal of panels as well as reclamation of the land back to its original state.

Staff does not recommend approval due to issues the Township may have enforcing this ordinance. Considering some of the above list and clearly defining what is a small system will help make this enforceable.

After further discussion, a motion was made by R. Kotkowski to table this amendment until the July 2023 RPC Full Board Meeting. Motion seconded by M. Kortan.

EXECUTIVE COMMITTEE

FINANCE

March 2023 Financial Statements

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

R. Patrick made a motion to approve the March 2023 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

2023 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 23-04)

Todd presented Resolution No. 23-04. The Portage County Budget Commission has certified and made available for appropriations \$529,745.

The Portage County Regional Planning Commission finds it necessary to amend the appropriations by \$2,100 for the Portage County Regional Planning Commission expenses as follows:

\$ 420.00 (Repairs)
\$1,680.00 (Contract Services)
\$2,100.00

The additional \$420.00 in appropriations is needed in repairs due to a hot water heater that had to be replaced as well as filling the holes where some birds were making their way into one of the units.

The additional \$1,680 in appropriations is needed to cover the cost of room rental and food for the open house for the Portage County Comprehensive Plan that is scheduled for April 20, 2023 at the NEW Center at NEOMED at 6:00 p.m.

A motion was made by J. Paulus to approve the appropriation adjustment as presented. Motion seconded by R. Gano. Motion carried with 18 Yeas.

DIRECTOR'S REPORT

Presentation of the 2023 Annual Report - Todd presented the 2022 Annual Report. The annual report will also be posted on the Regional Planning Commission's website.

Planner Position – Todd said he has interviews set up for a couple of interns as well as someone for the planner position.

Discussion on Solar/Wind – Gail Gifford

Solar Energy: Large Scale – According to the Ohio Revised Code (Chapter 4906) a large-scale facility is one that produces 50 MW or more. They are typically ground mounted. They can be located on large footprint commercial and industrial buildings.

Solar Energy: Community Solar - Community Solar are typically 250 kw to 5 MV, depending on state regulations. Community Solar ties into the electrical distribution network and people purchase shares or a percentage the power output. Community Solar makes renewable energy available to more people i.e., distressed communities/populations, renters, and people without a viable location for renewable energy due to a combination of factors. They can be located on roofs or on the ground.

How Ohio Regulates Solar – Senate Bill 52 passed in 2022 and it allows the County Commissioners to ban large scale solar by referendum or as requested by Townships. It also requires a decommissioning plan.

House Bill 450 is in committee, and it is designed to encourage and regulate community solar. It will set a cap on how much can be built in the entire State. It specifies the number of shares or percentage of energy that can be purchased. It will also give an incentive to locate community solar on a distressed site.

Other regulations that have passed to regulate solar are as follows: SB 61 – Limits restrictions HOA’s can place on solar; PUCO – Limits residential solar to 120% of a customer’s energy use; ORC 519.213 – Township small wind farm zoning regulations (includes solar).

There are a lot of factors that are driving this.

- The rising cost of energy and decreasing solar cost.
- It reduces utility bill costs.
- It can be a way to supplement income (especially for farmers close to retirement with no heirs to take over the farm).
- It increases community resilience.
- Right now, there is a Federal Tax Credit of 30% extended through 2032.
- It’s a more global focus on green and net zero initiatives.

There are 3 common myths, and they are:

1. Will my residents be stuck removing solar panels from their lands? No, a decommissioning plan must be filed by the applicant with the Ohio Power Siting Board, and it includes a Performance Bond.
2. Do solar modules contaminate the environment? No emissions are produced. Some solar cells contain cadmium but the cells, not just the panel, would need to be broken to release chemicals into the ground or water.
3. Do solar panels break during thunderstorms? Not typically. Panels have gone through extensive testing and durability improvements.

OTHER BUSINESS

Next Meeting

T. Peetz announced the next Regional Planning Commission meeting will be held on May 10, 2023 at 4:30 p.m. located at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

ADJOURNMENT

A motion was made by R. Patrick to adjourn the meeting at 5:45 p.m. Motion seconded by J. Cicozzi. Motion carried with 18 Yeas.

Minutes approved at the May 10, 2023, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on April 12, 2023 at: 3:30 p.m.

In Attendance: F. Seman J. Beal S. Nutter J. DiPaola

Staff: T. Peetz E. Beeman

Absent: A. Orashan S. Christian-Bennett

J. DiPaola opened the meeting at 3:37 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room located at 167 E. Main Street, Ravenna. The minutes of March 8, 2023 were presented. J. Beal made a motion to approve the March 8, 2023 minutes as presented, seconded by F. Seman. Motion carried unanimously. March 28, 2023 Special meeting minutes were presented. A motion was made by F. Seman to approve the March 28, 2023 minutes as presented, seconded by J. Beal. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Todd reported the Board of County Commissioners approved the current updates to the Portage County Subdivision Regulations on March 16, 2023.

Planning Administration

A total of 8 subdivision applications were submitted during the month of March 2023 with 3 new lots being created.

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

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

Staff attended the March Board meeting.

Portage County Housing Services Council

Staff attended the March 28th meeting.

Portage Development Board (PDB)

Staff attended the January 2023 board meeting. The next scheduled meeting will be in April.

Quarterly Zoning Inspector Meeting

The next meeting will be held April 27th. Meeting location to be determined. The topic will be wind and solar farms. All meetings are held at 6:00 p.m.

Portage County Storm Water Program

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



Portage County Comprehensive Plan

This plan will guide growth and development while encouraging participation in programs which provide for the physical, social, and economic needs of County residents over the next 30 years. The Portage County Vision plan was presented at the November 9th, 2022 Commission meeting. The Portage County Commissioners approved the 2032 Vision Plan on December 11, 2022. Todd reported a draft implementation schedule is available for review. Staff met with the Commissioners in February to discuss the implementation tables. We have completed a final draft document which is slated to go out for public comment by April 6th. There will be an open house at the New Center in Rootstown Township on April 20, 2023 at 6:00 p.m. The plan will be presented to the Portage County Regional Planning Commission board on May 10th for approval.

Portage County Water Resources GIS Assistance

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

Shalersville Township Land Use Plan

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

Brimfield Township Historic Structures story map project

Staff prepared a community survey to get input. Staff are working with Kelso House and related.

Community members to help support information gathering related to this project. Staff are working on creating an outline for the potential creation of a historical district. Estimated completion date is May/June 2023.

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 2023. The next meeting will be sometime in May 2023.

Celebrate Portage! We look forward to a bigger and better 2023. The first meeting was held on February 9, 2023. Todd updated everyone on the status of the car show for 2023. Last year there were approximately 4,000 cars and 16,000 people in attendance. Due to the car show



success Celebrate Portage will not be sponsoring the car show in 2023. J. Beal asked what Celebrate Portage will sponsor. T. Peetz stated the dinner/awards presentation for outstanding people in Portage County. Two \$500 grants have been given out to 2 communities.

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.

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. The 2020 census data will not be out until May 2023.

2022 Residential Public Infrastructure Grant

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

2021 CDBG Critical Infrastructure Grant (Windham Village)

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

UPDATE: The Engineer is working on the design plans, bid form, and is preparing an estimate.

2021 CDBG Critical Infrastructure Grant (Ravenna City)

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

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 have been certified and appropriated. An extension request until June 30, 2023 has been approved. The contract is in place and a notice to proceed has been issued to the contractor. Flooring has been completed at 1021/1025 Graham Avenue. The HVAC has been completed at 1548/1550 Benjamin Court. Work continues.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM (Mantua Village)

Improvements are being proposed to a small block of buildings located on the east side of Main Street, north of Prospect Street within the village. A pre-application was submitted in the amount of \$165,630. OCD determined the project was not eligible for funding and has recommended alternative methods of funding. The maximum grant amount is \$250,000. Applications will require firm participation commitments from business/building owners. A pre-application was submitted. The state has recommended we wait until 2023 to submit a full application due to the number of applications currently under review at OCD. A full application is being prepared and will be submitted when completed and a public hearing is held. **UPDATE:** Staff met with DMRC to discuss timeline and information needed for the grant application which is due by April 28, 2023. The public hearing is scheduled for April 27, 2023.

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT

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

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

1. Ravenna Hot Stove League for \$125,000 to pave Volunteer Park Road
UPDATE: Environmental review is complete, funds released February 21, 2023.
Awaiting revised cost estimate from the Ravenna City Engineer.
2. Freedom Township Historical Society for \$53,900 to comply with ADA requirements. An ADA compliant sidewalk and lift area as well as 2 handicapped accessible parking spaces. Environmental review is complete, funds released February 13, 2023.



3. Coleman Professional Services for \$45,600 to demolish a blighted house at 463/465 Chestnut Street. Environmental review is complete. Request for release of funds will be signed by the Commissioners on March 9, 2023. **UPDATE:** Request for release of funds was signed and submitted to OCD.
4. Downtown Mantua Revitalization Corporation (DMRC) for \$186,329 to provide ADA accessibility to the fronts of all businesses in the east block of Main Street in downtown Mantua Village. Environmental review is complete, release of funds released February 21, 2023. **UPDATE:** Met with DMRC to discuss timeline and information needed to move forward with bidding out the construction. Waiting for the updated cost estimate and plans/specifications to be completed.

