

Annual Report | 2022

Portage County Regional Planning Commission



*Historic Street & Homes, City of Ravenna
Photo Credit @ PCRPC*

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.



Message from the Director

The Portage County Regional Planning Commission (RPC) had a fantastic year in 2022. The COVID-19 pandemic diminished enough to go back to in-person meetings for the RPC Board.

We lost a second Community Planner in February but benefitted from having interns from Kent State University to help us keep things rolling.

We received additional grant funding for a variety of projects which helped our funding improve from past years. Funding is always challenging, but we may have created additional interest in a couple of projects. Last year we completed the Ravenna City/Ravenna Township Historic Structures StoryMap and a Holiday Lights application for Brimfield Township for the public to vote on the light displays.

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 and assisting with mapping data as requested. We also sit on several boards representing Portage County in a local and regional setting.

Some exciting projects that occurred in 2022:

RPC completed the Portage County Vision Plan and made great strides to complete the County Comprehensive Plan. Portage County has never adopted a County-wide comprehensive plan before.

RPC completed the Ravenna Historic Structures StoryMap, this project will add historical awareness and potential tourism, with an increased knowledge of Ravenna's rich history. The intent is to expand to other communities and do similar projects for them.

RPC started the Shalersville Land Use Plan Update, which is to update their 2012 Land Use Plan, incorporate 2020 U.S. Census numbers and re-evaluate land use

PCRPC Staff

Todd Peetz
Director

Evelyn Beeman
Office Manager

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Maria Palmisano
Community Planner


Kaylan Pataky
Intern

Nancy Rhoades
Intern

potential including changes that may occur with new industrial development.

Looking ahead to 2023, we will build on the accomplishments of the last couple years. We have multiple communities interested in Land Use Plans and Historic Structures StoryMaps. Due to our workload, and with another 8 projects on the horizon, we plan to hire a community planner this March to start in April or May. We are looking forward to completing the County's first comprehensive plan and continue to actively seek grant funding opportunities on behalf of our communities for projects that will benefit our residents. We will be taking a long-view of how the RPC staff can best serve our member communities. We will be re-evaluating staff strengths and weaknesses and chart a path that propels our agency and communities forward. 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 better place for us to live and enjoy.

Sincerely,



Todd Peetz, 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

- Section 310 (Office Research District)
- Section 313.02 (Light Industrial)
- Removed PRD as a conditional use in the O-C, Open Space Conservation District; R-R, Rural Residential District; and R-1, Residential Low District
- Removed setback regulations regulations for accessory buildings under 200 square feet
- Above ground pool fence height

Franklin Township

- Medical Marijuana

Mantua Township

- Non-Conforming Structures; Historical Structures Overlay

Nelson Township

- 2-Family Dwellings
- Added bed & breakfast as a permitted use

Rootstown Township

- Medical Marijuana Dispensary
- Outdoor Storage
- Conditional Use Approval
- Permanent principal use of property
- Section 610.10 (Significance of an Approved Final Development Plan; Plan Provisions)
- Section 610.01 (Zoning Certificates); Section 610.10 (Expiration of Zoning Certificates)
- Section 340.04 (Lot Requirements)
- Definition of Solid and Hazardous Waste
- Definition of Home Occupation
- Section 310.10 (Regulations for Home Occupation)
- Section 350.12, Commercial District Regulations, Development Plan Review of Platted Subdivisions
- Section 370.10, Industrial District, Performance Standards
- Definition of Waste Matter

Shalersville Township

- Section 363 (Area Regulations)
- Article III, Zoning District

Suffield Township

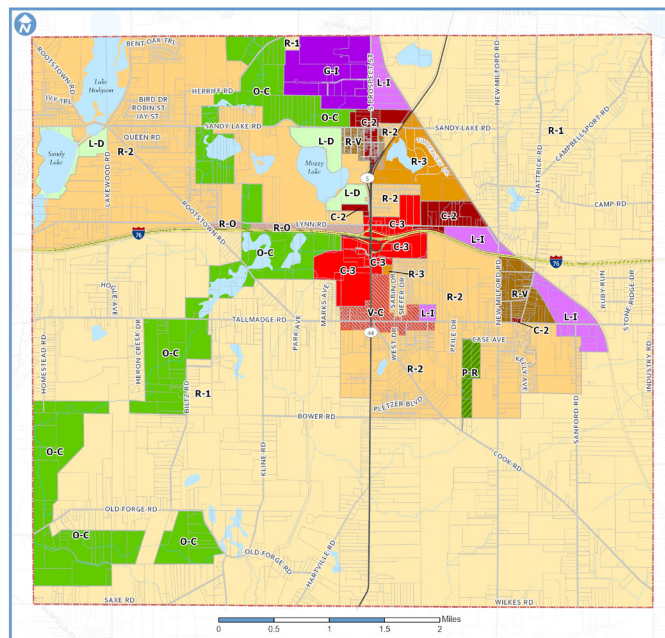
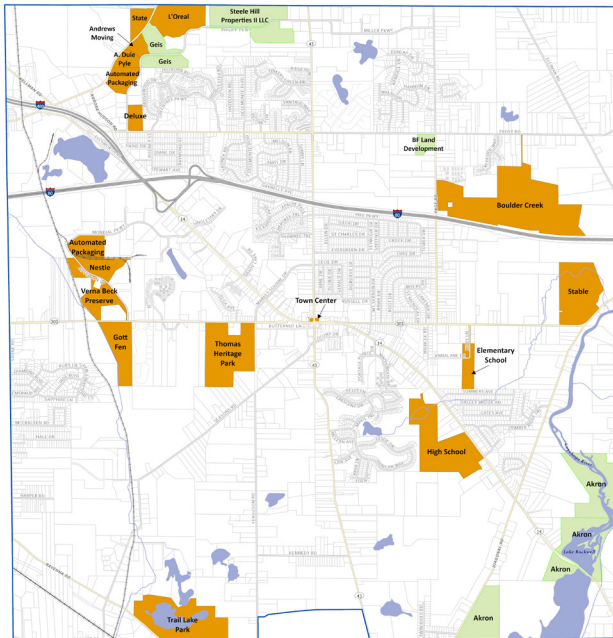
- Section 412, B-2 Business District

