

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, NOVEMBER 8, 2023

4:30 P.M.

REED MEMORIAL LIBRARY, JENKINS ROOM

167 EAST MAIN STREET

RAVENNA

I. CALL TO ORDER

II. *APPROVAL OF SEPTEMBER 13, 2023 MEETING MINUTES

III. *APPROVAL OF OCTOBER 11, 2023 MEETING MINUTES

IV. SUBDIVISIONS

- *1.** Replat of Sublots 1 – 9 and 32 – 34 in the “*East Park Heights Allotment*” on East Main and Hazel Street, Lot 25 S.D. in Ravenna Township and Lot 20 S.D. in the City of Ravenna, Steven Cappelli, applicant
- *2.** Replat of Sublot 18 in “*Brimfield Estates*” on Howe Road, Lot 23 in Brimfield Township, David DeVault, applicant
- *3.** Replat of Sublots 33 – 36 in the “*Gougler Homesites Allotment*” on Randolph Road, Lot 67 in Randolph Township, Diamond Title on Behalf of Mark and Jodi Hobson, applicant
- *4.** Replat of Sublot 3-R1 in the “*Turnpike Commerce Center*” on Beck Road and State Route 44, Lots 46 and 47 in Shalersville Township, Viega, LLC., applicant.

V. ZONING

- *1.** Rootstown Township Text Amendment Re: Section 370.03.I (Schedule of Permitted Uses)

****Needs Action***

Our mission is to improve the quality of life in Portage County by helping communities turn vision into action in order to equitably achieve sustainable communities in harmony with the natural environment.

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

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

B. FINANCE

- *1. October 2023 Financial Statements

VII. FAIR HOUSING PRESENTATION

VIII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

Next Meeting – Wednesday, December 13, 2023 – Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna

IX. ADJOURNMENT

**Needs Action*

Our mission is to improve the quality of life in Portage County by helping communities turn vision into action in order to equitably achieve sustainable communities in harmony with the natural environment.

**Minutes
Portage County Regional Planning Commission
September 13, 2023**

Portage County Regional Planning Commission dated September 13, 2023 at 4:30 p.m. The meeting was held at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

Members Present:

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

Staff Present:

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

S. Fields	C. Dempsey	M. Weber	H. Lucas	D. Garnier
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Members Absent:

Franklin Twp., Joe Cicozzi	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Nelson Twp., Mike Kortan		

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

APPROVAL OF AUGUST 9, 2023, MEETING MINUTES

The August 9, 2023 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by T. Green. Motion carried with 21 Yeas.

SUBDIVISIONS

Variance to Section 305.3.F (Additional Plat Information) for the "Turnpike Commerce Center" Trevor Extine, applicant – Report presented by Todd Peetz

JIM DIPAOLA: "So, being that this is a quasi-hearing type deal, everybody raise your right hand. Do any of the testimony you're about to give this afternoon the truth? whole truth and nothing but the truth?"
EVERYONE: "I do." JIM DIPAOLA: "Thank you."

TODD PEETZ: "So, let's start out with this is the Variance for the Turnpike Commerce Center in Shalersville Township, just north of the turnpike."

I don't, I don't think there's anybody in this room, not aware of what that is. We've been working with the Geis Corporation now for well over a year. We recently approved their Preliminary Plan. They provided the information, and we approved their preliminary plan in July of 2022.

At that time, the Preliminary Plan did not require a wetlands evaluation. And so, we received their Plat and they're received, because they have some additional opportunities that we want to help have. But one of the things that we had requested was showing where the wetlands are on the Plat and when we got to the Plat they were not on the Plat. So, we went back to Geis, and we said Geis, do you have this? They kind of did, and so we've been working with them on trying to approve their project and we receive the variance, I believe, Thursday last week by our mailout absolute deadline Friday, last week. So, we didn't have a lot of time to work on it. We talked with them about submitting the variances and it was really the only way to be able to do the Plat tonight. So, we wanted . . . our most concerning thing is we don't want to create opportunities for other people to say, hey, I can get a variance for wetlands and/or not do my wetlands survey. That is not what we are actually suggesting. What we are actually suggesting is that the variance include which they didn't give us, but we've talked about it since, and we've got everything in order now. was that they would ask three lines that are Prosecutor's Office, David Garnier prepared, they made a slight change to it and slight change to it, which I don't believe it affects the intent and then also, the fact is the Army Corps has several U.S. Supreme Court cases and they stopped reviewing because of how they lost the court case and according to the last one last one where they've changed the definition of what a lot of the United States was right? So, they got back up on that because they're trying to reinterpret what that means. And so, our record right now is anywhere from six months to 48 months, depending on who you talk to. But even six months is a very long time. That is not an act of the applicant. That is the result of a backup, and I believe it is 12 to 24 months of backups. So, we believe the variance can be approved because of the delay by the Army Corps. and because they are willing to put up with the variance that they're approving the variance at their own risk. So, if there's any compliance issues, is at their own risk. And so that's where we are at on it. So go to the next couple of slides. That helps people a little bit. So, this is okay. I don't know how familiar you are with Beck Road and all that, but this is State Road 44 here, you can go just a little further south and that's the Turnpike and Beck Road. This is the first parcel. This is the parcel where the building is sitting on right now.

That little pond, this is hydric soil and that's not wetlands. That up there is a little pond that was part of a house which that's been since been torn down and the pond is just an isolated pond that Ohio EPA says they're not worried about if we go south, which is the next one.

This is the whole proposed Lot 3 that are included with the Plat and there's another. . . there was another house here and then they've also I believe filled in that lot which Ohio EPA says they don't have a problem with. So as the nonprofessional, not a wetland expert, professional that I am not, we don't, and we are showing the National Wetlands Inventory . . . so this does not show any wetlands on the site. The other lot doesn't show any wetlands on the site. We do have some wetlands up here and Lot 2 on the Plat is up there. So, Lot 2, there are some wetlands they as part of the variance response that they would also make sure that went to Army Corps going forward as those lots are split in the future.

So, based on all of that, do we have any more things to look at? Because that is just a recommendation. So, our recommendation is to approve because of the backlog with the Army Corps. They're adding three statements to the to the plat stating what they agreed to in the variance and/or the other disapproval, which we're not recommending. Staff recommends approval. So, with that, they will need to put on the Plat which will be a conditional approval and we've talked with the applicant about that process. So, we recommend approval with a condition of adding those three lines or those three statements."

SUE WHITE: "I'll make a motion." RON KOTKOWSKI: "Second." JIM DIPOLA: "Okay. Motion and a second."

UNKNOWN PERSON: "What was the motion?"

TODD PEETZ: "To approve with conditions due to the backup of the Army Corps of Engineers?"

JOE PAULUS: "The only question I have is, is it really the buffalo district? Where's the Pittsburgh district?" SABRINA CHRISTIAN-BENNETT: "Buffalo." JOE PAULUS: "Okay. Because when I dealt with Berlin reservoir, we were out of Pittsburgh. Okay. With conditions to add the three statements to the Plat as a wetland note acknowledging a jurisdictional determination has been made by the U.S Army Corps of Engineers, and the property owner bears all risk of adverse impacts." JOE PAULUS: Question, what's the adverse impact and who's going to be following up on this to see if there are any adverse impacts or not?" TODD PEETZ: "Okay, so good question. Good question." So, we reached out to the Army Corps. and we couldn't get a hold of Army Corps but we did get hold of Ohio EPA and Ohio EPA and we didn't even talk to them today again, for they had some questions for us and they said that they will go out and eventually look at that site. We are again kind of fingers crossed. Hopefully they don't have any wetlands on those sites right now forever. But they're gonna . . . they've got to go back and look at it the later date and if they do find that a later date already built something they will have a fact they'll have an active after the fact and whatever that permanent six days or whatever it takes to come into compliance through mitigation of wetlands." Yeah, definitely does but we don't believe Lots 1 and 3 have that but again, again, I'm not a wetland biologist or specialists." RON KOTKOWSKI: "Those are all farm fields have been farmed forever." TODD PEETZ: And they're steep slopes on those especially a Lot 3, there's really steep slopes. The waters got to be coming off they can't be ponding." RON KOTKOWSKI: "The only wet area on the whole property on the north side was a manmade pond."

JIM DIPAOLO: "Anybody else from the board questions? We have motion and a second on the floor. All in favor" EVERYONE: "Aye." JIM DIPAOLO: "Opposed. JOE PAULUS: "AYE" Motion carries"

Motion carried with 20 Yeas 1 Nay (Joe Paulus).

Plat of "Turnpike Commerce Center" on State Route 44, Infirmary and Beck Road, Lots 46, 47, 48, 53, 54 and 55 in Shalersville Township, The Geis Companies, applicant

The applicant is requesting approval of an industrial development. The preliminary plan was submitted in June 2022 and was conditionally approved in July 2022. The conditions of the preliminary plan were met, and final approval of the plan was given on September 6, 2023.

The Plat is for three lots. Lot 1 is west of State Route 44 and north of Beck Road which is under construction on Lot 2 and 3. As part of the project, Beck Road will be realigned and a right only turn lane added to the south bound of State Route 44.

Central sewer and water are available from Portage County Water Resources. Water has been installed to serve the site. A gravity sewer is planned, but not installed. A force main currently serves Lot 1.

According to the National Wetlands Inventory there appear to be wetlands on Lot 2 of the Plat. Lot 2 appears to have a pond surrounded by a wetland which drains westward to a ditch that empties into the neighbors pond eventually draining into the Cuyahoga River. The wooded area in the northern section of Lot 2 may also contain wetlands. Lot 3 appears to have a small pond which is located near where a structure was demolished.

According to the FEMA Flood Map there is a small flood hazard area, Flood Zone A, in the northern corner of Lot 3.

Staff recommends conditional approval. Conditional approval grants 45 days to meet the conditions of the approval. The conditions of the approval are:

1. Add ODOT's required statement to sheet 2.
2. Address Tax Map's comments.
3. Address Water Resources comments.
4. Address all comments found under Compliance with the County Subdivision Regulations.

Should the Plat be approved, the following items will be carried through to the Replats:

1. Open space provision as shown on Lot 2 in accordance with the approved Preliminary Plan.
2. Jurisdictional letter and/or determination from USACE and/or Ohio EPA submitted for Lot 2.

R. Kotkowski made a motion to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 22 Yeas.

Replat of Sublots 3 and 4 in the "Nanway Airpark No. 1", Part of Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant – Report presented by Gail Gifford

The applicant is splitting and combining a 5-foot-wide section of Lot 3 with Lot 4 to create Lots 3-R and 4-R. Several other Replats have been completed in this area to meet FAA standards.

Public sewers are available to the site through Portage County Water Resources and are in the taxiway clear zone. Water is not available to the site; however, the site is within the Portage County Water Resources service area.

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

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

The Replat has been reviewed and approved by the Shalersville Township zoning inspector.

The Replat is being completed to correct a violation of FAA safety standards. The 5-foot wide strip is being combined with Lot 4 is within the taxiway clear zone, but currently held by a private owner and the FAA requires it to be under the control of the Airport Authority. Approval of the Airport Master Plan and future project funding are dependent on the Airport Authority obtaining control of this property. The intention is to keep the area clear of buildings, debris and/or any street furniture for as long as the taxiway is located to the north of the runway.

Staff recommends conditional approval. The following conditions will apply:

- Receipt of the mylar consistent with the pdf submitted for final review and complete with the surveyor signature and seal.