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

2022 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE

The Village of Mantua wastewater collections system consists of approximately 36,065 linear feet of 8-inch to 12-inch vitrified clay pipe (VCP), polyvinyl chloride (PVC) and truss piping. Some water laterals have been found to be tapped improperly, hammer tapped, and without a proper wye connection or grout these connections contribute to the infiltration. Improvements to be completed will be the cleaning and camera of sewer lines, grouting of joints and hammer taps in the system, fixing of cracked pipes, inspection, and possible sealing of failing brick manholes. With the improvements of the inflow in the collection system, this will ultimately send less flow to the Village of Mantua Wastewater Treatment Plant and cost less to treat the Villages wastewater and reduce potential of sanitary sewer overflows into the Cuyahoga River. OCD will start accepting applications beginning July 2, 2023.



RPC GENERAL FUND

March 1, 2023 Cash Balance	\$64,260.20
Receipts:	\$170,348.45
Expenditures:	\$46,424.64
March 31, 2023 Cash Balance	\$188,184.01

B-F-20 Formula Grant

FINAL

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

B-X-21-2 Ravenna City Critical Infrastructure

March 1, 2022	\$134,470.32
Receipts:	\$ 9,900.00
Expenditures:	\$132,986.13
March 31, 2023 Cash Balance	\$ 11,384.19

B-X-21-1 Windham Village Critical Infrastructure

March 1, 2023	\$1,288.63
Receipts:	\$ 0.00
Expenditures:	\$ 732.09
March 31, 2023	\$ 556.54

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

March 1, 2023	\$197.05
Receipts:	\$65,700.00
Expenditures:	\$ 0.00
March 31, 2023	\$65,897.05

2023 Financial Statements

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



Resolution 23-04 2023 Appropriation increase for the operation of the Portage County Regional Planning Commission. The Portage County Regional Planning Commission finds it necessary to increase 2023 appropriations an additional \$2,100 from \$517,449 to \$519,549. There being no discussion J. Beal made a motion to approve the additional \$2,100 for 2023 appropriations, seconded by S. Nutter. Motion carried unanimously.

Other Business:

Todd reported he received 6 applications for the Planner position. Three of the applicants were not qualified. Todd attempted to call the other 3 applicants. One applicant did not return the call, another one secured another job. The third applicant will be coming in for an interview. Todd will also be interviewing an intern next week.

Todd reminded everyone of the Open House at the New Center on April 20, 2023 to introduce the Portage County Comprehensive Plan. Public comments will be welcomed.

Todd stated he met with Brett from the Prosecutor's office who stated 90% of the problems he is encountering with defending zoning is the language for junk needs a more definitive definition. Another issue is with animal husbandry.

Todd made a comment that our senior planner is actively looking for a position that pays more money. She is currently up to \$60,000 up from \$41,000 5 years ago. Gail is definitely worth more money with her skill level. Discussion held. Her GIS skills are exceptional. Jim DiPaola stated we need to look at numbers and have a discussion. Todd stated we will be working on the 2024 budget within the next 45 days.

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

Chairman, Jim DiPaola

Secretary, Todd Peetz

Minutes submitted for approval by Secretary on May 10, 2023

**REPLAT OF PART OF LOTS 4, 5, 6 BLOCK 6A
IN GLASS ALLOTMENT SUBDIVISION NO. 1
IN LOT 35 OF BRIMFIELD TOWNSHIP**

Case No: 23-11

Reviewed By: Gail Gifford

Date Received: 3/15/23

Due: 4/15/23 (extension to 5/10/23)

APPLICANT(S): Jarrett Fleet Companies

REQUESTED ACTION & HISTORY:

The applicant owns a single business which spans five (5) lots and wishes to consolidate them into one (1) lot.

LOCATION: Vicinity Map (Exhibit 1)

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

SIZE & ZONING: (Exhibit 2)

Site Zoning: The replat is zoned General Commercial (G-C).

	<u>G-C</u>	<u>6-R</u>
Min. Lot Size	1 acres	5.924 acres
Min. Frontage	100 feet	352.51 feet
Min. Lot Width	100 feet	350 feet

Surrounding: Zoning to the west and east of the site is G-C. North and south of the site is Light Industrial (L-I). Southeast of the site, on the southeast corner of Sunnybrook and Tallmadge Road, is Open Space Conservation (O-C).

LAND USE: Site: There is an existing business on the site which provides transportation and logistics services. Several semi-trailers are stored on the site and most of the site is covered by a parking lot.

Surrounding: Immediately to the east of the site are several homes with a commercial use further to the east on Sunnybrook Road. To the south of the site, are several vacant properties and some residential homes with Sunny Hill Golf Course further to the south and east. North and west of the site is the I-76 corridor and several commercial and industrial uses.

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

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site according to the Portage County Soil Survey, from highest to lowest percentage: Chili silt loam 0 to 2 percent slopes and Chili-Oshtemo complex 12 to 18 percent slopes.

- Chili silt loam, 0-2% slopes (CpA)- Runoff is slow and water moves readily through the soil. There are few limitations to nonfarm uses.
- Chili-Oshtemo complex, 12-18% slopes (CtD)- These soils are moderately steep and found on hilly kames. Erosion may be severe if the soil is cultivated, and some areas may be used for sand and gravel extraction. Slope is a major limitation to nonfarm uses.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there appear to be no wetlands on or adjacent to the site.

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

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>Brimfield Twp Zoning Inspector:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

This replat complies with the Portage County Subdivision Regulations.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

This replat is a non-conforming use under zoning district G-C; however, the applicant obtained a conditional use permit in November 2022 which is valid through November 2023 covering the non-conforming use.

ANALYSIS: There are no wetlands or floodplains on the site. The replat is a non-conforming use under G-C zoning; however, the Township does have a conditional use permit on file for the site. The

Township has also initiated a rezoning to Highway Commercial (H-C) on the entire G-C area surrounding the interchange. Once completed, this use will be conforming.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

Glass Allotment Subdivision No. 1 Replat of Lots 4, 5, 6, 6A



Brimfield Township



0 150 300 Feet

— Railroad — Water
— Stream — Township Boundary

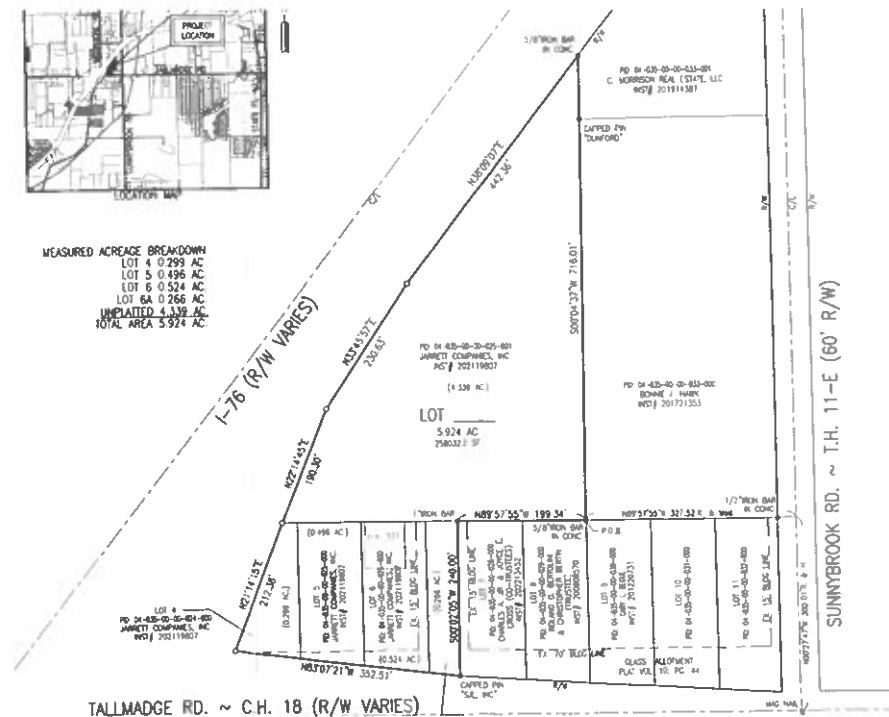
Parks

0 0.5 1 Miles



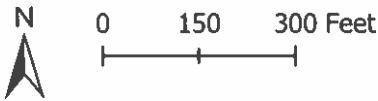
MEASURED ACREAGE BREAKDOWN
LOT 4 0.299 AC
LOT 5 0.496 AC
LOT 6 0.524 AC
LOT 6A 0.266 AC
UNPLATTED 4.330 AC
TOTAL AREA 5.924 AC

