

Annual Report | 2018

PORTAGE COUNTY
REGIONAL PLANNING COMMISSION



Mission Statement

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



PCRPC Staff

Todd Peetz
Director

Evelyn Beeman
Office Manager

Lisa Reeves
CDBG Coordinator

Patrick Holland &
Gail Miller
Community Planner

Amy Craft
Grant Writer

Haley Waccholz &
Kirsten West
GIS Specialist

Pam Friend
Administrative Assistant

Message from the Director

The Portage County Regional Planning Commission (RPC) had another productive year in 2018. We were able to receive additional grant funding for a variety of projects which helped our funding improve from past years. Funding is always challenging, but we are working to find more consistent funding sources that we can rely on year to year. The RPC continues to make strides in community collaboration and guiding member communities to meet their needs. We continue to provide zoning and mapping needs for our members, process countywide subdivision reviews, administer CDBG grants on the behalf of the County Commissioners, and write multiple grants for our member communities. Other activities included fair housing calls, attending member zoning commission meetings per their request, and assisting with mapping data as requested. We also sit on several boards representing Portage County in the regional setting.

Some exciting projects that occurred in 2018:

RPC worked on four community projects that included: The Streetsboro Comprehensive Master Plan, The City of Ravenna Land Use Plan, Windham Village Land Use Plan and Suffield Township Land Use Plan. All of these plans were completed in 2018 with a few final approvals pending. These plans included a lot of public input through community surveys and meetings; action plans for who would be the implementing entity and a series of Goals, Objectives and Policies that each community made uniquely their own.

We are continuing to complete a **Local Government Innovation Fund grant (LGIF) for parks and recreation collaboration**. This grant is to be completed in June 2019, but we have accomplished a great deal by working with all the local communities and striving to better coordinate parks, amenities, programming and incorporating the private sector recreational activities.

RPC is updating the **Subdivision Regulations** which will be completed in 2019. The Subdivision regulations have not had a major amendment in more than three decades and those agencies that implement the subdivision regulations, including the Great Akron Homebuilder's Association and others have provided valuable insight into the process.

Looking ahead to 2019, we seek to build on the accomplishments of last year. We lost 44% of staff time that we had in 2017, we also moved into the Portage County Administrative Offices and are still currently trying to rent or sell our building on North Prospect Street. However, we are still willing to actively seek grant funds on behalf of our communities and for projects that will benefit our communities. We continue to seek membership gains in the RPC. As we believe that our services exceed the cost to our members and we want to strive to increase those benefits. On behalf of our hard working staff, I would like to thank all of our community members for their support and for their desire to make their communities and Portage County a greater place for us all to enjoy.

Sincerely,

Todd Peetz, AICP, Director
Portage County Regional Planning Commission

Zoning

RPC reviewed and provided recommendations to townships on zoning resolution text amendments and zoning district amendments. The following are the zoning amendments in which RPC assisted:

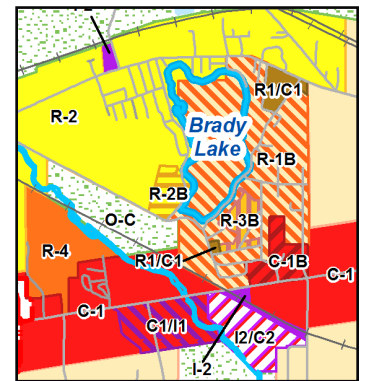
Text Amendments

Brimfield Township

- Monument and Directional Signs
- Driveways, Paving Requirements, Private Roadways and Parking Area

Franklin Township

- Handicapped Ramps and Digital Signs
- Purpose Statement, I-1 (Industrial) District
- Shipping/Storage Containers
- Creating a New Section: Section 311.00, R-1B (Low Density Residential, Brady Lake); Section 312.00, R-1/C-1 (Mixed Use Low Density Residential, Local Commercial District); Section 314.00, R-2B (Medium Density Residential, Brady Lake District); Section 316, R-3B (High Density Residential, Brady Lake District); Section 321.00, C-1B (Local Commercial, Brady Lake District); Creating Language for C-1/1 and I-2/C-2
- Cleaned Up Inconsistencies Found in the Zoning Resolution