S. Christian-Bennett made a motion to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 22 Yeas.

Replat of Sublots 13, 14 and 15 in Block "R" in the "Ravenna Building Company Allotment No. 2" on Muzzy Lane, Lot 20 in Rootstown Township, Mark Hirst, applicant

R. Patrick made a motion to approve an extension of time until October 11, 2023. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

ZONING

Atwater Township Text Amendment – Report presented by Todd Peetz

Atwater Township is proposing to REMOVE the following from Section 15: "All violations shall be corrected within a period of thirty (30) days after the written order is issued or for a longer period of time as indicated by the Zoning Inspector. All violations not corrected within a specified time period shall be reported to the County Prosecuting Attorney who shall initiate prosecution procedures." The following is being proposed to be added:

D. Correction Period – The Zoning Code(s) have been approved by the Atwater Township Trustees and any violation of these codes shall be applied in this manner.

1. When the zoning inspector receives a complaint or witnesses a potential violation, the zoning inspector shall investigate. If after the investigation the violation is confirmed, a violation letter will be sent out to the property owner.
2. The property owner shall have thirty (30) days from the date of the letter to correct the violation. If more time is needed to correct the violation, the property owner needs to contact the trustees for an extension of time AT THEIR NEXT AVAILABLE TRUSTEES MEETING.
3. If after thirty (30) days, or the extension, the violation still exists, the matter must be turned over to the Prosecutor's Office for enforcement.
4. The ensuing action may result in court costs and fines that increase\$ with the length of time that the property owner remains in violation.
5. If fines do not result in compliance, the such amount may be placed as a lien on the property owned by the violator.

~~This is in reference to Section 15D of the zoning book.~~

~~This has been approved on the _____ date of _____, 2023.~~

~~Trustees:~~

~~_____
John Kovacich _____ Charles Harris~~

~~_____
Thora Green~~

The proposed amendment is intended to further describe in general terms the process of a zoning violation.

Todd said he spoke to the Prosecutors Office, and he recommended the proposed amendment not be approved and he had several reasons why. The amendment as proposed needs to be changed.

A motion was made by R. Kotkowski to table the proposed amendments. Motion seconded by T. Meyer.

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing to allow pergolas to be less than 7-feet from the principal buildings in Section 340.09.D. This change has already been proposed in their other residential districts. Rootstown Township believes the 7-foot spacing is unnecessary for a pergola, which is unlikely to be used for storage.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Rootstown Township is proposing the following change under Section 230.08:

- A. A person who opens a temporary place of business for the sale of goods or services shall be permitted to FOR A PERIOD not to exceed 4 CONSECUTIVE days ~~or 96 hours per calendar year~~ PER MONTH, PER LOCATION, PER PERMIT, EXEMPTING THE TOWNSHIP PARKS

Rootstown Township found that it was difficult to regulate the number of hours that a temporary vendor operates.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to follow staff recommendations for amendment No. 1 and 2. Motion seconded by R. Gano. Motion carried with 22 Yeas.

Brimfield Township Text Amendment – Report presented by Gail Gifford.

Amendment No. 1

There were several grammar and punctuation errors and inconsistencies throughout the Zoning Resolution.

Staff amended changes to Sections 400.10B.36.A.4, 400.10B.56.F.2.c.1, 400.10B.56.H.1, 400.10B.56.H.2, 400.10B.56.L.6.c.

Staff recommends approval of the amendment as proposed.

Amendment No. 2

The Section number of the major headings in Chapter 5 of the Zoning Resolution was changed to be consistent with the Zoning Resolution.

If the Township wishes to retain the missing section i.e. 503.00 and 504.00, a note should be added saying “these sections are reserved for future use”.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Most of the changes were wording changes to make the intention of the parking requirement clearer. Parking requirements vary greatly across jurisdictions.

Staff recommends approval of the proposed amendment.

Amendment 4

The schedule of uses is not a comprehensive list of every use permitted or conditionally permitted by the Brimfield Township Zoning Resolution. For exact uses on the types of uses permitted or conditionally permitted refer to the Zoning District's specific requirements listed in Chapter 3 of the Resolution.

The following changes are being proposed:

- B. A LISTED use ~~listed in~~ shall only be permitted as a principal use in the designated district when denoted by the letter "P".
- C. A LISTED use ~~listed~~ shall be permitted as a conditional use in the designated district when denoted by the letter "C". Therefore, for any proposed conditionally permitted use to be allowed in the corresponding district, the Board of Zoning Appeals must determine that all of the requirements and conditions, as set forth in this Resolution, are satisfied.

The changes proposed were made for consistency and to clarify language. The equipment rentals and leasing category was missing markings in the table specifying conditional use versus permitted use. Staff suggests removing O-R from the table as it is no longer a zoning district on the zoning map and making General Commercial's code (G-C) consistent with the rest of the Zoning Resolution.

Staff recommends approval of the proposed amendment.

A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 22 Yeas.

Brimfield Township Rezoning From L-I (Light Industrial) and H-I (Highway Industrial) to R-4 (High Density Residential) – Report presented by Gail Gifford

The proposal is to change the Zoning Map from Light Industrial (L-I) and Heavy Industrial (H-I) to Residential High Density (R-4) along portions of Sunnybrook Road and Mogadore Road. The amendment consists of approximately 158.4 acres, 56 parcels and part of seven other parcels.

The amendment is to reflect the current development of the area and allow for continued development of residential. The existing properties are a mix of residential and agriculture uses as well as some vacant lots. One property is a former sand pit.

The surrounding area is predominantly non-residential and is a mix of commercial, industrial and vacant land with the golf course located east of the rezoning area. The rezoning area itself is a transition area from the residential and commercial mix to the north and west to industrial and commercial areas to the south.

The future land use map adopted by the township shows this area as future industrial.

Staff recommends approval of the proposed amendment from L-I and H-I to R-3. In addition, we recommend at the time of site planning the following be considered as part of the plan review:

1. Depending upon the proposed density a traffic study may be needed to ensure public safety.
2. Appropriate coordination with water and sewer providers or the Portage County General Combined Health District.
3. Hydric soils may impact foundation suitability of structures.
4. Work with the Township for emergency service provisions.

A motion was made by S. White to follow staff recommendations. Motion seconded by R. Gano. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

- P.C. Subdivision Regulations Update – The Steering Committee met on August 29, 2023 and the next meeting is scheduled for September 26, 2023.
- Brimfield Township – Continued working on a Historic Structures Story Map and updating their Comprehensive Plan.
- Franklin Township – Working with the Township to discuss doing an income survey of the former Brady Lake Area and about CDBG funding available to the Township.
- Ravenna City – Started working on their Comprehensive Plan. The next JEDD meeting is scheduled for tomorrow.
- Ravenna Township – The next JEDD Meeting is scheduled for tomorrow.
- Shalersville Township – Staff is making great progress on the Land Use Plan. The next meeting with their Zoning Commission has been scheduled for tomorrow and a community meeting will be held the following week.
- Windham Township – Met with the Township on July 20, 2023 and are updating their zoning resolution to include any previous amendment that were approved.
- Quarterly Zoning Inspector's Meeting – A meeting was held on July 27, 2023 and the topic was about small solar farm requirements. The next meeting will be held on October 26, 2023 at 6:00 p.m. The meeting location and the topic is to be determined.
- Celebrate Portage! – The Celebration Dinner will be held on September 28, 2023 at the New Center. For more information contact Todd Peetz.

August 2023 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

Construction has been completed. Final restoration is nearing completion and testing has been completed.

2022 Community Development Allocation Grant

Volunteer Park Project

Waiting on the road specifications from the Ravenna City Engineer's Office. The project is anticipated to go out to bid by the end of September.

Clearance Activities – Coleman Demolition Project – Contact is in place to complete the asbestos survey and a notice to proceed has been issued.

Freedom Schoolhouse ADA Project – The architect's contract is in place and a notice to proceed has been issued. It is anticipated that the drawings will be completed in the next couple of weeks and are anticipating the project will go out to bid by the end of September, beginning of October.

DMRC ADA Project

The Advertisement for Bid will be published in the Record Courier on September 10, 2023 and bids will be due by 2:00 p.m. on September 27, 2023.

Public Service – Streetsboro Senior Assistance Program

Ninety-Two (92) applications have been received for the Senior Assistance Program and 91 applications were approved for the program and one household had too much income. Lawn mowing services are still ongoing and will go until the end of October.

2022 Downtown Revitalization Target of Opportunity Program

Grant agreement has been signed and the environmental review is underway.

FINANCE

August 2023 Financial Statements

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

R. Patrick made a motion to approve the August 2023 financial statements as presented. Motion seconded by R. Kotkowski. Motion carried with 23 Yeas.

2023 Appropriations Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 23-11) – Todd Peetz

The Portage County Budget Commission has made available for the operation of the Portage County Regional Planning Commission appropriations in the amount of \$529,745. The Portage County Regional Planning Commission finds it necessary to increase appropriations from \$521,449 to \$528,923.

A motion was made by D. Kemble to approve increasing and amending appropriations by an additional \$7,474 for the operating expenses for the Portage County Regional Planning Commission. Motion seconded by L. Jenkins. Motion carried with 23 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on October 11, 2023 at 4:30 p.m. located at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

DIRECTORS REPORT

P.C. Regional Planning Commission Retreat – A retreat has been scheduled From 9:00 a.m. – Noon on October 20, 2023 at the Restoration 44 Coffee Shop in Mantua Village.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:20 p.m. Motion seconded by R. Kotkowski. Motion carried with 23 Yeas.

Minutes approved at the November 8, 2023, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary

**Minutes
Portage County Regional Planning Commission
October 11, 2023**

Portage County Regional Planning Commission dated October 11, 2023 at 4:35 p.m. The meeting was held at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Jendy Miller	Freedom, Charlene Walker
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer
Randolph Twp., Sue White	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Sugar Bush Knolls Vill., Jim Beal	County Engineer, L. Jenkins	Soil & Water, Anthony Lerch
Water Resources, Tia Rutledge		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

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

D. Morganti	P. Melton	M. Maresh	P. O'Malia
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Members Absent:

Franklin Twp., Joe Cicozzi	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble
Ravenna City, Frank Seman	Suffield Twp., Adam Bey	Windham Twp., Rich Gano
Shalersville Twp., Ron Kotkowski	Windham Vill., Nick Bellas	PARTA, Amy Proseus
Portage Park District, Allan Orashan		
P.C. Commissioner, Mike Tinlin		
P.C. Commissioner, Anthony Badalamenti		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:35 p.m.

Due to the lack of quorum, the Executive Committee reconvened to act on the items on the agenda.

**OHIO DEPARTMENT OF DEVELOPMENT'S BUILDING DEMOLITION AND SITE REVITALIZATION PROGRAM
AND THE BROWNFIELD REMEDIATION PROGRAM** – Dan Morganti, Executive Director, Portage County
Land Bank

Funding under the Ohio Department of Development's Building Demolition and Site Revitalization Program was made available by the State Legislature in its most recent biennial budget. The Portage County Land Reutilization Corporation (Land Bank) is the State-designated lead entity for Portage County.

This funding can be used assist with the demolition of eligible vacant and blighted residential, or commercial buildings. Political jurisdictions need to obtain legal clearance for demolition, which can be completed through a nuisance abatement process (ORC 505.86 for Townships), a court order, or a property owner agreement alongside a nuisance determination.

For property to be considered in the application for funding the following information should be sent to Dan Morganti:

1. Property address
2. Parcel number(s)
3. Status of legal clearance for demolition (i.e. to begin, underway, ready for demolition, owner agreement, etc.)
4. Point of contact person

PORTAGE COUNTY REGIONAL PLANNING COMMISSION RETREAT

A retreat has been scheduled From 9:00 a.m. – Noon on October 20, 2023 at the Restoration 44 Coffee Shop in Mantua Village. The agenda and a menu were provided to everyone. An email will also be sent out to all of the members to confirm who will be attending and what you want for lunch.

SUBDIVISIONS

Replat of Sublots 13, 14 and 15 in Block "R" in the "Ravenna Building Company Allotment No. 2" on Muzzy Lane, Lot 20 in Rootstown Township, Mark Hirst, applicant – Report presented by Nick DeHaven

The applicant is combining three lots to create one lot for the purpose of constructing a new home.