Exhibit 2 Replat



3/23/2023

Soils



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

PCRPC 3/23/2023

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

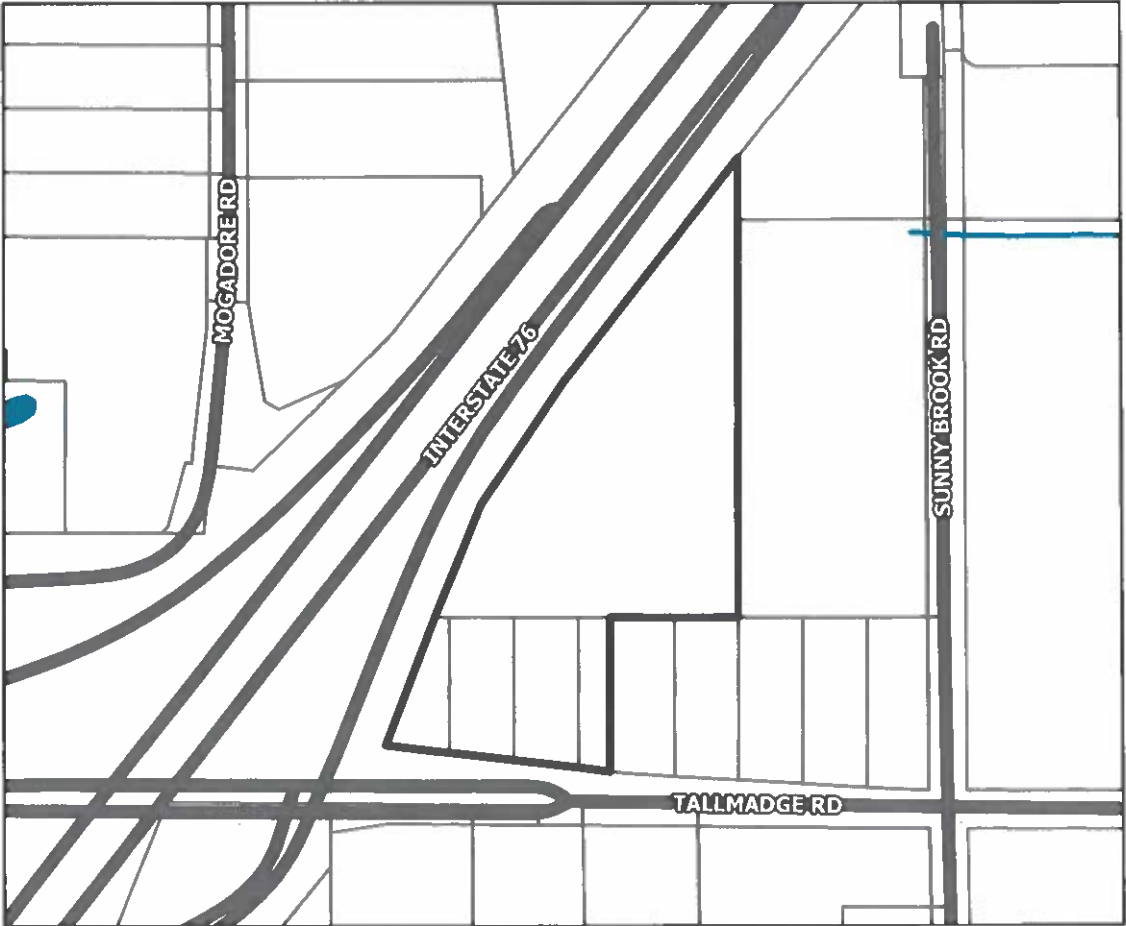
Exhibit 3

Glass Allotment
Subdivision No. 1
Replat of Lots
4, 5, 6, 6A

Brimfield Township

- Hydric Soils
- Soils
- Water
- Wetlands
- Portage County
Wetland Inventory

Wetlands & Floodplains



**REPLAT OF SUBLOTS 405, 406, AND 407
IN TWIN LAKES PARK ALLOTMENT
IN LOT 68 OF FRANKLIN TOWNSHIP**

Case No: 23-12

Reviewed By: Gail Gifford

Date Received: 4/3/23

Due: 5/3/23 (extension of time to 5/10/23)

APPLICANT(S): John Akamatsu

REQUESTED ACTION & HISTORY:

The applicant is combining lots to construct an addition, creating subplot 406-R. The original plat of this area was recorded in 1920.

LOCATION: Vicinity Map (Exhibit 1)

The replat is west of State Route 43 off Myrna Avenue in Twin Lakes Park Allotment in Franklin Township.

SIZE & ZONING: (Exhibit 2)

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

	<u>R-1</u>	<u>406-R</u>
Min. Lot Size	20,000 sq. ft. 0.4591 acres	0.3913 acres
Min. Frontage	100 feet	200 feet
Min. Lot Width	100 feet	183 feet

Surrounding: The zoning surrounding the site is also R-1.

LAND USE: Site: There is an existing home on the site.

Surrounding: The site is surrounded by single family homes.

UTILITIES: Public sewer is available to the site through Portage County Water Resources. There is no water service to the site.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site according to the Portage County Soil Survey are Chili silt loam, two to six percent slopes and Ellsworth silt loam 12 to 18 percent slopes, moderately eroded.

- Chili silt loam, 2-6% slopes (CpB)- This is a gently sloping soil on undulating terraces. Runoff is medium and there is a hazard of erosion when cultivated. Other than slope, the soil has few limitations to nonfarm uses.

- Ellsworth silt loam, 12-18% slopes, moderately eroded (EID2)- This moderately steep soil is found on the side slopes of drainageways. Runoff is rapid to very rapid. Slope and slow permeability are major limitations to most nonfarm uses.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there appear to be no wetlands on or adjacent to the site.

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

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

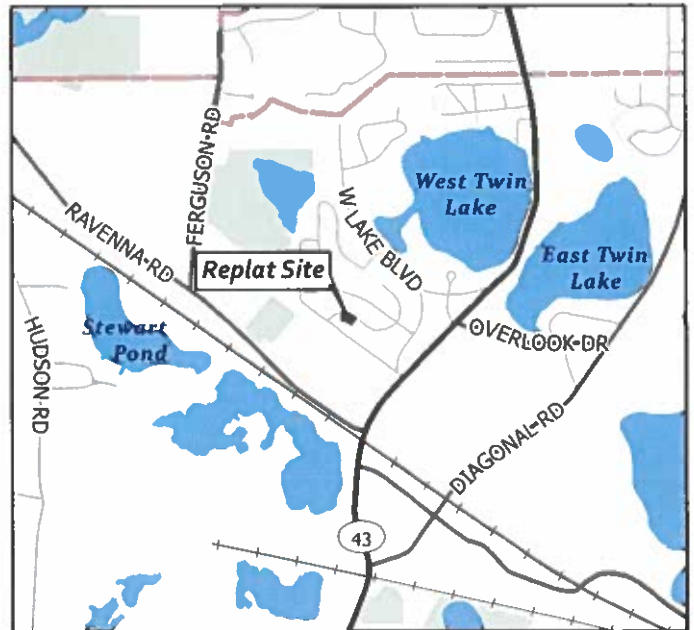
ANALYSIS: There are no wetlands or floodplains on the site. Twin Lakes Park Allotment was originally platted before Franklin Township had zoning. The current zoning regulations require a much larger lot than the original plat; however, by combining the lots, subplot 406-R is coming more into compliance.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

Twin Lakes Park Allotment Replat of Sublots 405-407

Franklin Township



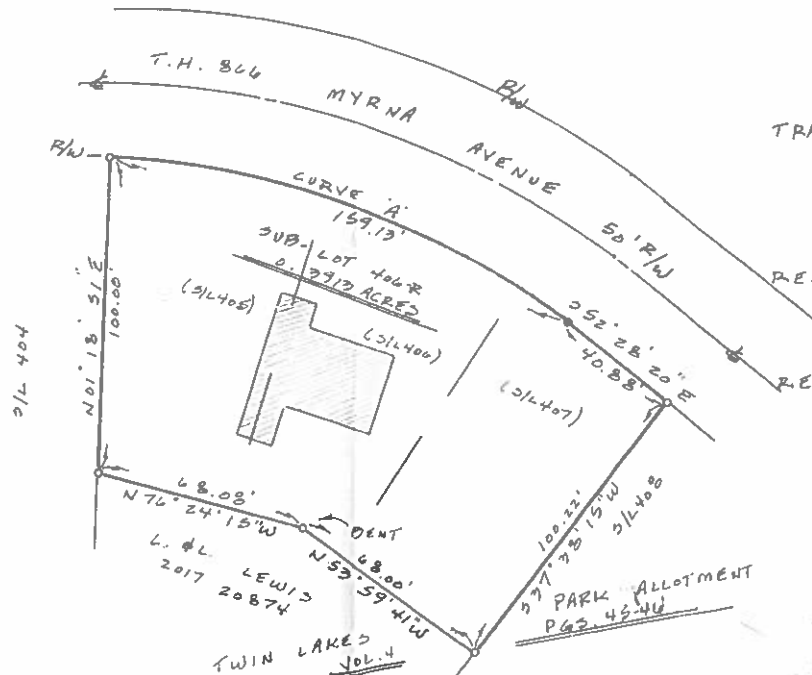
0 40 80 Feet

— Railroad — Township Boundary
 ■ Water ■ Parks

0 1,500 3,000 Feet



Exhibit 2 Replat



4/24/2023



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; Easements, Portage County GIS, 2022.