Freedom Township

- Enforcement of the Resolution
- Residential Building Heights
- Purpose – Planned Residential Development
- Adding Conditionally Permitted Uses to the LI – Industrial District

Nelson Township

- Add Family Owned and Operated Boutique Business and Add to the List of Permitted Uses

Paris Township

- Motor Vehicles
- Definition of Accessory Use or Building, Private Garages and Accessory Building

Randolph Township

- Chapter 1 (Title, Authorization, Purpose, Guidelines, Applications, Setbacks and Fees)

- Definition of Storage/Shipping Container

Ravenna Township

- Dog Kennels
- Height of Accessory Buildings
- Outdoor Storage
- Mini-Self Storage Facilities
- Flag Lots

Rootstown Township

- Supplemental Regulations for Medical Marijuana Cultivation and Processing Facilities
- Definition of Trailer and Inoperable Trailer/Recreational Vehicle
- Definition of Medical Marijuana
- Adding Section 390.062 (Medical Marijuana Cultivation and Processing Facilities)
- Definition of Farm machinery
- Parking and Storage of Recreational Vehicles and Trailers
- Attached Garages
- Height of Buildings
- Section 150.02.B (Automobile Service Station); Section 350.03.E (Motorized Vehicle Service Center)

Shalersville Township

- Maximum Height by the Portage County Airport
- Section 414, Prohibited Uses
- Section 368, Residential Uses in the LI-D
- Section 814, Basis of Determination

Zoning District Amendments

- Shalersville Township Zoning Map Amendment from AR-R (Agricultural/Rural Residential) to Mixed Residential
- Rootstown Township Zoning Map Amendment from C-2 to C-3 on I-76 East of State Route 44
- Updated the Franklin Township Zoning Map Incorporating Brady Lake
- Shalersville Township Zoning Map Amendment from LI-D (Light Industrial) to R-2, Residential District on Infirmary Road
- Charlestown Township Zoning Map Amendment from Residential to Business on State Route 5

Portage County Subdivision Regulations

The Subdivision Regulation Update Committee met to review and finalize updates to assure the requirements reflect current needs. The committee is expected to finish reviewing the proposed regulations in early 2019. When the committee finishes its review, a copy of the proposed regulations will be forwarded to the Board of Commissioners and County Prosecutor.

Subdivisions

Major subdivision activity increased throughout 2018.

Land Divisions and Subdivisions in Portage County 2018

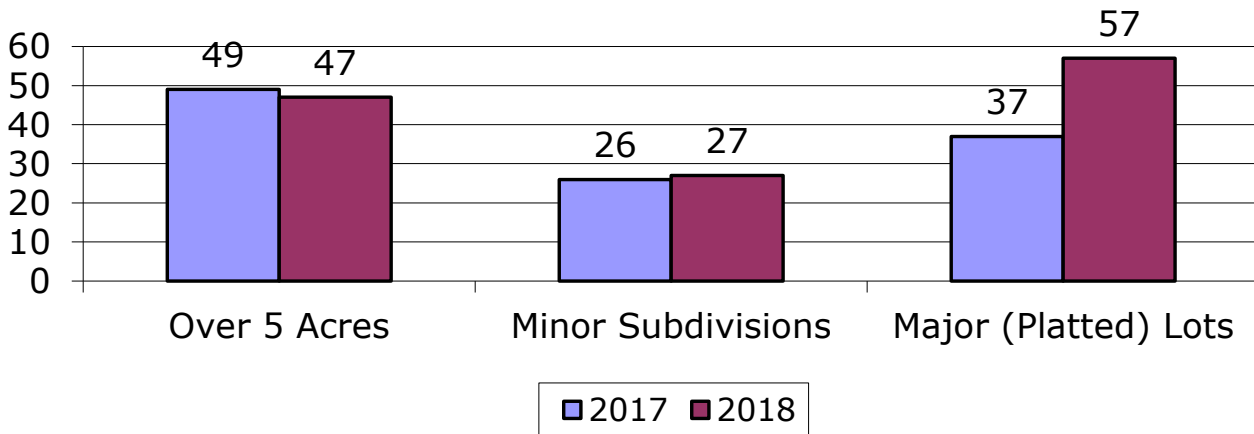
Over 130 lots were created in 2018 with one variance from the Subdivision Regulations.