Public water and sewers are available to the site from Portage County Water Resources.

Sublot 14-R has potential of extensive hydric soils on the site according to the Portage County Soil Survey.

The FEMA Flood Map shows a minimal chance of flooding. Flood Zone A is located outside of subplot 14-R to the southwest associated with Muzzy Lake.

According to the National Wetland Inventory there are wetlands southwest of subplot 14-R.

Sublot 14-R and its purposed land use are consistent with the land use and zoning. The street could pose a problem for the fire department as there is no cul-de-sac to adequately turn around. This situation has existed since the subdivision was established.

Staff recommends approval of the replat. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Beal. Motion carried with 3 Yeas.

Replat of Lot 3 in the "Turnpike Commerce Center" on State Route 44, Infirmary and Beck Road, The Geis Companies, applicant – Report presented by Gail Gifford

The applicant is splitting 80 acres off Lot 3 to sell the property to a manufacturer. The Turnpike Commerce Center Plat received final approval on September 19, 2023 and it was recorded on October 2, 2023.

The site is currently vacant and was a former farm field.

The site will eventually have access to central water and sanitary sewers through Portage County Water Resources. The water main has been installed. The sanitary sewer and pump station have not been completed yet; however, the bonding and agreements are in place.

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

The FEMA Flood Map shows a small flood hazard area, Flood Zone A on the southwest corner of Lot 3-R1R.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations have been corrected, therefore staff recommends approval of the Replat.

A motion was made by J. Beal to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 3 Yeas.

Replat of Sublots 156, 157 and 158 in the "McElrath Park Extension" on Terrill and Sumner Street, Lot 12 S.D. in Ravenna Township, James Sanders, applicant – Report presented by Nick DeHaven

The applicant is combining three lots to create one lot. The land is part of an older subdivision created in the 1920's.

The site is a vacant lot with woodlands.

Public sewers are available to the site through Portage County Water Resources. The site is in the Ravenna City water service area with water to the site.

The FEMA Flood Map shows a minimal chance of flooding.

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

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

Staff recommends approval of the Replat. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by J. Beal. Motion carried with 3 Yeas.

Replat of Sublots 1 – 9 and 32 – 34 in the "East Park Heights Allotment" on East Main and Hazel Street, Lot 25 S.D. in Ravenna Township and Lot 20 S.D. in the City of Ravenna, Steven Cappelli, applicant

S. Christian-Bennett made a motion to approve an extension of time until November 8, 2023. Motion seconded by J. Beal. Motion carried with 3 Yeas.

Replat of Sublot 18 in "Brimfield Estates" on Howe Road, Lot 23 in Brimfield Township, David DeVault, applicant

J. Beal made a motion to approve an extension of time until November 8, 2023. Motion seconded by S. Christian-Bennett. Motion carried with 3 Yeas.

FAIR HOUSING PRESENTATION

Due to the number of people in attendance the presentation was rescheduled for the next RPC meeting on November 8, 2023.

OTHER BUSINESS

Next Meeting

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

ADJOURNMENT

A motion was made by J. Beal to adjourn the meeting at 5:00 p.m. Motion seconded by S. Christian-Bennett. Motion carried with 3 Yeas.

Minutes approved at the November 8, 2023, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on October 11, 2023 at: 3:07 p.m.

In Attendance: J. Beal J. DiPaola S. Christian Bennett
S. Nutter

Staff: T. Peetz E. Beeman

Absent: A. Orashan F. Seman

J. DiPaola opened the meeting at 3:07 p.m. The meeting was held at 167 East Main Street, Jenkins Room at the Reed Memorial Library in Ravenna. The minutes of September 13, 2023 were presented. Motion made by J. Beal to approve the September 13, 2023 minutes as presented, seconded by S. Nutter. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Planning Administration

A total of 15 subdivision applications were submitted during the month of September 2023 with 8 new lots being created.

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

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

Staff attended the August Board meeting.

Portage County Housing Services Council

Staff attended the July meeting.

Portage Development Board (PDB)

Staff attended the July 2023 board meeting.

Todd reported the Rootstown/Ravenna City JEDD is still in the works.

Quarterly Zoning Inspector Meeting

The next meeting will be held on October 26th @ 6:00 p.m. Meeting place is Ravenna Township to discuss proposed subdivision regulation changes.

Portage County Storm Water Program

Staff continue to take applications to help homeowners replace failing septic systems. E. Beeman reported on 4 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. The Portage County Commissioners adopted the Comprehensive Plan on May 18, 2023. Staff will be meeting with the Commissioners and related department heads to set priorities. RPC will get the final numbers for the plan cost as well as the total amount owed for the multi-purpose building to the Commissioners. The RPC will be making a debt service payment to the county this year against the outstanding debt. An agreement needs to be put in place when the final payment is made on the multi-purpose building the title will transfer from the Portage County Commissioners to the Portage County Regional Planning Commission.

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. Todd reported one of the interns who was working on the Kent Historic Structures Story Map was retained to help with the Water Resources project. He is working a steady 27 hours/week on the project. He also received a wage increase to \$20/hour.

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 September 21st. Staff will meet with township officials on September 14th. Ongoing

Brimfield Township Comprehensive Plan update

Todd reported the 2020 census data for communities is now available and will be incorporated into the plan. Staff will evaluate the short-term goals and objectives and establish or update them, as necessary. Staff met with the Zoning Commission on August 10th 2023. The next meeting is scheduled for October 12th.

Celebrate Portage! Todd reported the annual Ravenna City car show was held August 2, 2023. Parking was lacking early on. This year there were approximately 4,000 +/- cars and 16,000 +/- people in attendance. The Celebrate Portage dinner will be held on September 28, 2023 at the New Center.



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 the interns have done a great job on this project. There are still a few things left to do. The community survey, which is now out, and historic district language is intended to be presented in October.

Kent City Historic Structures

Todd stated the interns have begun work on the Kent Historic Structures Story map project. Drone footage will be utilized for this project.

Ravenna City Comp Plan update

Todd has been working with Cheryl on the selection of steering committee members. Updates to the maps have begun for the comp plan. It would be good to use this document as a marketing tool in the future. Todd stated he would like to talk with city officials to see what they would like to see for the City. Kick-off meeting to be determined. The plan will be very community focused and user friendly for the public.

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 can be prepared/submitted to OCD. Because OCD has revamped the pre-application and application process OCD has requested a new pre-application be submitted to them.

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 is working on the design plans, bid form, and is preparing an estimate. Project is out to bid with bids due on 6/14/23 at 2:00 p.m. Bid opening held with 2 bids received. The contract was awarded by the Portage County Commissioners and is being circulated to obtain signatures. Under construction and will be completed by August 31, 2023. **UPDATE:** Construction has been completed. Testing has been completed and final restoration is nearing completion. We are awaiting final invoices from the contractor.



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. A punch list is being completed
UPDATE: Project is complete. Grant close out to begin. Final A/P invoices being prepared.

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. This grant was funded for \$215,800 in grant funds. Grant period runs from July 1, 2023 through August 31, 2025. **UPDATE:** Grant agreement signed and in place. Environmental review is now complete.

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT

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

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

1. Ravenna Hot Stove League for \$125,000 to pave Volunteer Park Road
Environmental review is complete, funds released February 21, 2023. Awaiting revised cost estimate from the Ravenna City Engineer. 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. Revolving loan funds application was approved by the Portage County Commissioners. We are waiting for road specifications from the Ravenna City Engineers Office. **UPDATE:** Project is out to bid with bids due on 10/11/23.
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. RFP has been prepared for architectural services, advertised on 5/29/23. RFPs are due by 2:30 p.m. on June 14, 2023. Architectural contract in place. **UPDATE:** Drawings were reviewed by the Freedom Historical Society, Freedom Township trustee and the architect. The project is anticipated to go out to bid in late October.
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 was signed by the Commissioners on March 9, 2023. Request for release of funds was



signed and submitted to OCD. Asbestos survey is in place. **UPDATE:** Contract is in place and notice to proceed has been issued.

4. Downtown Mantua Revitalization Corporation (DMRC) for \$186,329 to provide ADA accessibility to the fronts of all businesses in the east block of Main Street in downtown Mantua Village. Environmental review is complete, release of funds released February 21, 2023. Met with DMRC to discuss timeline and information needed to move forward with bidding out the construction. Waiting for the updated cost estimate and plans/specifications to be completed. **UPDATE:** Bid opening was held September 27, 2023. Three bids were received. Bids are being evaluated.
5. Public Service Senior Assistance Program for the City of Streetsboro. Funds are being utilized to provide senior services such as lawn mowing, leaf cleanup and snow removal to benefit LMI and/or disabled residents within the City. We are currently assisting 91 seniors through the program.

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

2022 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE

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

2022 CDBG TARGET OF OPPORTUNITY PROGRAM - DOWNTOWN BUILDINGS PROGRAM

10676, 10678, 10682 Main Street in Mantua Village requests \$215,800 to assist with facility improvements that will increase the structural integrity, accessibility, and safety of those entering these buildings. The buildings are over one hundred (100) years old and suffer from mortar joint issues. The Village will rebuild sidewalks and steps with ADA compatible access ramp, continuous handrails for the stairs and ramp, replace entry doors with commercial doors, replace glazing with insulated low energy glazing, rebuild store front columns, cornice, and overhangs, along with cleaning and repairing the brick work and joints on the West, South and East of the building.



RPC GENERAL FUND

September 1, 2023 Cash Balance	\$114,060.41
Receipts:	\$27,974.48
Expenditures:	\$59,306.07
September 30, 2023 Cash Balance	\$82,728.82

B-X-21-2 Ravenna City Critical Infrastructure

September 1, 2023	\$4,029.02
Receipts:	\$ 0.00
Expenditures:	\$ 682.80
September 30, 2023 Cash Balance	\$3,346.22

B-X-21-1 Windham Village Critical Infrastructure

September 1, 2023	\$29,011.53
Receipts:	\$374,200.00
Expenditures:	\$253,160.54
September 30, 2023	\$150,050.99

B-D-22-1CJ-1 Target of Opportunity NEW GRANT

September 1, 2023	\$0.00
Receipts:	\$0.00
Expenditures:	\$0.00
September 30, 2023	\$0.00

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

September 1, 2023	\$19,962.71
Receipts:	\$ 0.00
Expenditures:	\$13,648.40
September 3, 2023	\$ 6,314.31

2023 Financial Statements

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



Other Business:

Todd did an overview of the Board Retreat Agenda to be held on Friday, October 20, 2023 from 9:00 a.m. to 1:p.m. (lunch provided) We will need everyone's food order so we can order it ahead of time.

Todd led the discussion on the PC Regional Planning Commission history which led to another discussion on how we can help local communities. S. Christian-Bennett suggested a survey of current members might be a place to start.

S. Christian Bennett asked where the Portage County Comprehensive Plan is as far as the corrections. Todd stated he sent an email to Michelle and Sarah to set up a meeting to discuss the changes so we can move forward.

There being no further business to come before the Committee a motion was made by S. Christian-Bennett to adjourn the meeting at 4:10 p.m. seconded by J. Beal. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz

Minutes submitted for approval by Secretary on November 8, 2023

**REPLAT OF SUBLOTS 1-9 & 32-34
IN EAST PARK HEIGHTS ALLOTMENT IN
RAVENNA TOWNSHIP AND CITY OF RAVENNA**

Case No: 23-31

Reviewed By: Nick DeHaven

Date Received: 9/20/2023

Due: 10/20/2023 (extension of time 11/8/2023)

APPLICANT(S): Steven Cappelli

REQUESTED ACTION & HISTORY: The applicant is consolidating lots 1, 2, 3, 32, 33, and 34 in block "3" and 4, 5, 6, 7, 8, and 9 in Ravenna Township to create subplot 1-R. The building on the site was once a car dealership. This is a unique situation with part of the property in Ravenna and part in Ravenna Township.