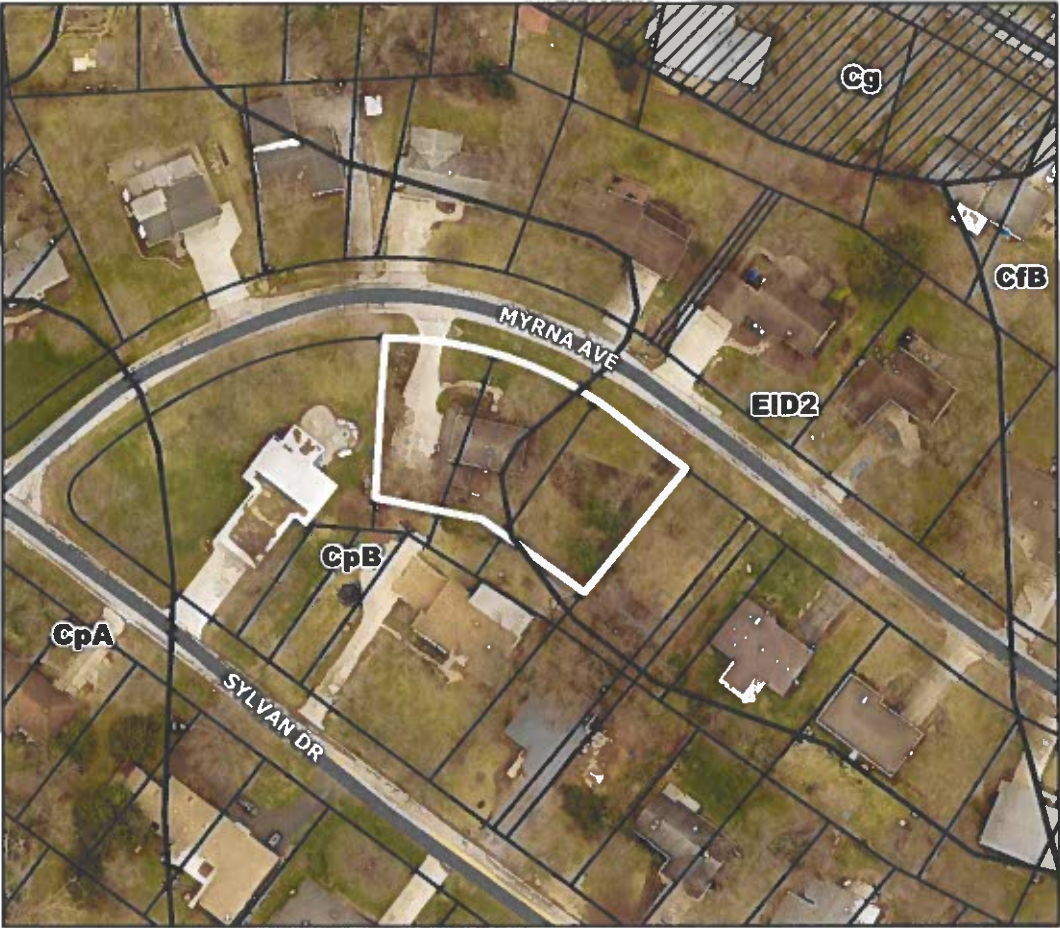
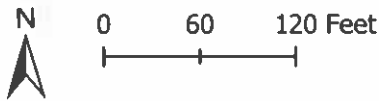


Exhibit 3

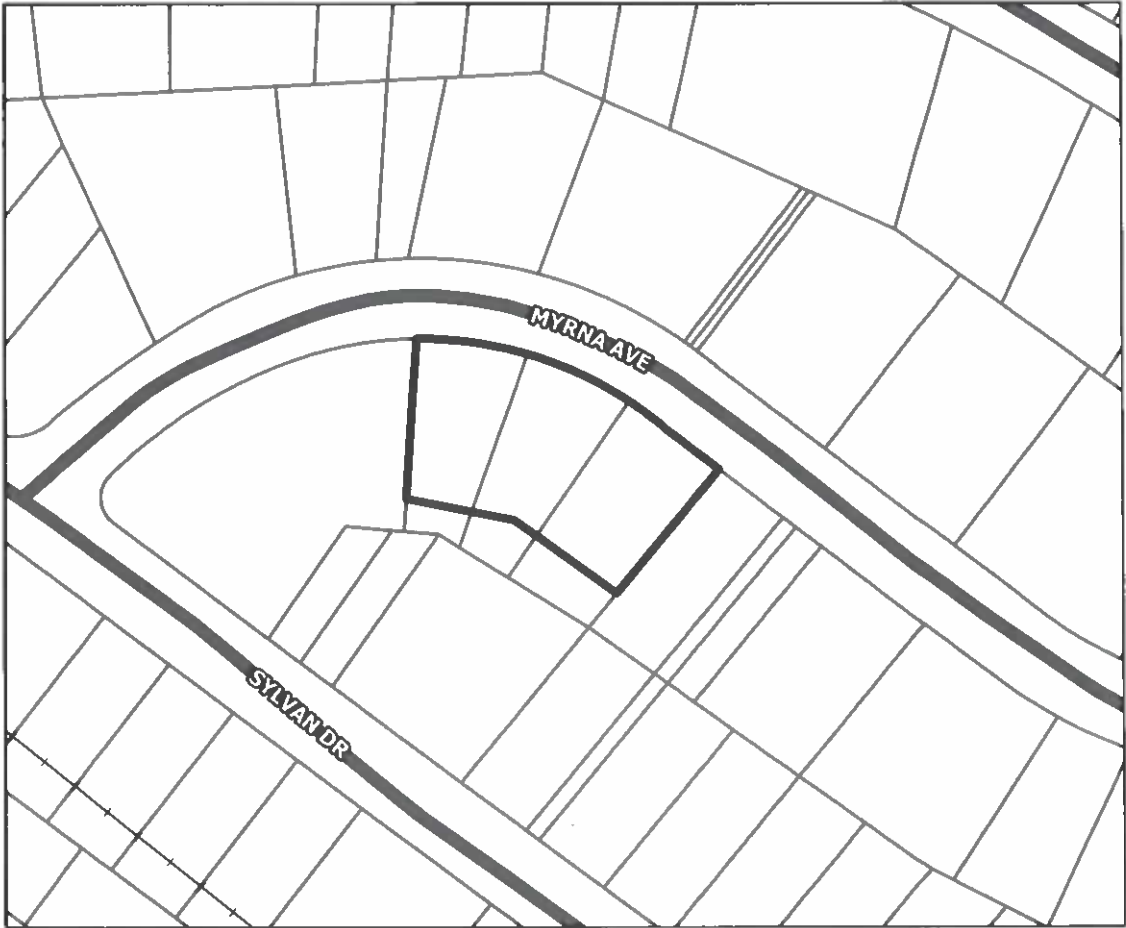
**Twin Lakes Park
Allotment
Replat of Sublots
405-407**

Franklin Township

- Hydric Soils
- Soils
- Water
- Wetlands
- Portage County Wetland Inventory



Wetlands & Floodplains



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

**REPLAT OF PART OF BLOCK A
IN HICKORY GROVE ALLOTMENT
IN LOT 14 OF DEERFIELD TOWNSHIP**

Case No: 23-13

Reviewed By: Gail Gifford

Date Received: 4/6/23

Due: 5/6/23 (extension of time to 5/10/23)

APPLICANT(S): Joshua Sanor

REQUESTED ACTION & HISTORY:

The applicant is combining lots to build a home.

LOCATION: Vicinity Map (Exhibit 1)

The replat is south of Berlin Lake at the northeast corner of Hickory Grove Road and State Route 14 in Hickory Grove Allotment in Deerfield Township.

SIZE & ZONING: (Exhibit 2) There is no zoning in Deerfield Township.

LAND USE: Site: The site has a small garage and driveway off Hickory Grove Road. There is also a small pond on the site.

Surrounding: To the north of the site is the subdivision with mostly single-family homes and Berlin Lake Reservoir. To the east and west are two single family homes and land owned by the US Army Corps of Engineers (USACE) associated with the reservoir. A large farm is located south of the site. The USACE lands surrounding the site are good quality woodlands according to the Portage County Watershed Plan.

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

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site according to the Portage County Soil Survey are Mahoning silt loam, zero to two percent slopes. This is a nearly level upland soil between drainageways. Runoff is slow to ponded and seasonal wetness is a limitation if cultivated. Seasonal wetness and slow permeability are limitations to nonfarm uses.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there appear to be no wetlands on or adjacent to the site.

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

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"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

This replat complies with the Portage County Subdivision Regulations.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

There is no zoning in Deerfield Township.

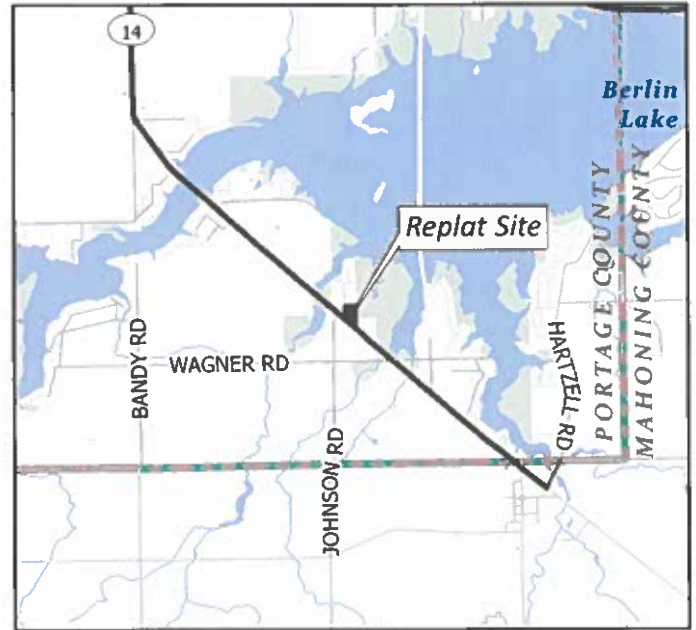
ANALYSIS: There are no wetlands or floodplains on the site. The lot has previously had several structures on it.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