Township	Over 5 Acres	No. of Lots Created by Minor Subdivisions	No. of Lots Created by Major Subdivisions	Total
Atwater	0	0	0	0
Brimfield	0	0	7	7
Charlestown	1	0	0	1
Deerfield	0	5	1	6
Edinburg	3	0	0	3
Franklin	0	5	2	7
Freedom	4	0	0	4
Hiram	2	6	0	8
Mantua	9	7	0	16
Nelson	3	0	0	3
Palmyra	8	0	0	8
Paris	0	0	1	1
Randolph	3	0	3	6
Ravenna	0	0	17	17
Rootstown	2	2	26	30
Shalersville	2	0	0	2
Suffield	9	2	0	11
Windham	1	0	0	1
Total	47	27	57	131

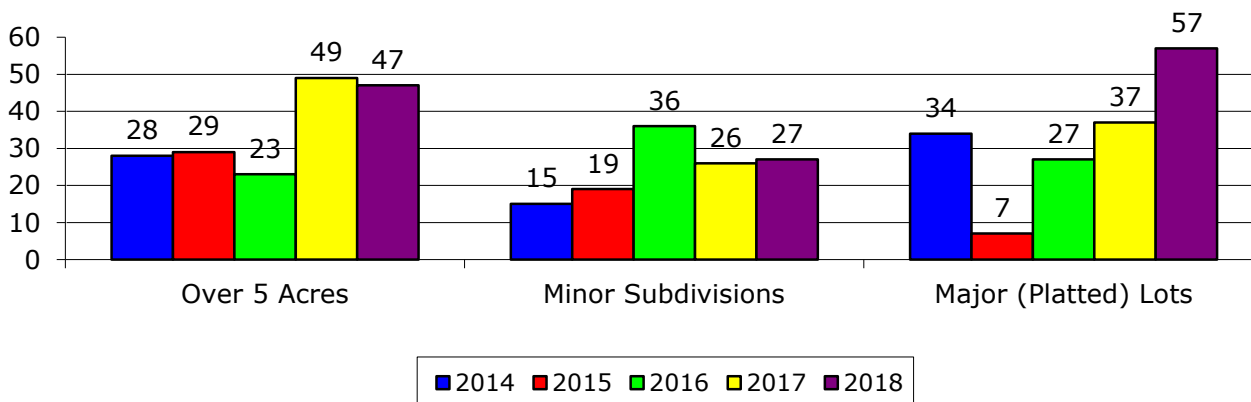
Transfers to an adjoining property owner = 28. (Not included in table).

Land Divisions and Subdivision Lots Approved

**Land Division and Subdivision Lots Approved
2017-2018**



**Land Division and Subdivision Lots Approved
2014-2018**



Community Development

PCRPC administered \$112,086.52 in CDBG Community Development Grant Program funds for the Portage County Board of Commissioners with the following results:

2016 CDBG Allocation Grant

- Construction completed for the replacement of an asphalt roof located at 9647 East Center Street in the Village of Windham.
- Construction completed for the entrance lobby to the elevator at the former Mantua Center School located 11741 Mantua Center Road in Mantua Township.
- Provided fair housing assistance for 32 households within Portage County excluding the City of Kent. Provided educational materials regarding fair housing to 10 agencies/organizations and provided training to 4 agencies/organizations.



Top: Windham Village Community Center before construction.

Bottom: Windham Village Community Center after construction.

2018 CDBG Allocation Grant

- Prepared and submitted application for the 2018 CDBG Community Development Grant Program to provide services for LMI Portage County Households and/or eliminate a slum and blight.

2018 Critical Infrastructure Grant

- A Critical Infrastructure Grant was awarded in the amount of \$200,000 for the replacement 752 linear feet of sidewalks, three ADA ramps, 752 linear feet of roadway will be rebuilt and the replacement of 752 linear feet of waterline and install fire hydrants along Bauer Avenue in the Village of Windham.



Mantua Center School after completion.