LOCATION: Vicinity Map (Exhibit 1)

The location of this replat is west of State Route 44 on East Main Street between Bryn Mawr Street and Hazel Street partially in Ravenna City and Ravenna Township.

SIZE & ZONING: (Exhibit 2)

Site Zoning: The replat is zoned Heavy Commercial (C-2) in Ravenna City and General Commercial (G-C) in Ravenna Township.

RAVENNA TOWNSHIP & CITY OF RAVENNA ZONING REQUIREMENTS

	<u>C-2 (Ravenna City)</u>	<u>G-C (Ravenna Twp)</u>	<u>1-R</u>
Min. Lot Size	9,600 square feet 0.220 acres	21,780 square feet 0.500 acres	2.135 acres
Min. Frontage	80 feet	60 feet	920.08 feet
Min. Lot Width	100 feet	100 feet	300 feet

Surrounding: In Ravenna Township, the zoning surrounding subplot 1-R is G-C. In Ravenna City, the north of subplot 1-R is zoned Residential District (R-5). The south, east, and west of subplot 1-R is zoned C-2. Sublot 1-R fronts on three streets with E. Main Street to the south, Hazel Street to the east, and Bryn Mawr Street to the west.

LAND USE: Site: Sublot 1-R is a vacant building with parking lots surrounding the property.

Surrounding: The surrounding land use is a mix of commercial buildings to the east, south, and west. To the north of subplot 1-R are residential apartments and condos.

UTILITIES: The site has public sewer and water available. The sewer is provided by Portage County and water is through the City of Ravenna.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat are Canfield silt loam, 2-6% slopes and Mahoning-urban land complex, undulating, 2-6% slopes.

- Canfield silt loam, 2-6% slopes (CdB): Seasonal wetness and slow permeability in lower parts of the subsoil are limitations to non-farm uses.
- Mahoning-urban land complex, undulating, 2-6% slopes (MnB): About 20-60% of this soil is undisturbed Mahoning soils and 15-30% is buildings, driveways, parking or streets. Seasonal wetness is a limitation for non-farm uses. The hazard of erosion is severe when land is left bare. Measures are needed to control gullyng and sedimentation during construction.

Wetlands: The Portage County Wetland Inventory and National Wetland Inventory show no wetlands on the site.

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

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

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

ANALYSIS: The applicant is creating one lot in Ravenna Township and Ravenna City. The property was once used as a car dealership and now is vacant. The property fronts on three streets. To the north of subplot 1-R are residential apartments. The site has no wetlands or hydric soils and has existing water and sewer.

RECOMMENDATIONS: Staff recommends approval.

Soils



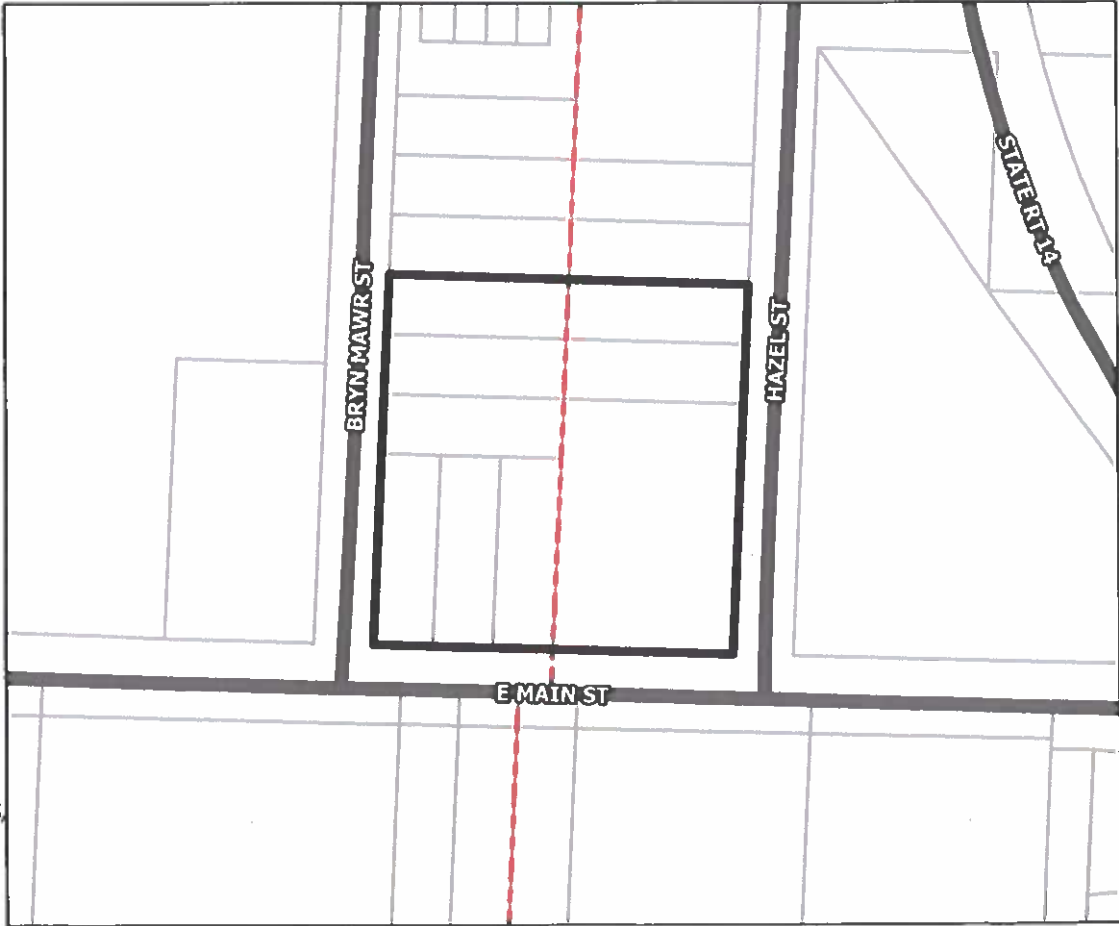
Exhibit 3

East Park Heights Allotment
Replat of Sublots 1-9 & 32-34

Ravenna Township

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

Wetlands & Floodplains



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

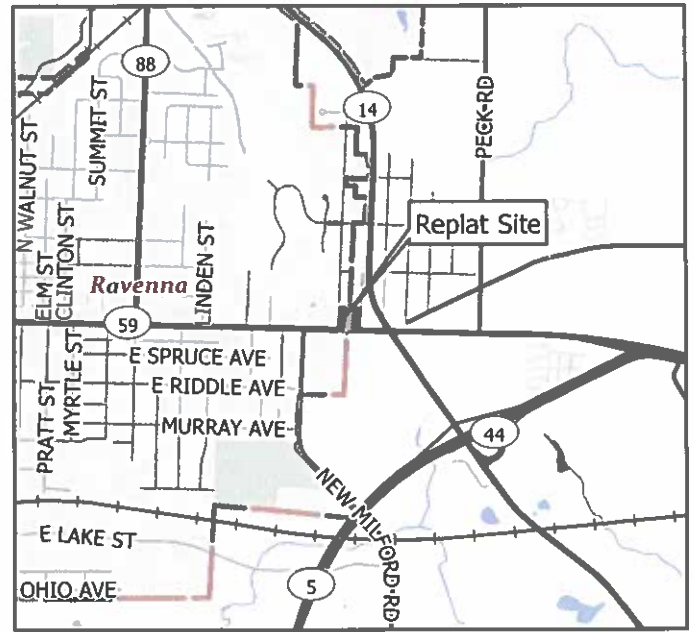


Data Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR, 2020; Flood Zones, FEMA FIRM, 2017; Wetlands, NWI USFWS, imagery 2007, updated 2021; Soils, Portage County Soil Survey digital version, updated 2021; Aerial, Portage County GIS, 2022.

Exhibit 1

East Park Heights Allotment Replat of Sublots 1-9 & 32-34

Ravenna Township



0 70 140 Feet

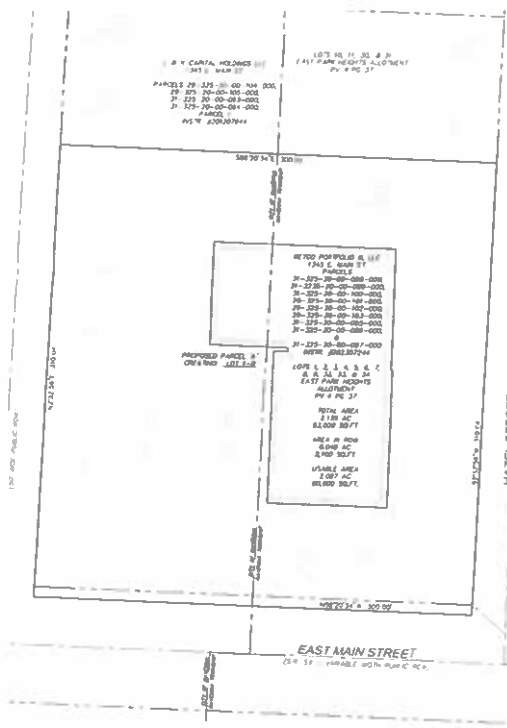
— Railroad
 [Red dashed line] Township Boundary

[Green area] Parks
 [Blue area] Water

0 1,500 3,000 Feet



Exhibit 2 Replat



9/25/2023



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

**REPLAT OF PART OF SUBLLOT 18
IN BRIMFIELD ESTATES IN LOT 23
IN BRIMFIELD TOWNSHIP**

Case No. 23-32
Reviewed By: Gail Gifford
Date Submitted: 9/26/2023
Due: 10/26/2023 (extension of time until 11/8/2023)

APPLICANT(S): David DeVault

REQUESTED ACTION & HISTORY:

The applicant requests a review of the replat splitting part of subplot 18. This replat previously came before the Regional Planning Commission in 2022 and was denied due to lack of an adequate method of sewage disposal method.

LOCATION: Vicinity Map (Exhibit 1)

The replat is in Brimfield Township, off Howe Road east of State Route 43 and west of Edson Road in Brimfield Estates.

SIZE & ZONING: (Exhibit 2)

Site zoning: The site is zoned Medium High Residential (R-3).

	<u>Required</u>	<u>18-AR</u>	<u>18-BR</u>
Min. Lot Size	0.5 acres	1.848 acres	0.574 acres
Min. Frontage	100 feet	60.00 feet*	125.05 feet
Min. Lot Width	100 feet	125.00 feet*	125.05 feet

*Sublot 18-AR is a flag lot. See Compliance with Township Zoning Regulations.

LAND USE: **Site:** Sublot 18-BR has an existing single-family home. Sublot 18-AR is vacant.

Surrounding: The surrounding area is residential with single family homes.

UTILITIES: There is no access to gravity sewer in this area. The existing home (subplot 18-BR) has access to sewer through Portage County Water Resources via a high pressure forcemain. New tap-ins are not permitted on regional forcemains; therefore, the vacant subplot, subplot 18-AR, must be evaluated for septic. No septic evaluation has been completed yet according to the Portage County Health District. Central water is not available to the sublots.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: The soils on the replat site, in order from highest to lowest percentage, are Canfield silt loam, zero to two percent slopes and Sebring silt loam.

- Canfield silt loam, 0-2% slope (CdA): This is a nearly level soil occurring on hilltops. Seasonal wetness and slow permeability in lower parts of the subsoil are limitations to non-farm uses.

- Sebring silt loam (Sb): This is a hydric soil. The surface is prone to crusting and runoff is slow to ponded. Seasonal wetness and low load bearing strength are limitations to non-farm uses.