Hickory Grove Allotment Replat of Block A

Deerfield Township



0 100 200 Feet

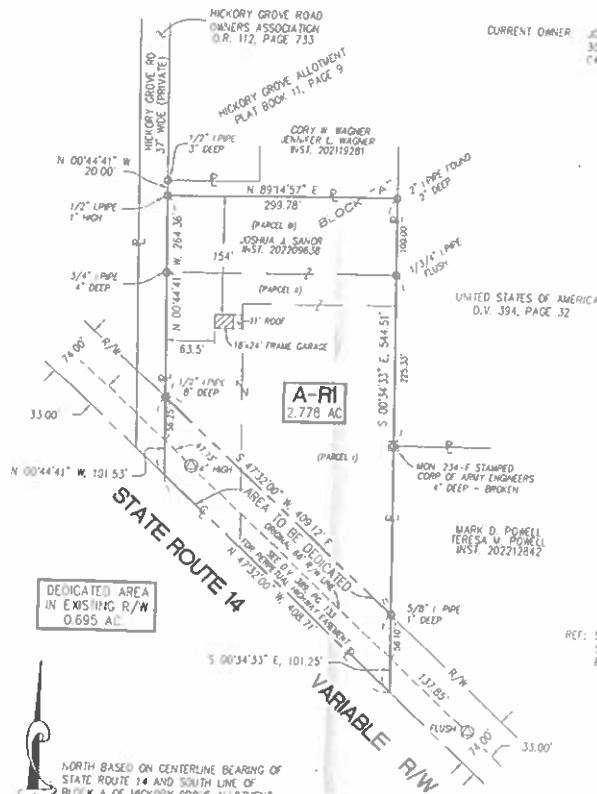
Township Boundary
Parks

Water

0 0.5 1 Miles



Exhibit 2 Replat

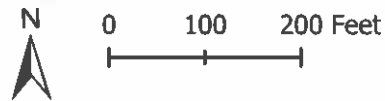
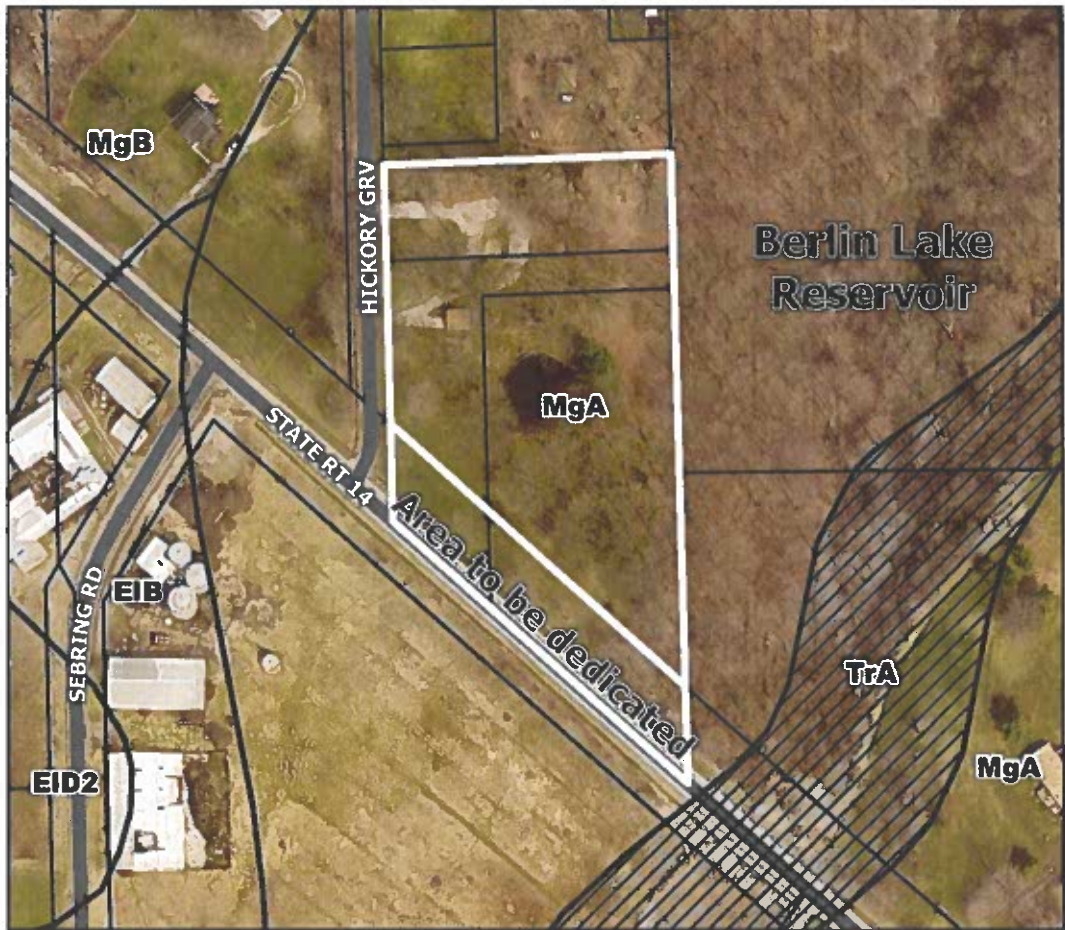


4/24/2023



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; Easements, Portage County GIS, 2022.

Soils



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

PCRPC 4/24/2023

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

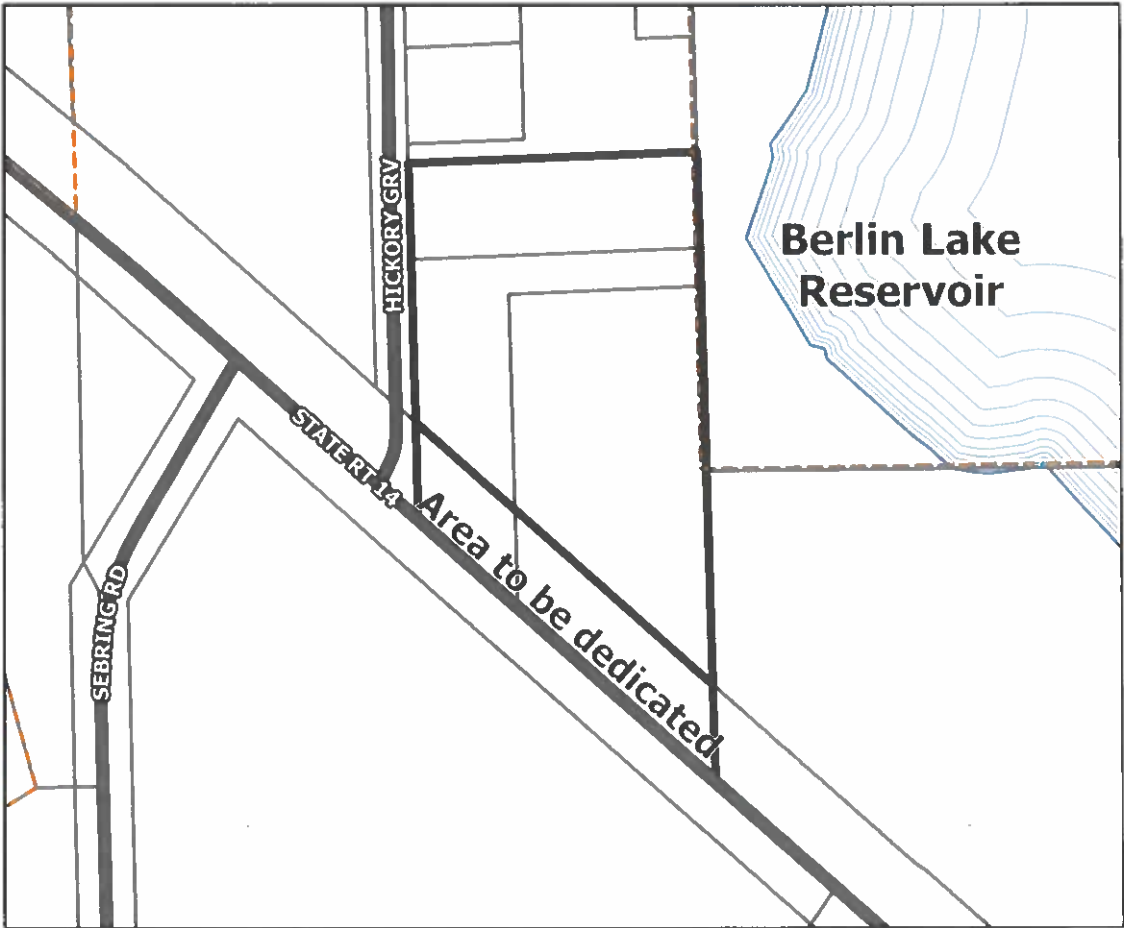
Exhibit 3

Hickory Grove Allotment Replat of Block A

Deerfield Township

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

Wetlands & Floodplains



**REPLAT OF LOTS 26 AND 27
IN RESERVES OF BREAKNECK CREEK
IN LOT 2 S.D. OF RAVENNA TOWNSHIP**

Case No: 23-16

Reviewed By: Gail Gifford

Date Received: 4/7/23

Due: 5/7/23 (extension of time to 5/10/23)

APPLICANT(S): Anthony Hudson

REQUESTED ACTION & HISTORY:

The applicant is combining lots to construct an accessory building.

LOCATION: Vicinity Map (Exhibit 1)

The replat is near the intersection of Creekview Drive and Winding Creek Drive, north of Summit Road in the Reserves of Breakneck Creek in Ravenna Township.

SIZE & ZONING: (Exhibit 2)

Site Zoning: The replat is zoned Residential Medium (RM).

	<u>RM</u>	<u>26R</u>
Min. Lot Size	0.5 acres (sewered)	0.5381 acres
Min. Frontage	80 feet	155.11 feet
Min. Lot Width	80 feet	160 feet

Surrounding: The zoning surrounding the site is also Residential Medium.

LAND USE: Site: There is an existing home on the site.

Surrounding: South, east, and north of the site are single-family homes. West of the site are several single-family homes as well as Breakneck Creek and its 100-year floodplain.

UTILITIES: Public sewer is available to the site through Portage County Water Resources. Water is provided by the City of Ravenna.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site according to the Portage County Soil Survey are Canfield silt loam, two to six percent slopes. This soil has long slopes and water tends to move internally downslope until it comes to the surface as seeps in less sloping areas. Seasonal wetness and slow permeability are major limitations for nonfarm uses.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there appear to be no wetlands on or adjacent to the site. There is an ephemeral stream which runs behind the lots to Breakneck Creek.