- Prepared and submitted a 2018 Critical Infrastructure Grant for the replacement of 1,560 linear feet of waterline, six catch basins to be installed and three manholes; 575 linear feet of 4" sidewalk and 150 linear feet of 6" sidewalk will be upgraded to ADA guideline; 1,750 linear feet of concrete curb will be replaced and 882 linear feet of asphalt resurfacing will be done along Vine Street and 622 linear feet of chip and seal resurfacing will be done on Gill Street in the City of Ravenna.

Committees

Celebrate Portage!

The RPC is a core participant in **Celebrate Portage!**, which is a grassroots effort to prepare a countywide vision plan. We had our 5th year of projects and activities in 2018.

The events started off with the Ravenna Cruise-in on East Main Street in Ravenna with over 900 cars and 8,000 to 10,000 people in attendance. We had the Runway Fest at the Portage County Airport which was 2-day event with a 5k race on the runway Friday night and a family friendly open house at the airport on Saturday. Young Eagles (kids 8-17) were given free rides by the local pilots which ended up being over 100 free flights. There was a car show, touch-a-truck and other things for families to enjoy. The Awards dinner celebrated the good to great things that are happening in Portage County including Most Engaging High School, Best Community Art and Festival Show, Community Hero, Best Public Health Initiative, Best Community Project, and Best Economic Development Project. We ended the Portage Events event with a volunteer community service project in Windham Village where we cleared the pathway to the local middle school that was hard for local law enforcement to see what activities may be going on. It was also to promote community safety for the kids walking to school.

The goal is to continue to grow these events as we continue to celebrate the successes happening in Portage County.

Celebrate!
PORTAGE!



Member Projects

Streetsboro Comprehensive Master Plan Update

Regional Planning updated the Streetsboro Comprehensive Master Plan with current maps, demographics, public input, and recent accomplishments by the city. Goals, objectives, and strategies were updated to reflect current trends and needs. The plan included responsible partners and agencies that would be involved with implementing the plan; as well as, a thorough review of the land use plan as part of the update

Suffield Land Use Plan Update

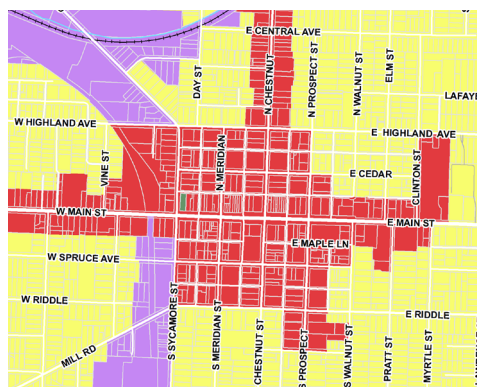
Suffield Township's 2003 Land Use Plan was updated by RPC to reflect changes to the township over the past 15 years and the current desires of its residents. This was done through a community survey with over 400 participants. In addition, staff, on a monthly basis, met with Suffield Township's Zoning Commission to ensure the desires of the community were well represented.



Suffield Town Hall.

City of Ravenna Land Use Plan

Regional Planning prepared a land use plan for the City of Ravenna to guide future development and revitalization. A series of objectives and strategies was laid out along with potential partners needed to implement the plan. There were several community meetings and interaction with various local community groups for input. The land use plan is the 1st planning document prepared by professionals.



Downtown Ravenna's future land use is commercial surrounded by residential and industrial.

Windham Village Land Use Plan

RPC prepared a land use plan for Windham Village to guide and encourage future development. A particular emphasis was placed on economic development and incentives to drive growth within the village. A heavy focus was on both development and redevelopment and on identifying locations where new and redeveloped were most likely to occur. There was also hopeful optimism that Camp James A. Garfield would receive the new or proposed missile base that would inject a great deal of potential economic energy back into the community.

Parks Collaboration Grant

The parks collaboration plan was finalized. We were able to collect all of the park information throughout the county including their amenities, park programs being offered and private sector recreation facilities. The final step is to create an interactive program for the public to use and be maintained by the local community park people.