Wetlands: According to the National Wetland Inventory and the Portage County Wetland Inventory, there do not appear to be any wetlands on the site.

Flood Hazard: The FEMA Flood Insurance Rate Map, effective date 2009, does not show any flood hazard areas on the site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

	Approval	Conditional Approval	Disapproval	No comment
<i>Chief Building Official:</i>	No action taken, not in a floodplain.			
<i>County Engineer:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Health Dept. (to accept):</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Water Resources Dept. (to accept):</i>	No accessible sewer.			
<i>Brimfield Township Zoning Inspector</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The following items must be completed to comply with the Portage County Subdivision Regulations:

- Section 305.2.T.5: Missing approval of Tax Map. See mark-up.
- Section 305.2 I: Determine sewage disposal type of subplot 18-AR.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

Sublot 18-AR is a flag lot. The minimum frontage required for flag lots is 60 feet with a pole no longer than 900 feet. Sublot 18-AR has a pole of 200 feet with 60 feet of frontage. The lot is 185 feet wide where the lot widens enough to meet zoning district R-3's minimum lot requirements. The flag lot has been approved by the Board of Zoning Appeals.

ANALYSIS:

Concerns were raised by Portage County Water Resources at the Regional Planning Commission meeting in June 2022 about a high-pressure regional force main on Howe Road that was not meant for individual connections during the previous iteration of this replat. It was discussed that the applicant needed to explore a septic tank approval through the Health District. The application submitted to the Health District at that time was for a potential duplex with 6 bedrooms total. It was determined that the site could not support the proposed development.

The newest lot configuration as shown in this replat application (23-32) has not been evaluated for a septic system, which is necessary for the vacant lot to be a buildable lot. Although the Portage County

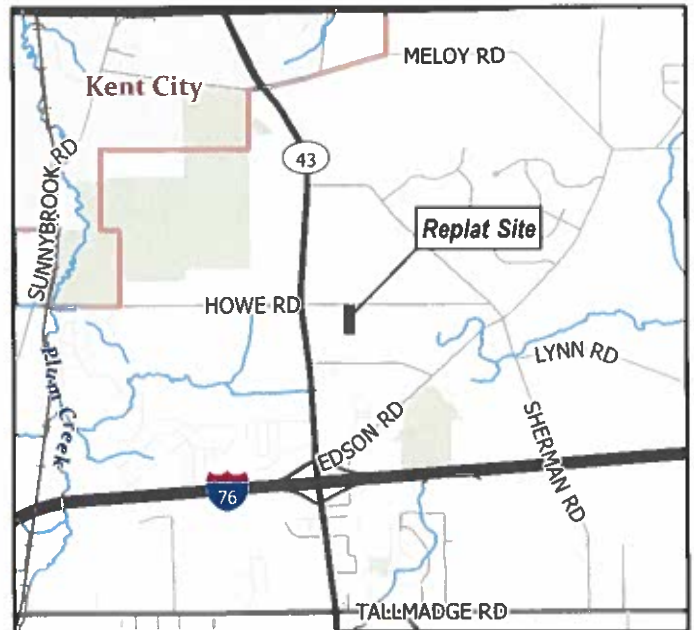
11/02/23

Health District has been in contact with the applicant, no plans have been submitted for septic evaluation.


RECOMMENDATIONS:

Staff recommends denial or an extension of time of the proposed replat due to the need for septic approval through the Portage County Health District. The Regional Planning Commission Board has the option to approve, deny or approve an extension of time.

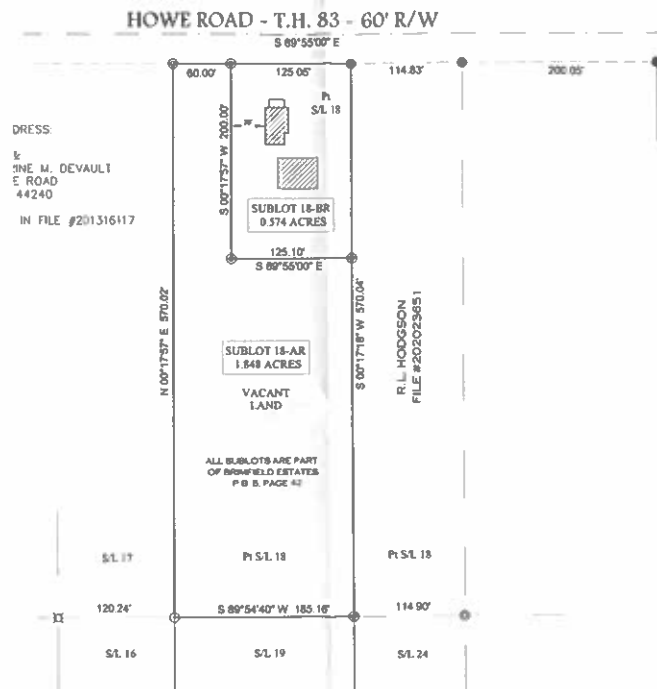
Brimfield Township



 Railroad
 Streams

 Township Boundary
 Parks

0 2,000 4,000 Feet



10/31/23



Data Sources: Roads, Boundaries & Parcels, Portage County GIS, 2023; Water, NHD-USGS, edited by PCRPC, 2007 & 2012; Railroads, ODOT, 2020; Orthophoto, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022.

Soils



Exhibit 3

Brimfield Estates
Replat of Part of
Sublot 18

Brimfield Township

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

Wetlands & Floodplains



**REPLAT OF SUBLOTS 33-36
IN THE GOUGLER RANDOLPH HOMESITES ALLOTMENT
IN LOT 67 OF RANDOLPH TOWNSHIP**

Case No: 23-33

Reviewed By: Nick DeHaven

Date Received: 10/10/2023

Due: 11/10/2023

APPLICANT(S): Diamond Title on behalf of Hodson

REQUESTED ACTION & HISTORY: The applicant is requesting to create one lot, subplot 33-R, by combining lots 33, 34, 35, and 36.

LOCATION: Vicinity Map (Exhibit 1): The location of this replat is north of Waterloo Road and east of Hartville Road on Randolph Road.

SIZE & ZONING: (Exhibit 2):

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

	<u>R-1</u>	<u>33-R</u>
Min. Lot Size	7,000 sq. ft. 2 acres	12.140 acres
Min. Frontage	150 feet	220.20 feet
Min. Lot Width	150 feet	404.42 feet

Surrounding: The zoning surrounding subplot 33-R to the north, east, and south is R-1. The zoning to the west of subplot 33-R is zoned Residential District (R-2).

LAND USE: Site: The site is a large property with a home, detached garage, small pond, and wooded area.

Surrounding: North, south, and east of subplot 33-R are residential properties with farm fields and wooded areas. To the west of subplot 33-R is a farm field zoned R-2.

UTILITIES: Public sewer is available to the site through Portage County Water Resources. The property uses well water as there is no public water available.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

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

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: According to the Portage County Soil Survey, there are five soils on the replat. The soils are Candice silt loam (Ca), Chili silt loam (CpB), Chili-Wooster complex (CwC2), Chili-Wooster complex (CwD2), and Oshtemo sandy loam (OsC).

- Canadice silt loam (Ca): Runoff in this *hydric* soil is slow to ponded. Seasonal wetness, slow permeability, and poor stability when wet are major limitations to non-farm uses.
- Chili silt loam, 2-6% slopes (CpB): This soil is found on gently sloping terraces. It has a higher available water capacity and more tendency to crust than Chili loam or Chili gravelly loam. Runoff is medium and the hazard of erosion is moderate if the soil is cultivated. There are few limitations for non-farm uses.
- Chili-Wooster complex, 6-12% slopes (CwC2): These intermingled soils occur on rolling, hummocky uplands. Half the original soil has been eroded and the soil absorbs water less rapidly. Runoff is rapid and there is a severe hazard of erosion. Slope is a limitation to non-farm uses.
- Chili-Wooster complex, 12-18% slopes (CwD2): The surface layer is a mixture of subsoil and remnants of the original surface layer. Runoff is high and there is a very severe hazard of erosion. Slope is a limitation to non-farm uses.
- Oshtemo sandy loam, 6 –12% slopes, (OsC): This is a soil on gentle slopes on rolling kames and terrace breaks. It is droughty in summer and the hazard of erosion is severe if disturbed. Slope is the major limitation for non-farm uses.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there are wetlands southwest of subplot 33-R.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

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

ANALYSIS: The applicant is combining four lots to create subplot 33-R. The property is located in Randolph Township and is zoned R-1. The property has several different soil types, including hydric soils directly west of the residence. The property has a small pond west of the home with wooded areas beyond the pond. The zoning of subplot 33-R aligns with the surrounding zoning.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

Gougler Randolph Homesites Allotment Replat of Sublots 33-36



0 200 400 Feet

Township Boundary

Parks

0 0.5 1 Miles



Randolph Township

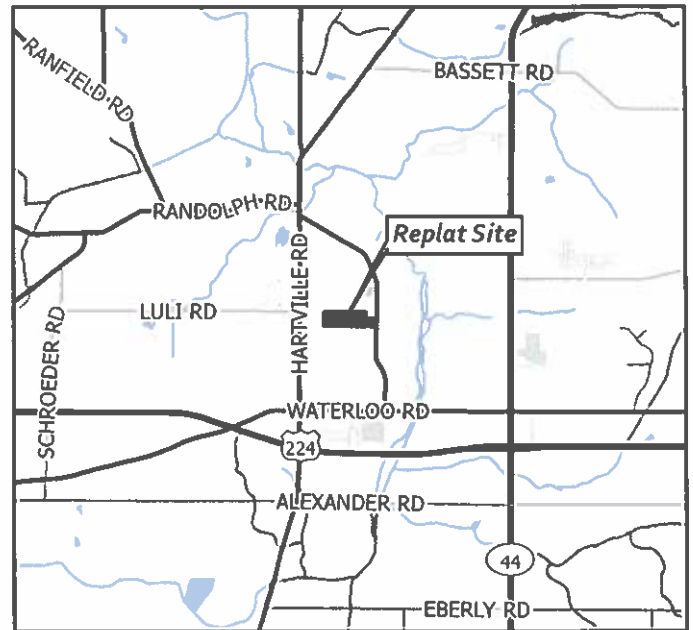
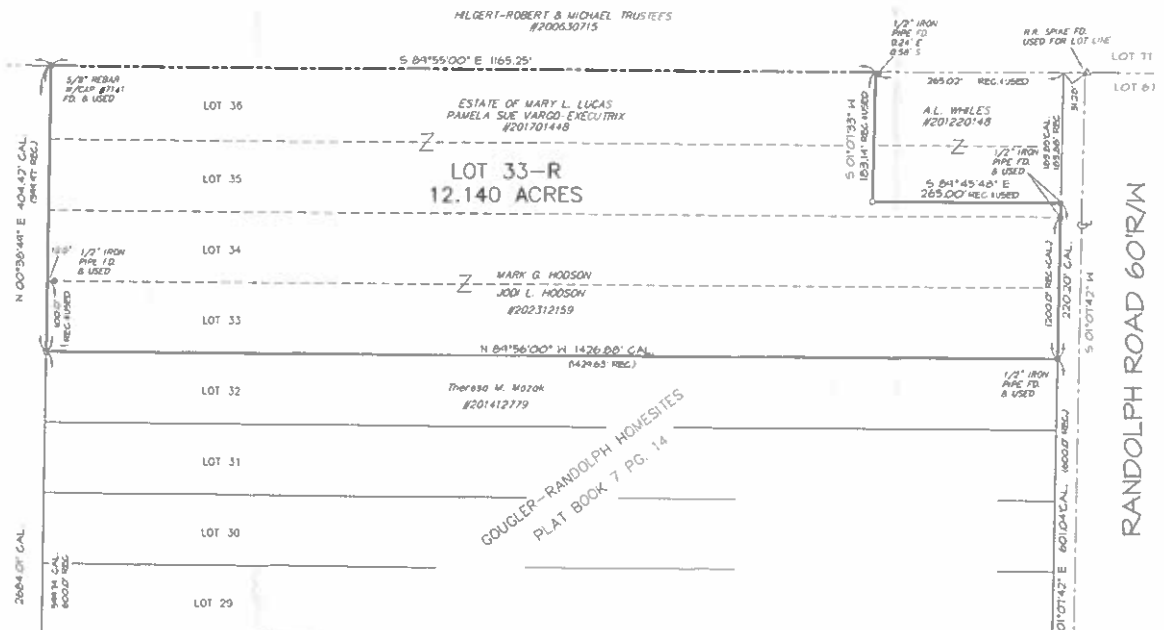