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

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>Ravenna Twp Zoning Inspector:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

This replat complies with the Portage County Subdivision Regulations.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

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

ANALYSIS: There are no wetlands or floodplains on the site; however, there is an ephemeral stream south of the site protected by an open space easement which extends onto the rear of the replat site. This easement was required on the original plat to protect an ephemeral stream which flows into Breakneck Creek along with its wetlands and wildlife. A copy of the easement and deed restrictions is retained by the US Army Corps of Engineers (USACE). The property's rear fence line appears to follow the easement boundary. Vegetation removal or cutting, use of herbicides, grazing of domestic animals, or any other disturbance or manipulation of the mitigation area is not permitted within the easement without authorization from the USACE, Buffalo District.

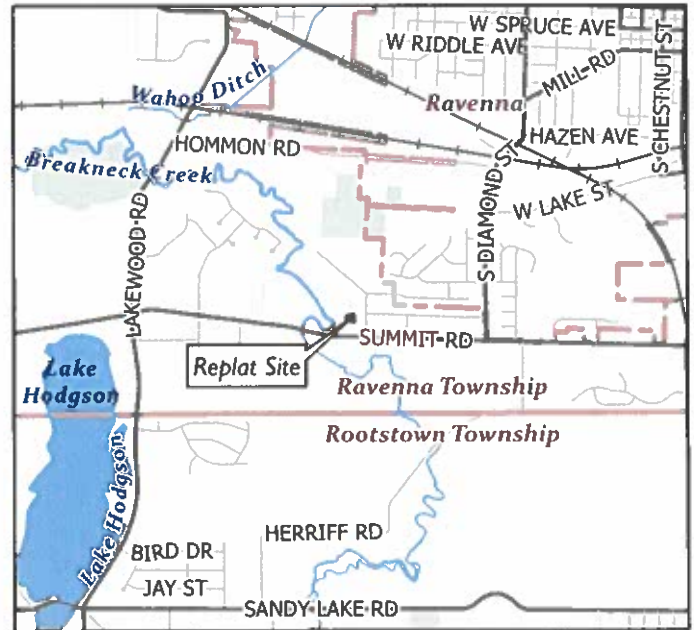
RECOMMENDATIONS: Staff recommends approval. The accessory building must be built outside of the easement unless a permit is obtained from USACE in accordance with the deed restrictions.

Exhibit 1

Reserves of Breakneck Creek Replat of Lots 26 & 27



Ravenna Township



0 40 80 Feet

— Railroad

Water

Parks

0 2,000 4,000 Feet

— Stream

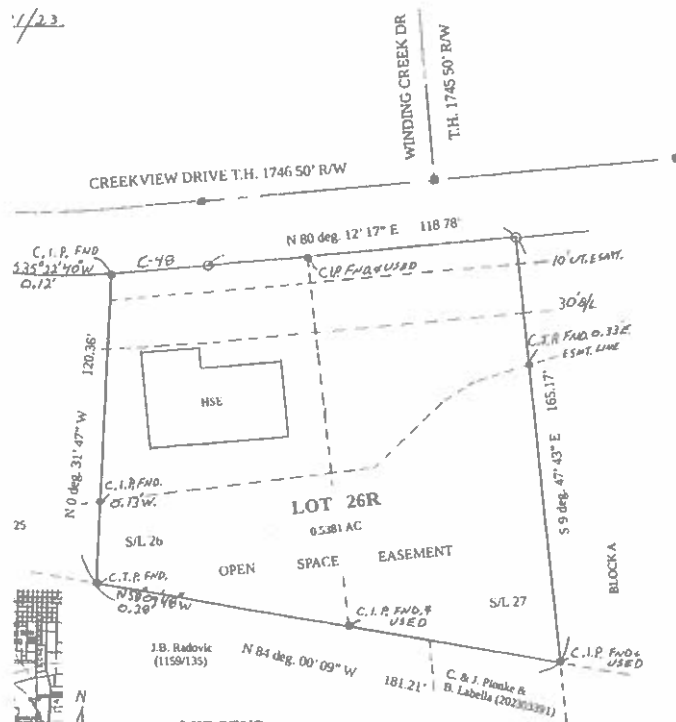
— Township Boundary

— Easements



1/23

Exhibit 2 Replat

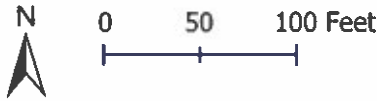


4/21/2023



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; Easements, Portage County GIS, 2022.

Soils



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







 4/21/2023

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

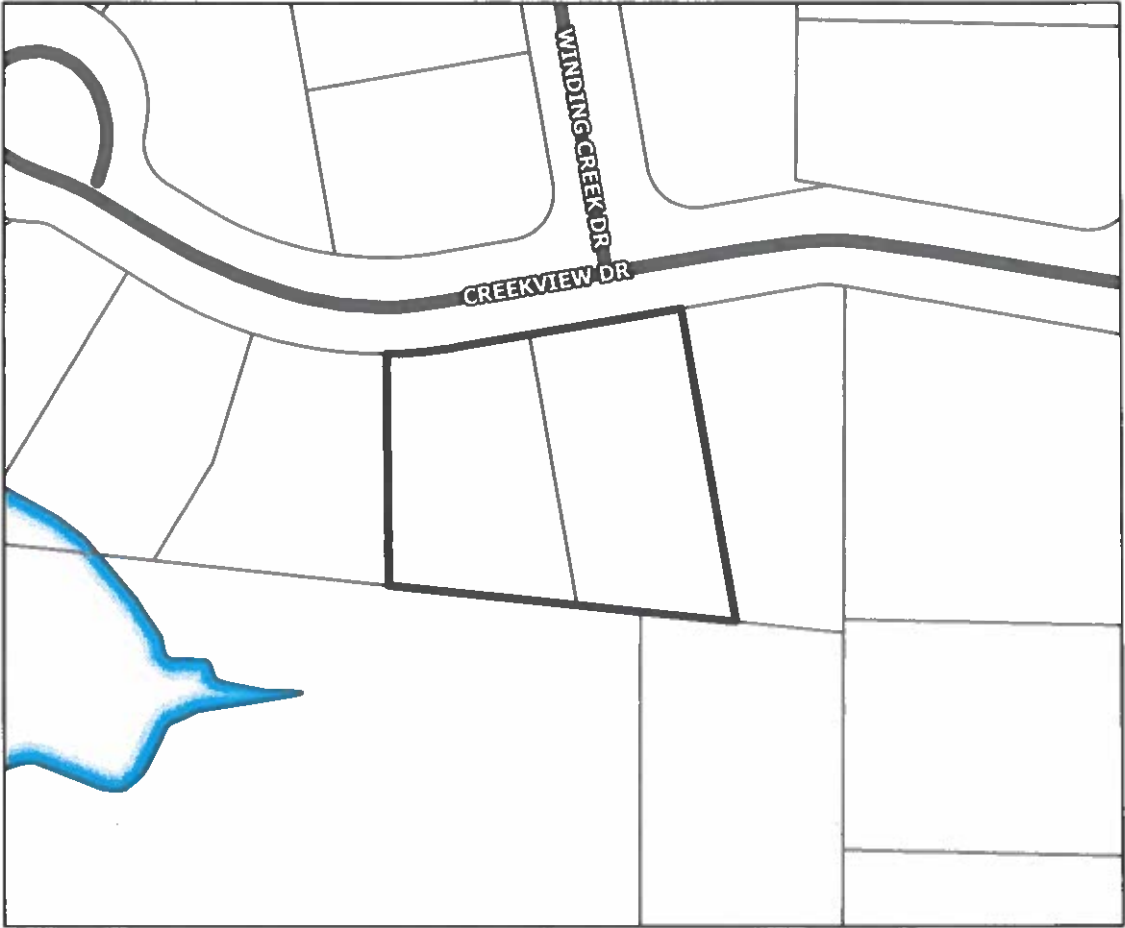
Exhibit 3

Reserves of
Breakneck Creek
Replat of Lots
26 & 27

Ravenna Township

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

Wetlands & Floodplains



**REPLAT OF SUBLOTS 99 AND 100
IN BARONWOOD ALLOTMENT NO. 1
IN LOT 21 OF ROOTSTOWN TOWNSHIP**

Case No: 23-17

Reviewed By: Gail Gifford

Date Received: 4/17/23

Due: 5/17/23

APPLICANT(S): Miles Foster-Davis

REQUESTED ACTION & HISTORY:

The applicant is combining lots to construct a fence.

LOCATION: Vicinity Map (Exhibit 1)

The replat is north of Tallmadge Road off Ruth Drive in Baronwood Allotment No. 1 in Rootstown Township.

SIZE & ZONING: (Exhibit 2)

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

	<u>R-2</u>	<u>100-R</u>
Min. Lot Size	13,500 sq. ft. 0.3099 acres	1.451 acres
Min. Frontage	60 feet	89.9 feet
Min. Lot Width	80 feet	210 feet

Surrounding: North, west, and east of the site is zoned R-2. South of the site is the Village Center Business zoning district and Limited Industrial zoning district.

LAND USE: Site: There is an existing home on the site.

Surrounding: North and west of the site are single family homes. South of the site is the Homeland Cemetery. East of the site is a large, wooded area with characterized by a floodplain and wetlands.

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

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site according to the Portage County Soil Survey are Mahoning Urban land complex, undulating and Canadice silt loam.

- Mahoning-Urban land complex (MnB)- This is an urbanized soil where much of the natural soils have been destroyed or covered as the result of grading and digging.

Seasonal wetness is a limitation if grading has resulted in a depressed or bowl-shaped area.

- Canadice silt loam (Ca)- This is a nearly level to slightly depressional soil. Runoff is slow to ponded. Seasonal wetness, very slow permeability, and poor stability are major limitations for most uses.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there appear to be no wetlands on or adjacent to the site.