Marketing & Branding

This is a combination of live, work and play on the County website. The website has been updated and funding helped to get other County agencies up to speed with what the County is doing. In addition, marketing and branding is to find examples from around the country and create an a la carte menu of ideas that county, cities, villages and townships can use to brand and market our area further. This includes School districts as a means to tell the public, region and world about good to great things happening here.

Land Bank Mapping

An interactive map with current properties and their status was created for use on the Land Bank's website. A point and click tool meant for public use to let people know about parcels available at the land bank. Useful information was attached, like lot size, zoning, environmental, water and sewer availability, other utilities, and value. The idea was to help the public who may want to purchase land bank properties.

Zoning Resolutions and Mapping

Several communities have revised zoning resolutions and updated zoning maps to reflect recent development trends and to prepare their communities for future development. We did at least a half a dozen map amendments throughout 2018. Most notably was the amendment to incorporate Brady Lake Village Back into Franklin Township.

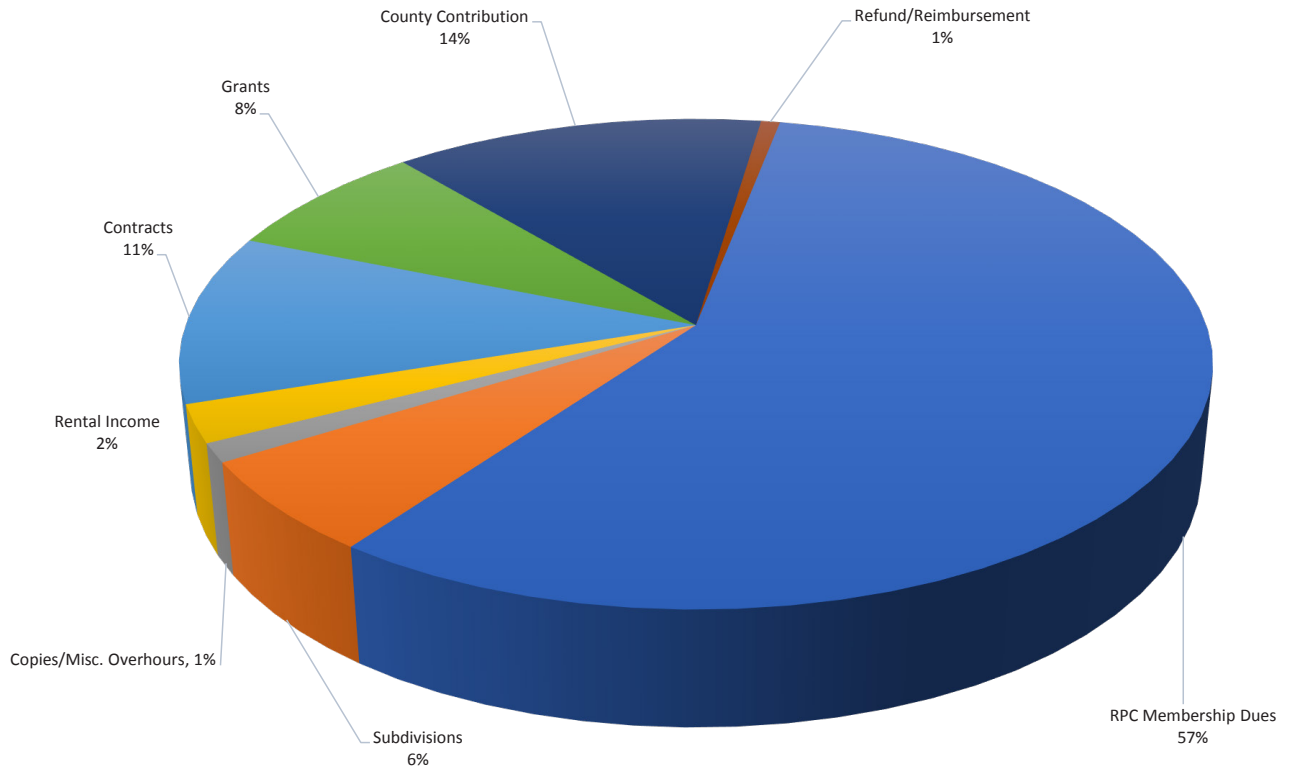
Portage County Regional Planning Commission 2018 Financial Report