Exhibit 2 Replat

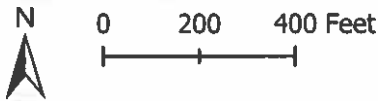


10/16/2023



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

Soils



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






 10/16/2023

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

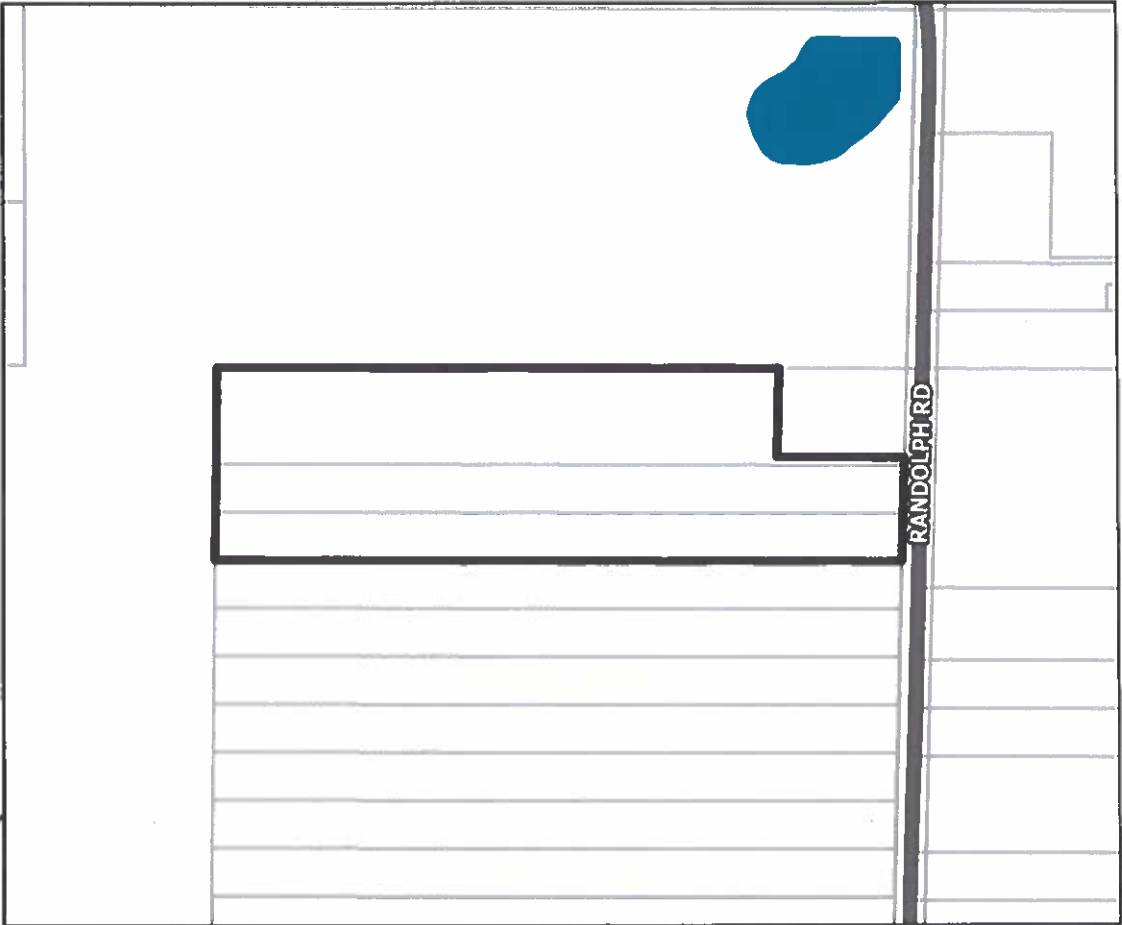
Exhibit 3

Gougler Randolph
Homesites Allotment
Replat of Sublots
33-36

Randolph Township

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

Wetlands & Floodplains



**REPLAT OF LOT 3-R1
IN THE TURNPIKE COMMERCE CENTER
IN LOTS 46 AND 47 OF SHALERSVILLE TOWNSHIP**

Case No: 23-34

Reviewed By: Gail Gifford, AICP

Date Received: 10/13/23

Due: 11/13/23

APPLICANT(S): Viega, LLC

REQUESTED ACTION & HISTORY:

The applicant is splitting Lot 3-R1 into 4 lots. The Turnpike Commerce Center Plat received final approval on September 19, 2023, from the Regional Planning Commission, and was recorded on October 2, 2023. The previous replat on this site which formed Lot 3-R1 was recorded on October 16, 2023. A variance to the wetland survey covers the original platted Lot 3 of the Turnpike Commerce Center and runs with the land.

LOCATION: Vicinity Map (Exhibit 1)

The replat is located north of I-80, west of State Route 44 and south of Beck Road in the Turnpike Commerce Center in Shalersville Township.

SIZE & ZONING: (Exhibit 2)

Site Zoning: The replat is zoned Light Industrial (LI-D).

	<u>LI-D</u>	<u>3-R1R2</u>	<u>3-R2</u>	<u>3-R3</u>	<u>3-R4</u>
Min. Lot Size	2.5 acres	31.4824 acres	18.5590 acres	13.5528 acres	16.4058 acres
Min. Frontage	None Specified	250 feet	908.55 feet	663.47 feet	586.98 feet
Min. Lot Width	200 feet	250 feet	908.55 feet	663.47 feet	~650 feet

Surrounding: North and west of the site is LI-D zoning. South of the site is Mixed-Residential-Commercial and Agricultural/Rural-Residential zoning. To the east of the site is Agricultural/Rural-Residential zoning.

LAND USE: Site: The site is vacant. It is a former farm field.

Surroundings: To the north of the site is an industrial property. To the south of the site is I-80 and farm fields. West and east of the site is open space, lakes, and farms.

UTILITIES: This site will eventually have access to central water and sanitary sewers through Portage County Water Resources. The water main has been installed. Sanitary sewers and pump station are not completed; however, the bonding and agreements are in place.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3 & 4):

Soils: The soils on the replat site according to the Portage County Soil Survey are Canfield silt loam, two to six percent slopes; Wooster silt loam, two to six percent slopes; Wooster silt loam six to 12 percent slopes, Ravenna silt loam two to six percent slopes; Wooster silt loam 12 to 18 percent slopes, moderately eroded; Loudonville silt loam six to 12 percent slopes, moderately eroded; and Chili-Wooster complex, six to 12 percent slopes, moderately eroded. .

- Canfield silt loam, 2-6% slopes (CdB)- Seasonal wetness and slow permeability in the lower part of the subsoil are major limitations for many non-farm uses.
- Wooster silt loam 6-12% slopes, moderately eroded (WuC2)- The hazard of erosion is severe if the surface of the soil is disturbed. Between 25 and 75% of the original surface layer of the soil has been lost through erosion. Slope and moderately slow permeability are limitations to nonfarm uses.
- Ravenna silt loam 2-6% slopes (ReB)- Runoff is medium and water seeps downslope during heavy rainfall. This soil is subject to surface crusting. Seasonal wetness and slow permeability are limitations to nonfarm uses.
- Loudonville silt loam 6-12% slopes, moderately eroded (LoC2)- This soil occurs on the upper part of hillsides and much of the original surface layer has been lost to erosion. It is subject to crusting. Runoff is rapid and the hazard of erosion is severe if the soil is disturbed. Moderate depth to bedrock and slope are limitations to some nonfarm land 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, there are no floodplains on the replat site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

	Approval	Conditional Approval	Disapproval	No comment
<i>Chief Building Official:</i>	No action taken or required.			
<i>County Engineer:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Health Dept. (to accept):</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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>Shalersville Twp Zoning Inspector:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

To comply with the Portage County Subdivision Regulations, the following changes must be made:

- Section 305.2 T.5: Missing approval of Tax Map. See mark-up.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

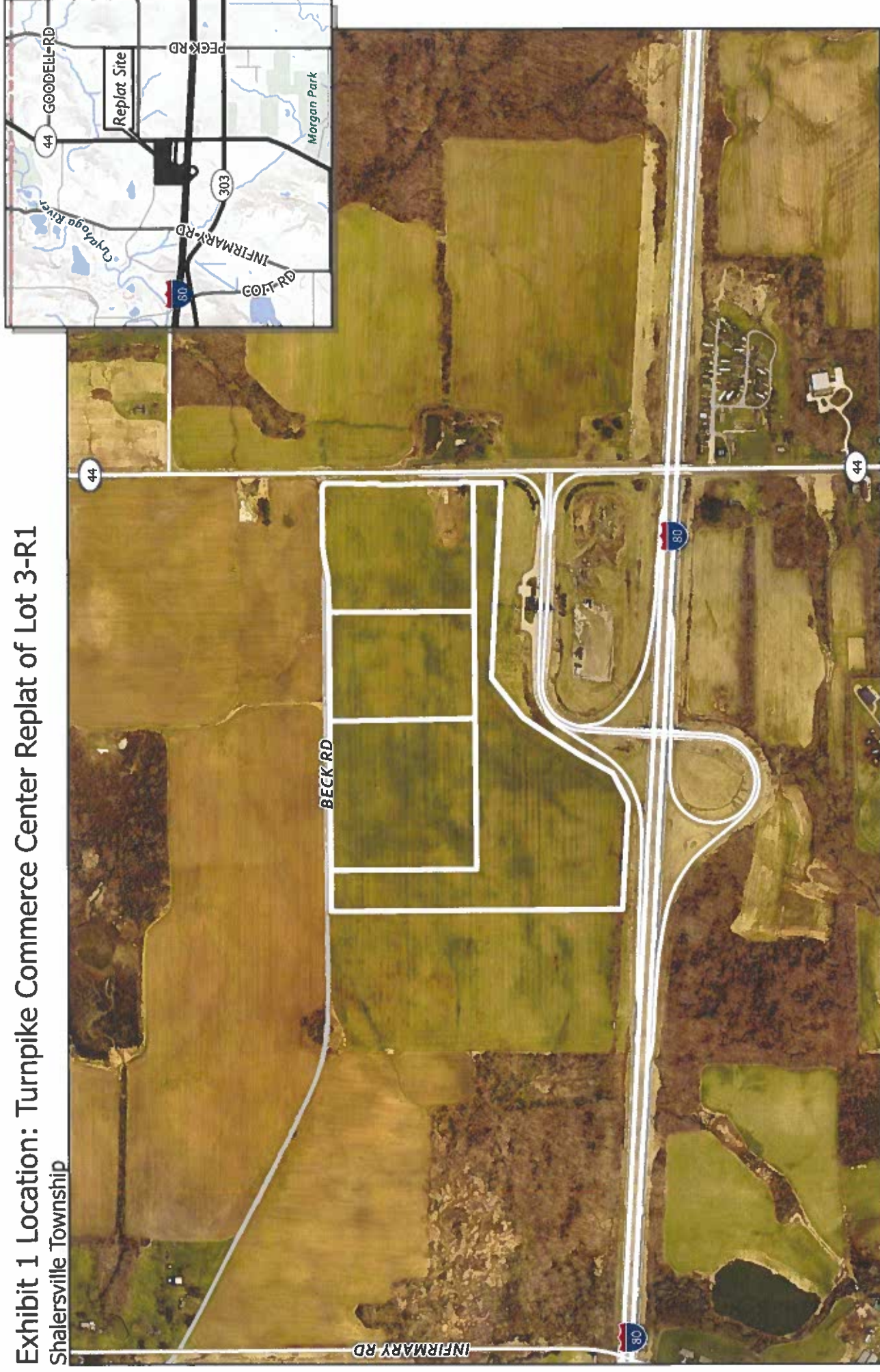
This replat has been reviewed and approved by the Shalersville Township zoning inspector.