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

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 Twp Zoning Inspector:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

This replat complies with the Portage County Subdivision Regulations.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

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

ANALYSIS: There is an existing home on the site and there are no wetlands, floodplains, or other sensitive features. A sewer easement is on the property and is shown on the replat.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

Baronwood Allotment No. 1 Replat of Sublots 99 & 100



0 100 200 Feet

— Railroad
 — Township Boundary

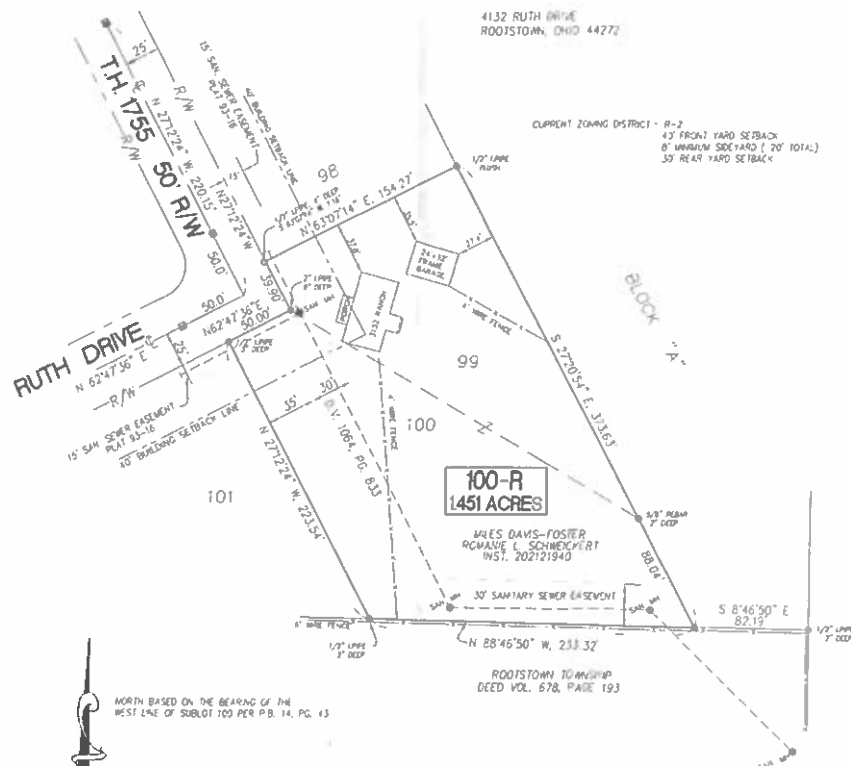
— Parks
 — Water

0 2,000 4,000 Feet

Rootstown Township



Exhibit 2 Replat



4/25/2023

Soils

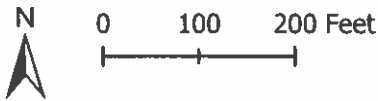


Exhibit 3

Baronwood
Allotment No. 1
Replat of Sublots
99 & 100

Rootstown Township

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



Wetlands & Floodplains



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

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

Received: April 25, 2023
Meeting Date: May 10, 2023

Reviewed by: Todd Peetz

**Amendment 1
Chapter 13 Section 1301.00 Words Terms, or phrases**

Rationale:

Chapter 6, section 601.01.B.56.N.5.b.1 states that regulations for accessory buildings are “as specified in 405.06”. Mr. Ciccozzi requested a change to this section to be titled “Accessory Buildings/Structures” because the Board of Zoning Appeals was unable to identify this section as it relates to buildings or structures, and specifically decks. The commission discussed the changes that would be needed in any applicable place that address accessory uses, accessory structures, and accessory buildings when they decided to redefine and define these terms in the definitions section. Additionally, they decided to retitle the section as requested as doing so would now match with the refreshed definitions section.

- **Accessory Building:** An additional building, separate from the principal building, located on the same parcel of land. Please refer to 405.06 for additional guidance.
- **Accessory Dwelling Unit:** A separate housekeeping unit, complete with its own sleeping, cooking, and bathroom facilities, that is substantially contained within the structure of a single-family dwelling, but functions as a separate unit.
- **Accessory Structure:** Anything constructed or erected, more than 15 square feet, the use of which requires location on the ground, or attachment to something having a fixed location on the ground. An accessory structure is subordinate to and detached from the principal building, located on the same lot as the principal building, the use of which is incidental and accessory to that of the main building or use. Among other things accessory structures include, but are not limited to attached and detached garages, outdoor hydronic furnaces, residential wind energy systems, solar energy systems, handicap ramps, decks, gazebos. Please refer to 405.06 for additional guidance.

- **Accessory Use:** A subordinate use of a building or other structure, the use of which is located on the principal lot and incidental to the use of the principal building or other structure or use of land. **PLEASE REFER TO 405.06 FOR ADDITIONAL GUIDANCE.** ~~Accessory buildings not over sixteen (16) feet in height may be located in the rear yard provided such buildings do not occupy more than twenty-five (25) percent of the required rear yard area and provided that they are placed no closer than the minimum yard depth requirements of the applicable zoning district~~

Staff Comment: Our comments are minor with adding a reference to Section 405.06 for additional guidance. In the rational for the proposed changes also included in Chapter 6, section 601.01.B.56.N.5.b.1 which also references to Section 405.06.

Thus, the proposed amendment will help the Planning Commission, BZA and residents learn where to find information on accessory structures.

Staff Recommendation: Staff would recommend approval as amended.

Lisa Reeves

From: Gail Gifford
Sent: Tuesday, April 25, 2023 9:26 AM
To: Lisa Reeves
Subject: FW: Franklin Twp zoning text amendments for your next agenda
Attachments: 04-20-2023 as sent to PCRPC with rationale.docx

Amendment for the May agenda.

From: Jenny August <franklintwpadm@gmail.com>
Sent: Tuesday, April 25, 2023 9:08 AM
To: Todd Peetz <tpeetz@pcrpc.org>; Mekal Banyasz <mlb.franklintwp.zoningcomm@gmail.com>; Joe Ciccozzi <jciccozzi@gmail.com>; Gail Gifford <ggifford@pcrpc.org>
Subject: Franklin Twp zoning text amendments for your next agenda

Good morning Todd!

Attached are the text amendments that the zoning commission recommended. Is it possible to get this on your May agenda?

Thanks!

Jenny

Jenny August
Franklin Township Administrator
330-673-2194

April 20, 2023 Franklin Township Zoning Text Amendments

Rationale:

Chapter 6, section 601.01.B.56.N.5.b.1 states that regulations for accessory buildings are “as specified in 405.06”. Mr. Ciccozzi requested a change to this section to be titled “Accessory Buildings/Structures” because the Board of Zoning Appeals was unable to identify this section as it relates to buildings or structures, and specifically decks. The commission discussed the changes that would be needed in any applicable place that address accessory uses, accessory structures, and accessory buildings when they decided to redefine and define these terms in the definitions section. Additionally, they decided to retitle the section as requested as doing so would now match with the refreshed definitions section.

Motion:

Mrs. Organ moved to amend the definitions of Accessory Buildings, Accessory Structures, and Accessory Uses as defined below and forward the recommended amendments to Portage County Regional Planning Commission for review and recommendations:

- **Accessory Building:** An additional building, separate from the principal building, located on the same parcel of land. Please refer to 405.06 for additional guidance.
- **Accessory Structure:** Anything constructed or erected, more than 15 square feet, the use of which requires location on the ground, or attachment to something having a fixed location on the ground. An accessory structure is subordinate to and detached from the principal building, located on the same lot as the principal building, the use of which is incidental and accessory to that of the main building or use. Among other things accessory structures include, but are not limited to attached and detached garages, outdoor hydronic furnaces, residential wind energy systems, solar energy systems, handicap ramps, decks, gazebos. Please refer to 405.06 for additional guidance.
- **Accessory Use:** A subordinate use of a building or other structure, the use of which is located on the principal lot and incidental to the use of the principal building or other structure or use of land.

Mrs. Geist seconded the motion. All commissioners voted yes. The motion passes.

Motion:

Mrs. Geist moved to amend Chapter 6 Section 601.01.B.56.N.5.b.1 subheading to read “Accessory Buildings and Accessory Structures” and forward the amendment to PCRPC. Mrs. Spencer seconded the motion. All commissioners voted yes.

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

A. COMPREHENSIVE PLANNING

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

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

B. PLAN IMPLEMENTATION/SHORT TERM PLANNING

1. Update of Portage County Subdivision Regulations

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

C. INFORMATION SYSTEMS

1. Database Acquisition and Updates

2. Web Site

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

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

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plans	0 Applications	0 Lots
Plats	0 Applications	0 Lots
Replat	1 Application	1 Lots
Exceptional Replats	3 Applications	0 Lots
Variances	0 Applications	
Minor Subdivisions	2 Applications	4 Lots

b. Divisions of Land

5+ Acre Lot Divisions	1 Application	1 Lot
Transfers. To Adj. Prop.	3 Applications	3 Transfers
	10 Applications	6 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. Provided a scope of services for Brimfield Parks to do a Park Master Plan.
- Deerfield Township
- Franklin Township
Processed text amendments in April and May. Met with the Township to discuss a NatureWorks grant and about CDBG funding available to the Township.
- Freedom Township
Working on a NatureWorks grant for the Township.
- Garrettsville Village
- Hiram Township
- Hiram Village
Attended a zoning meeting.

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

Non-Member Technical Assistance

1. Intergovernmental Reviews-Applications Received

Local-0

Areawide-0

Statewide-0

2. Akron Metropolitan Area Transportation Study (AMATS)

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

- Attended April meeting.