Beginning Cash Balance		\$34,861.79
REVENUE		
RPC Membership Dues		\$231,896.44
Subdivisions		\$25,020.00
Intergovernmental Reviews		\$ -
Copies/Misc./Overhours		\$5,066.80
Publications		\$ -
Rental Income		\$10,150.00
Contracts		
Land Bank Admin	\$1,966.05	
Land Bank Mapping	\$769.36	
Windham Village Land Use Plan	\$7,399.63	
Suffield Township Land Use Plan	\$4,705.28	
Ravenna City CHIP Fair Housing	\$788.38	
Streetsboro City Master Plan Update	\$12,521.80	
LGIP Parks & Recreation Plan/Inventory	\$5,149.86	
Septic Program	\$12,319.41	
Total Contracts	\$45,619.77	\$45,619.77
Grants		
New Horizons	\$3,629.04	
2016 CDBG Formula Grant Admin	\$2,086.80	
2016 CDBG Formula Grant Fair Housing	\$2,114.05	
LGIP Branding/Marketing	\$13,490.71	
2018 CDBG Formula Grant Admin	\$9,841.31	
2018 CDBG Formula Grant Fair Housing	\$325.93	
Total Grants	\$31,487.84	\$31,487.84
County Contribution		\$55,000.00
Refund/Reimbursement		\$2,799.40
TOTAL REVENUE/BUDGET		\$441,902.04
EXPENDITURES		
Salaries		\$234,358.41
PERS		\$32,699.07
Medicare		\$3,225.39
Workers Comp		\$3,984.20

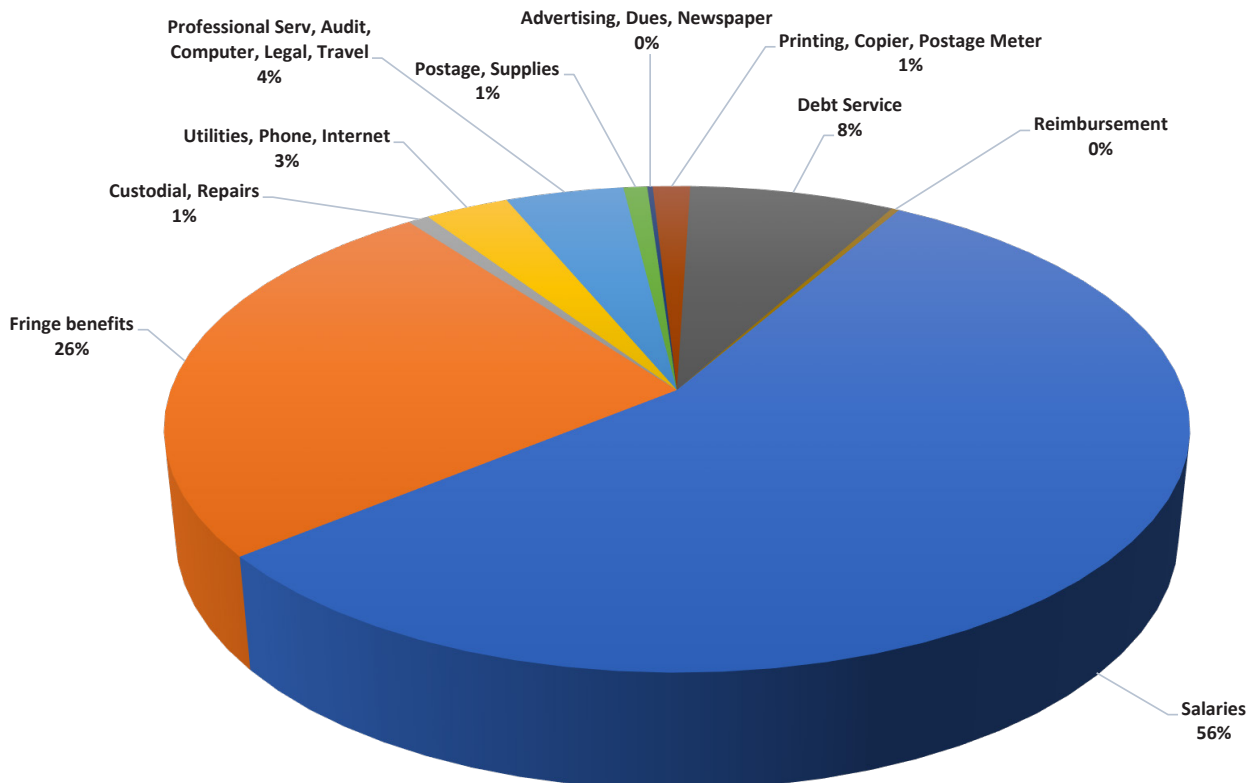
Health Insurance	\$67,937.97
Insurances (bldg & bonds)	\$ -
Maint/Custodial Contract	\$1,785.00
Utilities	\$9,899.96
Telephone	\$1,385.86
Contract Services	\$1,747.57
Professional & Technical Services	\$3,281.61
Audit Services	\$3,061.50
Computer Services	\$1,889.25
Legal Services	\$10,000.00
Repairs (equipment, rental, bldg.)	\$1,501.00
Advertising	\$29.10
Postage	\$1,601.00
Supplies	\$2,063.16
Photocopying/Printing	\$1,975.65
Dues/Periodicals	\$820.99
Travel/Training	\$95.99
Furniture	\$ -
Equipment	\$ -
Copier/Postage Meter Rentals	\$3,795.64
Loan (multi purpose building)	\$31,779.00
Building Improvements	\$ -
Reimbursement/Refund	\$1,175.00
TOTAL EXPENDITURES	\$420,092.32
 ENDING CASH BALANCE	 \$21,809.72