ANALYSIS: This replat is being completed for Viega, LLC who will be constructing a manufacturing center. This replat is part of a larger industrial park whose plat was recorded October 2, 2023. Improvements to support the development of the site are either being installed or are bonded. There appear to be no wetlands on the lots and there is a variance to wetland survey requirements of the Portage County Subdivision Regulations which applies to this replat. All access to Lot 3-R1 R2 and Lot 3-R4 will be from Beck Road.

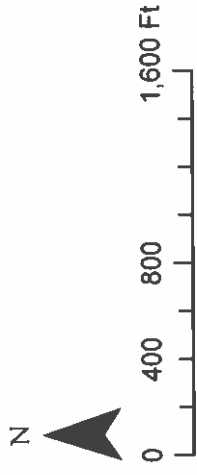
RECOMMENDATIONS: Staff recommends approval if all corrections can be made by November 8th; otherwise, staff recommends conditional approval. The following conditions will apply:

1. Make corrections as required by Tax Map.

Exhibit 1 Location: Turnpike Commerce Center Replat of Lot 3-R1 Shalersville Township



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



- Water
- Township Boundary
- Parks

Exhibit 3 Soils: Turnpike Commerce Center Replat of Lot 3-R1 Shalersville Township



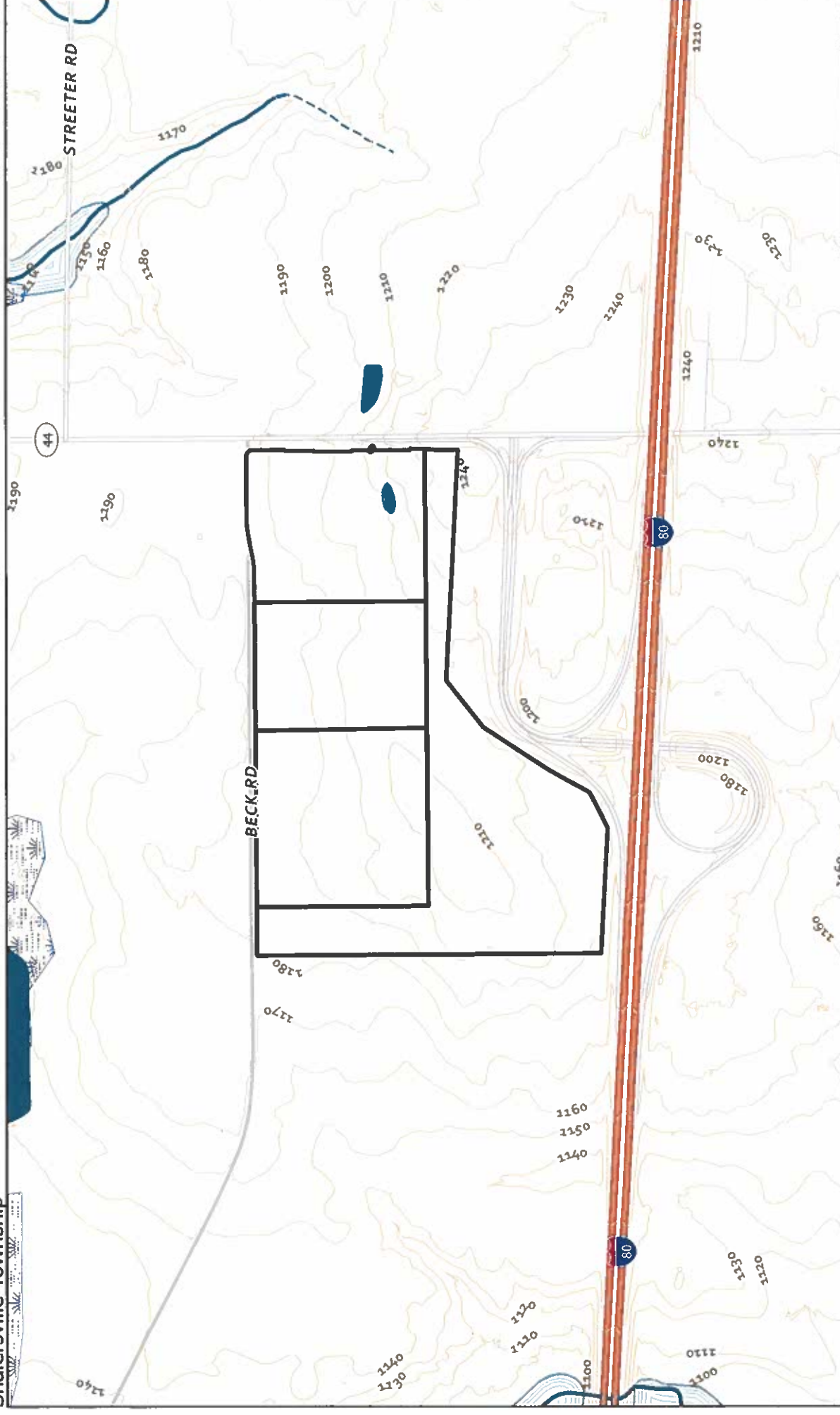
Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Aerial, Portage County GIS, 2022; Soils, Portage County Soil Survey digital survey, 2021.



 Hydric Soils
 Soils

Exhibit 4 Wetlands and Floodplains: Turnpike Commerce Center Replat of Lot 3-R1

Shalersville Township



Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR-USGS, 2020; Wetlands, USFWS NWI, imagery date 2007, 2021; Portage County Wetland Inventory, 2006; Flood Zones, FEMA NFHL, effective date 2009.

03507001400 Ft

10-foot contours

Wetlands

Flood Zone A

Lake/Pond

10/31/2023

PCRPC

**ROOTSTOWN TOWNSHIP
ZONING CODE AMENDMENT
November 2023**

Received: October 19, 2023
Meeting Date: November 8, 2023

Reviewed by Todd Peetz

~~**Bold Strikethrough**~~ is deleted text, **Bolded** is new text and ALL CAPITALS are staff recommended revisions.

Proposed Text Amendment:

**Amendment 1
Section 370.03 I Existing Language:**

Rationale: The intent of this section was to allow existing dwellings in Industrial districts, and their accessory uses, to be conforming, but not allow any new dwellings or dwelling units to be constructed. The phrase “no new construction” raised concern that existing homeowners could not build detached accessory buildings, even though they were intended to be permitted. The amendment is an attempt to make the intent of this section clearer.

Section 370.03 I Existing:

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
I. Existing residential uses in compliance with R-2 district regulations for dwelling units set forth in Chapter 310. No new construction other than to an existing dwelling.	C	C

Section 370.03 I Proposed (shown in bold):

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
I. Accessory buildings and existing residential uses in compliance with R-2 district regulations for dwelling units set forth in Chapters 310 and 450. No construction of new dwelling units permitted new construction other than to an existing dwelling.	C	C

Staff Comments: Staff agrees with the rationale of the proposed change. No new residential structures or dwelling units in the L-I or G-I. Those areas typically are not a great location for residential use. This clarification would eliminate new non-conforming uses and structures. The addition of Section 450 is the section that discusses non-conforming uses and structures.

Staff would recommend: Staff recommends approval.



TO: Portage County Regional Planning Commission
 FROM: Zoning Commission
 DATE: October 19, 2023
 RE: Proposed Amendment to Zoning Resolution – 2023-010

At our regular meeting on October 17, 2023, a motion was passed to amend Section 370.03 I of the Zoning Resolution.

Section 370.03 I Existing:

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
I. Existing residential uses in compliance with R-2 district regulations for dwelling units set forth in Chapter 310. No new construction other than to an existing dwelling.	C	C

Section 370.03 I Proposed (shown in bold):

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
I. Accessory buildings and existing residential uses in compliance with R-2 district regulations for dwelling units set forth in Chapters 310 and 450. No construction of new dwelling units permitted new construction other than to an existing dwelling.	C	C

Rationale: The intent of this section was to allow existing dwellings in Industrial districts, and their accessory uses, to be conforming, but not allow any new dwellings or dwelling units to be constructed. The phrase “no new construction” raised concern that existing homeowners could not build detached accessory buildings, even though they were intended to be permitted. The amendment is an attempt to make the intent of this section more clear.

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

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
October 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 did start in June 2023.
- Met on September 26th to discuss proposed changes moving forward.
- Next Steering Committee meeting is scheduled for November 28th.

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.

Check out the:

- Recreation Interactive Map
- Asset Mapping Information
- Comprehensive Interactive Plans
- Historic Structures Interactive Projects
- And much more

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	4 Lot
Exceptional Replats	1 Application	0 Lots
Variances	0 Applications	
Minor Subdivisions	0 Applications	0 Lots

b. Divisions of Land

5+ Acre Lot Divisions	7 Applications	7 Lot
<u>Transfers. To Adj. Prop.</u>	<u>2 Applications</u>	<u>2 Transfers</u>
	11 Applications	11 Lots Created

E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES

1. Other Member Services as Requested

- Atwater Township
Helped with a few zoning questions.
- Brimfield Township
Finalizing the update to their comprehensive plan. Working on a variety of zoning issues
- Deerfield Township
- Franklin Township
Coordinating an income survey of the Brady Lake area.
- Freedom Township
Administering a CDBG grant for the old schoolhouse on SR 303
- Garrettsville Village
- Hiram Township
- Hiram Village

- Mantua Township
- Mantua Village
We will be processing an income survey for the entire Village. Administering a CDBG grant for sidewalk improvements and a “target of opportunities” grant for the façade.
- Nelson Township
- Palmyra Township
- Paris Township
- Randolph Township
- Ravenna City
Continue to work on their Comprehensive Plan.
- Ravenna Township
Met with Trustees to discuss option for a potential Land Use Plan.
- Rootstown Township
Processed a text amendment for November’s meeting. Mobilized for a neighborhood income survey.
- Shalersville Township
Provided a final draft of their Land Use Plan update.
- Suffield Township
- Sugar Bush Knolls
Trying to coordinate opportunities that the Village can utilize.
- Windham Township
Assisting with some text amendments
- Windham Village

Non-Member Technical Assistance

- 1. Akron Metropolitan Area Transportation Study (AMATS)**
- 2. Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)**
 - Attended October meeting.
- 3. Portage County Housing Services Council**
- 4. 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.
- 5. Portage Development Board (PDB)**
- 6. Quarterly Zoning Inspectors (QZI) Meeting**
 - We held a meeting on October 26th. The topic was an update on a variety of ongoing topics. **The next meeting will be held on January 25th @ 6:00 pm.** The meeting location and topic is to be determined.
- 7. 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 four (4) septic systems are in process and one pending owner information.

8. Shalersville Land Use Plan

- Existing conditions have been compiled.
- Online web presence has also been prepared.
- Next meeting with the Township is November 9th.
- The project will run through to early 2024.

9. Portage County Water Resources GIS Assistance

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

10. Brimfield Township Historic Structures Story Map Project

- Prepared a community survey for input.
- Creating an outline for potential creation of a historical district.
- Interactive Map Completed October 2023.
- Community Survey was presented in November.