4. Portage County Housing Services Council

- Attended meeting on March 28.

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

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

6. Portage Development Board (PDB)

- Attended April Board Meeting.

7. Quarterly Zoning Inspectors (QZI) Meeting

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

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

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

9. Portage County Comprehensive Plan

- Met with the Commissioners in February to discuss implementation tables.
- We have completed final draft document in March.
- Requested for more comments has now passed.
- We had an open house and the New Center in Rootstown on April 20th.
- RPC Board Comprehensive Plan recommendation is May 10th.
- County Commissioners Public Hearing is May 18th.

10. Shalersville Land Use Plan

- Met with the Zoning Commission at their December meeting
- We had several community meetings in February and March
- A Community Survey has been completed.
- Existing conditions have been compiled.
- On-line web presence has also been prepared.
- Next public hearing is expected to be in August or September.
- The project will run through most of 2023

11. Portage County Water Resources GIS Assistance

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

12. Brimfield Township Historic Structures Story Map Project

- Had a meeting with Chick Sprague to discuss project and help with identifying key historical structures and potential contacts.
- Prepared a community survey for input
- Creating an outline for potential creation of a historical district.
- Met with Kelso House Board and related community members to help support information gathering related to this project.
- Estimated completion June/July 2023.

13. Brimfield Comprehensive Plan Update

- Kick-off January 2023
- Incorporate 2020 census data into the plan, which is supposed to be available in May.
- Evaluate the short-term goals and objectives and establish or update as necessary.
- Make some modifications to the on-line summary as needed.
- Met on March 9th with the Zoning Commission.
- Next Meeting will be on May 11th, 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
May 2023
Work Through April 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 is working on the design plans, bid form and the estimate.

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.

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

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

Administration - \$21,000 (CDBG)

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

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

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

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

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

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

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

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

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

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

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

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

Fair Housing - \$10,000 (CDBG)

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

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

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

There were five (5) requests for assistance received in April. Three (3) were located in the Village of Windham; One (1) in Mantua Township and One (1) in Ravenna Township.

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

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

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

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

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

So far, eighty-seven (87) applications have been received for the Senior Assistance Program.

To date 58 households have been assisted with lawn mowing.

Clearance Activities – Citywide Demolition Program - \$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.

A Tier 1 environmental review has been completed and the Finding of No Significant was published in the newspaper for public comment. The Request for Release of Funds was signed by the Commissioners and was submitted to OCD on April 20, 2023.

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

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

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

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

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

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

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

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

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

The 1st (General CDBG) Public Hearing was held on April 27, 2023 at 10:00 a.m. and the 2nd (Target of Opportunity Grant) Public Hearing was held on April 27, 2023 at 10:15 a.m.

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

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

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

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

OCD will start accepting applications beginning July 1, 2023.

PORTAGE COUNTY RPC
FINANCIAL STATEMENT
April 30, 2023

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 188,184.01	<-- Apr 1st-->	\$ 47,295.78	<-- Jan. 1st
Total All Receipts	\$ 26,348.07		\$ 278,594.91	
Total All Expenditures	\$ 31,423.00		\$ 142,781.61	
Ending Cash Balance	\$ 183,109.08	<--Apr 30th -->	\$ 183,109.08	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	261,549.00	1,883.99	209,440.58	-	52,108.42	80%
Subdivisions	18,000.00	1,890.00	8,190.00	-	9,810.00	46%
Copies/Misc.(community over hrs)	2,000.00	8.00	742.60	400.00	1,257.40	37%
Rental Income	30,900.00	3,875.00	11,600.00	1,275.00	19,300.00	38%
Contracts	92,000.00	7,740.82	25,277.40	7,654.41	66,722.60	27%
Contract Portage County	78,000.00	10,950.26	23,344.33	14,724.21	54,655.67	30%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
TOTAL REVENUE	482,449.00	26,348.07	278,594.91	24,053.62	203,854.09	58%
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	20,036.82	89,934.90	-	212,364.10	30%
3 PT Salaries	5,000.00	-	1,676.25	-	3,323.75	34%
3 Retirement/Termination Pay Off	13,080.00	-	-	-	13,080.00	0%
3 PERS	43,022.00	2,805.16	12,825.59	-	30,196.41	30%
3 Medicare	4,456.00	279.62	1,279.25	-	3,176.75	29%
3 Workers Comp	5,224.00	340.62	1,557.36	-	3,666.64	30%
3 Health Insurance	91,707.00	5,177.72	23,299.74	-	68,407.26	25%
4 Contract Service	1,680.00	-	-	-	1,680.00	0%
4 Travel/Training	4,000.00	-	86.85	113.15	3,800.00	5%
4 Dues	726.00	-	615.00	-	111.00	85%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,110.00	407.22	2,296.07	1,161.93	652.00	84%
4 Advertising	350.00	21.25	42.50	57.50	250.00	29%
4 Telephone	1,400.00	99.48	392.06	-	1,007.94	28%
4 Postage	800.00	-	-	800.00	-	100%
4 Repairs	2,820.00	9.97	2,179.07	215.03	425.90	85%
4 Equip/Copier/Postage meter Leases	4,200.00	478.00	1,786.04	1,912.00	501.96	88%
4 Professional & Technical Services	3,253.00	-	-	-	3,253.00	0%
4 Photocopying/Printing	2,500.00	768.03	1,054.31	659.69	786.00	69%
4 Audit Services	-	-	-	-	-	0%
4 Legal Services	10,000.00	833.33	3,333.36	6,666.64	(0.00)	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	2,912.00	165.78	235.77	884.83	1,791.40	38%
5 Equipment/Software	760.00	-	187.49	400.00	172.51	77%
5 Furniture	-	-	-	-	-	0%
6 Building Improvements	-	-	-	-	-	0%
6 Equipment (PLOTTER)	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
TOTAL 2023 EXPENDITURES	519,549.00	31,423.00	142,781.61	12,870.77	363,896.62	30%
2022 Carryover Encumbrances						
Building Improvements	5,000.00	-	-	-	5,000.00	0%
Total 2022 Encumbrances	5,000.00	-	-	-	5,000.00	
GRAND TOTAL	524,549.00	31,423.00	142,781.61	12,870.77	368,896.62	

CDBG FUNDS
04/30/23

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Rav City Critical Infrastructure	11,384.19	-	7,520.12	3,864.07
Windham Village Critical Infrastructure	556.54	-	-	556.54
Target of Opportunity	65,897.05	-	65,600.73	296.32
Formula 2022 Grant (B-F-22)	868.85	13,500.00	13,127.03	1,241.82
TOTAL	78,706.63	13,500.00	86,247.88	5,958.75

04/30/23

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

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
02-3	Pratt Street Improvements	\$ 66,700.00	\$ -	\$ 527.20	\$ 66,172.80	\$ -	\$ 700.00	\$ 66,000.00
02-4	Pratt Street Water Facility Improvements	\$ 166,900.00	\$ 7,520.12	\$ 166,900.00	\$ -	\$ -	\$ 166,900.00	\$ -
1-1	General Administration	\$ 20,000.00	\$ -	\$ 8,708.73	\$ 11,291.27	\$ -	\$ 12,400.00	\$ 7,600.00
	TOTALS	\$ 253,600.00	\$ 7,520.12	\$ 176,135.93	\$ 77,464.07	\$ -	\$ 180,000.00	\$ 73,600.00

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

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

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

02-1
01-1

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

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

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
F&CS Flooring/HVAC improvements	\$ 214,100.00	\$ 62,910.00	\$ 62,910.00	\$ 151,190.00	\$ -	\$ 63,000.00	\$ 151,100.00
General Administration	\$ 21,000.00	\$ 2,690.73	\$ 10,293.68	\$ 10,706.32	\$ -	\$ 10,500.00	\$ 10,500.00
TOTALS	\$ 235,100.00	\$ 65,600.73	\$ 73,203.68	\$ 161,896.32	\$ -	\$ 73,500.00	\$ 161,600.00

01
02

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

B-F-22-1CJ-1 Formula Grant

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
01	Mantua Village ADA Accessibility	\$ 173,500.00	\$ -	\$ -	\$ 173,500.00	\$ -	\$ -	\$ 173,500.00
02	Freedom Twp School house ADA	\$ 53,900.00	\$ -	\$ -	\$ 53,900.00	\$ -	\$ -	\$ 53,900.00
03	Fair Housing Program	\$ 10,000.00	\$ 798.81	\$ 798.81	\$ 9,201.19	\$ 1,000.00	\$ 1,000.00	\$ 9,000.00
04	Ravenna City Demolition	\$ 45,600.00	\$ -	\$ -	\$ 45,600.00	\$ -	\$ -	\$ 45,600.00
05	Streetsboro Senior Public Services	\$ 75,000.00	\$ -	\$ 87.75	\$ 74,912.25	\$ -	\$ -	\$ 75,000.00
06	Ravenna City Volunteer Park Street Improvements	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00
07	Streetsboro City Demolition	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00
08	Streetsboro City Administration	\$ 22,500.00	\$ 4,641.50	\$ 8,680.51	\$ 13,818.49	\$ 4,800.00	\$ 9,700.00	\$ 12,800.00
08	RPC Administration	\$ 72,000.00	\$ 7,686.72	\$ 17,891.11	\$ 54,108.89	\$ 7,700.00	\$ 18,000.00	\$ 54,000.00
	Totals	\$ 630,000.00	\$ 13,127.03	\$ 27,458.18	\$ 602,541.82	\$ 13,500.00	\$ 28,700.00	\$ 601,300.00

B-F-22

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