* Unaudited Financial Information

2018 Revenue Sources



2018 Expenditures



We moved from 124 North Prospect Street to the 6th floor of the County Administration Building.



Members

Atwater Township

John Kovacich
Lynn Whittlesey*

Brimfield Township

Mike Hlad
Dick Messner*
Lisa Cotton*

Franklin Township

Joseph Ciccozzi
Jenny August*
Sam Abell*

Freedom Township

Jeffrey Derthick
Roy Martin*

Garrettsville Village

Mayor Rick Patrick
Tom Collins*

Hiram Township

Steve Pancost
Jack Groselle*

Hiram Village

Robert Dempsey
Frank Hemphill*

Mantua Township

Victor Grimm
Sandy Engelhart*

Mantua Village

Paula Tubalkain
Ben Prescott*

Nelson Township

Kevin Cihan
Joe Leonard*

Palmyra Township

Sandy Nutter
James Deffenbaugh*

Paris Township

Tom Smith
David Kemble
Ed Samec*

Randolph Township

Victoria Walker
Susan White*

City of Ravenna

Mayor Frank Seman
Don Kainrad*

Ravenna Township

James DiPaola
Pat Artz*

Rootstown Township

Joseph Paulus
Jordan Michael*

Shalersville Township

Ronald Kotkowski
Frank Ruehr, Jr.

City of Streetsboro

Mayor Glenn Broska

Suffield Township

Adam Bey
David Vartenuk*

Sugar Bush Knolls

Jim Beal
John Palik

Windham Township

Rich Gano
Joe Pinti*

Windham Village

Deborah Blewitt
Cheree Taylor*

PARTA

Clayton Popik
W. Frank Hairston*

Portage County

Vicki Kline
Terry Montz*
Sabrina Christian-Bennett
Matt Adelman*
Mike Kerrigan
James Greener*

Portage Park District

Allan Orashan
Chris Craycroft*

Water Resources

Department
Gene Roberts
Tia Rutledge*

Soil and Water Conservation Office

James Bierlair
Eric Long*

Portage County Engineer

Mickey Marozzi
Dan Jendrisak*

Ex-Officio Members

Hiram College
Kent State University
PC Health Department
Home Builders
Association
NEOMED

*Indicates alternate member

Officers/Executive Committee

Jim DiPaola, Chairman
Tom Smith, Vice Chairman
Sabrina Christian-Bennett, Vice Chairman
Deborah Blewitt

Alan Orashan
Sandy Nutter
Jim Beal
Frank Seman