11. Brimfield Comprehensive Plan Update

- Incorporate 2020 census data into the plan.
- 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 October 12th with the Zoning Commission.
- Next Meeting will be on December 14th.

12. City of Ravenna Comprehensive Plan

- Kick-off meeting end of November.
- The plan will be very community focused.
- Interactive Map/marketing by describing Ravenna's opportunities and quality of life.
- User friendly for the public.
- Should be completed in July of 2024.

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. The Celebrate Portage dinner was held on **September 28th**. Looking forward to next year!!

CDBG REPORT
November 2023
Work Through October 2023

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

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

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

The bid opening was held on October 11, 2023. The Commissioners have awarded the project, and the contracts are being prepared.

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.

Asbestos Assessment has been completed by Emerald Environmental. Working on the bid specifications and are anticipating the demolition going out to bid by mid- November.

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

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

The Advertisement for Bid was published in the newspaper on October 22, 2023. Bids are due by 2:00 p.m. on November 15, 2023.

An application for RLF funds was submitted on Freedom Township's behalf for additional funds needed to cover the estimated cost of construction.

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

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

The contract was awarded by the Commissioners and the contract is being prepared.

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 three (3) requests for assistance received in October. One (1) call was in Ravenna Township; One (1) call was in Edinburg Township and One (1) call was in Brimfield Township.

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

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

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

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

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

Ninety-two (92) applications have been received for the Senior Assistance Program and 91 applications were approved for the Senior Assistance Program and one (1) household had too much income.

Lawn mowing services have ended for the season. Leaf removal services will start in November.

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.

Working on the bid specifications and are anticipating the demolition going out to bid by mid- November.

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.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM - \$240,000 (CDBG) + \$24,200 (DMRC on behalf of property owners)

Façade Improvements – Private Rehabilitation - \$200,800 (CDBG)

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 (10676, 10678, 10682 Main Street). 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.

Administration - \$15,000 (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.

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. Even though we received permission from OCD to submit the full application, because OCD has re-vamped the pre-application and the application OCD has requested that a new pre-application to be submitted to them. The pre-application was been resubmitted back to OCD however, OCD has opened applications for all available funds and recommended re-submitting in June 2024.

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 been found to be tapped 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 has requested the Income survey to be re-done before applying for funding. The income survey has been prepared and submitted to OCD for review and approval. Once approved a QR Code will be added and the survey will go out to households on the randomized list.

**PORTAGE COUNTY RPC
FINANCIAL STATEMENT
October 31, 2023**

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 82,728.82	<-- Oct 1st-->	\$ 47,295.78	<-- Jan. 1st
Total All Receipts	\$ 8,049.81		\$ 402,947.09	
Total All Expenditures	\$ 43,696.42		\$ 403,160.66	
Ending Cash Balance	\$ 47,082.21	<--Oct 31st -->	\$ 47,082.21	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	261,549.00	-	217,149.21	-	44,399.79	83%
Subdivisions	18,000.00	1,205.00	16,880.00	-	1,120.00	94%
Copies/Misc.(community over hrs)	2,000.00	-	4,361.25	162.80	(2,361.25)	218%
Rental Income	30,900.00	2,575.00	25,750.00	2,575.00	5,150.00	83%
Contracts	92,000.00	4,269.81	80,264.02	11,222.55	11,735.98	87%
Contract Portage County	78,000.00	-	58,542.61	11,558.93	19,457.39	75%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
TOTAL REVENUE	482,449.00	8,049.81	402,947.09	25,519.28	79,501.91	84%
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	23,806.41	238,079.79	-	64,219.21	79%
3 PT Salaries	19,675.00	2,160.00	20,373.75	-	(698.75)	104%
3 Retirement/Termination Pay Off	-	-	-	-	-	0%
3 PERS	43,022.00	3,635.30	36,183.57	-	6,838.43	84%
3 Medicare	4,456.00	361.26	3,601.49	-	854.51	81%
3 Workers Comp	5,224.00	441.42	4,393.67	-	830.33	84%
3 Health Insurance	91,707.00	6,863.72	67,070.92	-	24,636.08	73%
4 Contract Service	1,660.00	-	1,623.88	-	36.12	98%
4 Travel/Training	4,624.00	295.80	2,753.20	1,845.95	24.85	99%
4 Dues	746.00	-	631.00	-	115.00	85%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,660.00	232.59	4,001.75	674.25	(16.00)	100%
4 Advertising	250.00	-	102.25	22.75	125.00	50%
4 Telephone	1,400.00	-	876.33	-	523.67	63%
4 Postage	500.00	-	500.00	-	-	100%
4 Repairs	2,820.00	75.14	2,701.56	136.54	(18.10)	101%
4 Equip/Copier/Postage meter Leases	4,200.00	-	3,220.04	478.00	501.96	88%
4 Professional & Technical Services	3,253.00	-	-	-	3,253.00	0%
4 Photocopying/Printing	2,700.00	-	1,446.46	615.54	638.00	76%
4 Audit Services	300.00	-	20.50	279.50	-	0%
4 Legal Services	10,000.00	833.33	8,333.34	1,666.66	(0.00)	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	2,912.00	216.45	1,375.12	316.92	1,219.96	58%
5 Equipment/Software	1,560.00	-	647.10	400.00	512.90	67%
5 Food Supplies	350.00	275.00	275.00	-	75.00	0%
6 Building Improvements	5,355.00	4,500.00	4,949.94	405.00	0.06	100%
6 Equipment (PLOTTER)	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
TOTAL 2023 EXPENDITURES	528,923.00	43,696.42	403,160.66	6,841.11	118,921.23	78%
2022 Carryover Encumbrances	-	-	-	-	-	0%
Total 2022 Encumbrances	-	-	-	-	-	
GRAND TOTAL	528,923.00	43,696.42	403,160.66	6,841.11	118,921.23	

CDBG FUNDS
10/31/23

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Rav City Critical Infrastructure	3,346.22	-	-	3,346.22
Windham Village Critical Infrastructure	150,050.99	-	12,000.00	138,050.99
Target of Opportunity	-	5,000.00	-	5,000.00
Formula 2022 Grant (B-F-22)	6,314.31	27,000.00	875.00	32,439.31
TOTAL	159,711.52	32,000.00	12,875.00	178,836.52

NEW GRANT

10/31/23

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

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Pratt Street Improvements	\$ 66,700.00	\$ -	\$ 66,700.00	\$ -	\$ -	\$ 66,700.00	\$ -
Pratt Street Water Facility Improvements	\$ 166,900.00	\$ -	\$ 166,900.00	\$ -	\$ -	\$ 166,900.00	\$ -
General Administration	\$ 20,000.00	\$ -	\$ 12,853.78	\$ 7,146.22	\$ -	\$ 16,200.00	\$ 3,800.00
TOTALS	\$ 253,600.00	\$ -	\$ 246,453.78	\$ 7,146.22	\$ -	\$ 249,800.00	\$ 3,800.00

02-3

02-4

1-1

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

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

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Maple Grove Rd Improvements	\$ 427,100.00	\$ 12,000.00	\$ 300,968.75	\$ 126,131.25	\$ -	\$ 427,100.00	\$ -
General Administration	\$ 25,000.00	\$ -	\$ 10,880.26	\$ 14,119.74	\$ -	\$ 22,800.00	\$ 2,200.00
TOTALS	\$ 452,100.00	\$ 12,000.00	\$ 311,849.01	\$ 140,250.99	\$ -	\$ 449,900.00	\$ 2,200.00

02-1
01-1

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

Target of Opportunity Cares Act B-D-22-1C-J-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
Façade Improvements MV	\$ 200,800.00		\$ -	\$ 200,800.00	\$ -	\$ -	\$ 200,800.00
General Administration	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
TOTALS	\$ 215,800.00	\$ -	\$ -	\$ 215,800.00	\$ 5,000.00	\$ 5,000.00	\$ 210,800.00

01
02

Grant period 7-1-23/06-30-2025

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	\$ -	\$ 200.00	\$ 173,300.00
02	Freedom Twp School house ADA	\$ 53,900.00	\$ -	\$ 100.25	\$ 53,799.75	\$ 3,900.00	\$ 4,300.00	\$ 49,600.00
03	Fair Housing Program	\$ 10,000.00	\$ -	\$ 1,794.93	\$ 8,205.07	\$ 1,000.00	\$ 3,700.00	\$ 6,300.00
04	Ravenna City Demolition	\$ 45,600.00	\$ 875.00	\$ 927.00	\$ 44,673.00	\$ -	\$ 1,300.00	\$ 44,300.00
05	Streetsboro Senior Public Services	\$ 75,000.00	\$ -	\$ 22,666.05	\$ 52,333.95	\$ 7,100.00	\$ 32,700.00	\$ 42,300.00
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	\$ 200.00	\$ 200.00	\$ 52,300.00
08	Streetsboro City Administration	\$ 22,500.00	\$ -	\$ 16,447.86	\$ 6,052.14	\$ 2,800.00	\$ 19,700.00	\$ 2,800.00
08	RPC Administration	\$ 72,000.00	\$ -	\$ 37,724.60	\$ 34,275.40	\$ 12,000.00	\$ 50,000.00	\$ 22,000.00
	Totals	\$ 630,000.00	\$ 875.00	\$ 79,660.69	\$ 550,339.31	\$ 27,000.00	\$ 112,100.00	\$ 517,900.00

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

1: How are we doing?

1. 9

2. 8

3. 8

4. 8

5. Great

6. 8

7. 8

8. Excellent Staff and Service

9. 8

10. 8

11. 10

Average score: 8.3

9 out of the 11 respondents had scores higher than 8.

2 out of the 11 respondents said "Great" and "Excellent Staff and Service."

2: Where do we need to improve?

1. Marketing to the townships and communities.

2. More public awareness, more outside income.

3. Allowing more time to not mistakes to prevent project failure.

4. County-wide communication of successes and failures.

5. Resolutions for townhomes and condos.

6. Diversify revenues into sustainable profit.

7. More ideas.

8. Grants assistance for the townships.

9. Generate more income revenue by increasing costs and utilizing outside revenue sources.

10. Selling your services to other communities.

11. N/A

3: How can we engage better?

1. Get government officials involved.

2. More public events.

3. Survey current members more often to see where we could improve.

4. Improved communication.

5. Link the Regional Planning Commission website to township websites.

6. More public awareness in the school system. Educational resources about RPC, local government, and the costs/processes of local government.

7. Communication

8. More assistance to the townships. Making information available about zoning and other decisions.

9. Make information available about RPC's mission and services.

10. Engage with all communities. Come to council meetings and other events with presentations and workshops.

11. Update the website.

4: Moving Forward?

1. Get inactive townships to be more available to their communities.
2. More grant writing awareness.
3. More advertising and fair housing assistance.
4. N/A
5. Upload RPC meetings to YouTube.
6. Monthly newsletter. More educational resources about planning.
7. Seek projects outside of Portage County.
8. Retain employees.
9. Increase costs and more advertising.
10. Innovative projects.
11. N/a

5: Goals

1. Strive for more revenue. Grow a larger online presence.
2. More projects. Apply for more grants.
3. More innovative projects.
4. N/A
5. N/A
6. Sustainable financing.
7. N/A
8. Retain employees.
9. More members.
10. Sustainable practices/projects.
11. Assist townships with obtaining grants.

6: Measure Success?

1. Retaining members. Completing projects on time.
2. Projects completed.
3. N/A
4. The ratio between budget and benefits to members. Measuring the quality control over work. The ratio of members to non-members.
5. N/a
6. Awareness and demand for RPC services.
7. Completing projects, polling members, polling the county.
8. Projects completed. Updating past projects.
9. Establish measurable goals at the beginning of the year.
10. Poll elected officials, members, and county.
11. N/A