Zoning District Amendments

- Brimfield Township Rezoning from G-C to R-2, R-3 & H-C and from H-C to R-4
- Ravenna Township Rezoning from R-H (Residential High Density) to CR (Commercial-Residential), 5378 S. Prospect Street, Sabrina Christian-Bennet, applicant
- Brimfield Township Rezoning from O-R to L-I on Mogadore Road
- Edinburg Township Rezoning from Highway Office Business to Residential, Schumacher Homes, applicant
- Ravenna Township Rezoning from Residential, Medium Density to Commercial/Residential, 3794 Summit Road, Bisirri Commercial Properties, applicant

Zoning Resolutions and Mapping

Several communities revised their zoning resolutions and updated zoning maps to reflect development trends. New official zoning maps were created for Brimfield, Franklin, Ravenna, and Rootstown Townships. Mapping assistance for proposed text amendments was provided to the City of Streetsboro, Rootstown Township and Franklin Township.



Left: Streetsboro street frontage mapping for a digital sign ordinance.

Right: Updated Rootstown Township zoning map.

Portage County Subdivision Regulations

The Subdivision Regulation Update Committee held an annual meeting to consider minor updates to the subdivision regulations. We plan on doing minor adjustments as needed and a more comprehensive review every three years.

Subdivisions

Major subdivision activity slowed in 2022 compared to 2021.

Land Divisions and Subdivisions in Portage County 2022

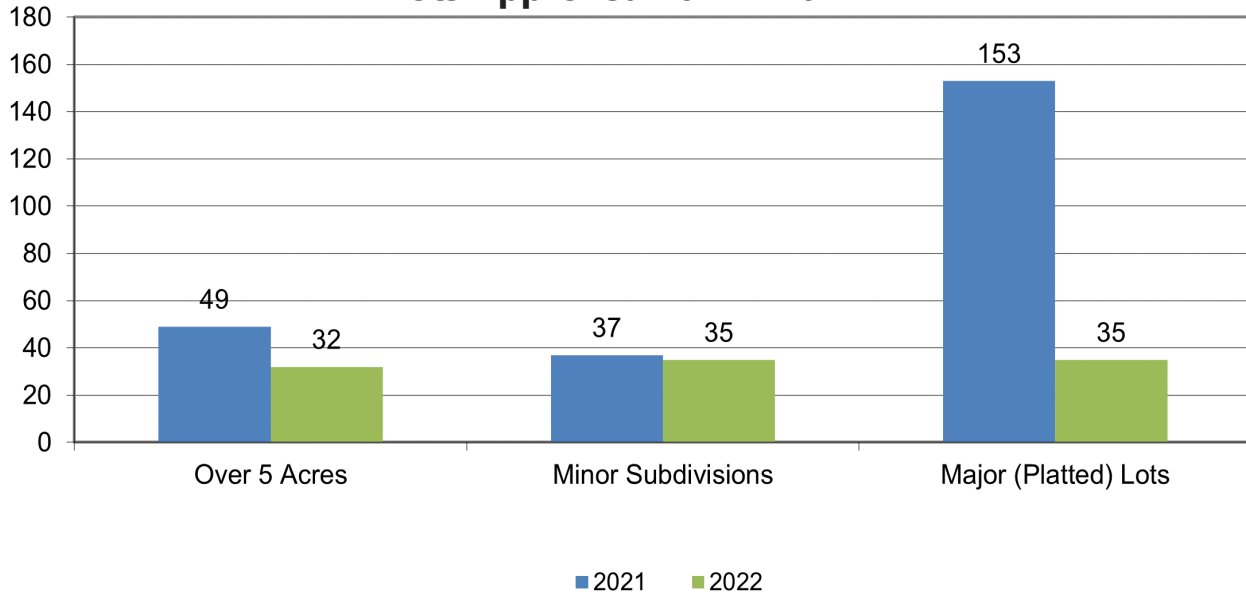
In 2022, 102 lots were created and three variances from the Subdivision Regulations were approved. The variances were for a conditional approval under the 1984 subdivision regulations, subdividing off of private streets, and for reduced lot frontage on a cul-de-sac.

Township	Over 5 Acres	No. of Lots Created by Minor Subdivisions	No. of Lots Created by Major Subdivisions	Total
Atwater	1	2	0	3
Brimfield	2	2	15	19
Charlestown	0	0	0	0
Deerfield	0	4	0	4
Edinburg	0	2	6	8
Franklin	3	0	2	5
Freedom	1	2	0	3
Hiram	5	4	2	11
Mantua	2	6	0	8
Nelson	1	2	0	3
Palmyra	3	0	0	3
Paris	0	2	0	2
Randolph	1	0	0	1
Ravenna	2	0	9	11
Rootstown	1	6	3	10
Shalersville	5	0	0	5
Suffield	9	7	0	16
Windham	1	0	0	2
TOTAL	32	35	35	102

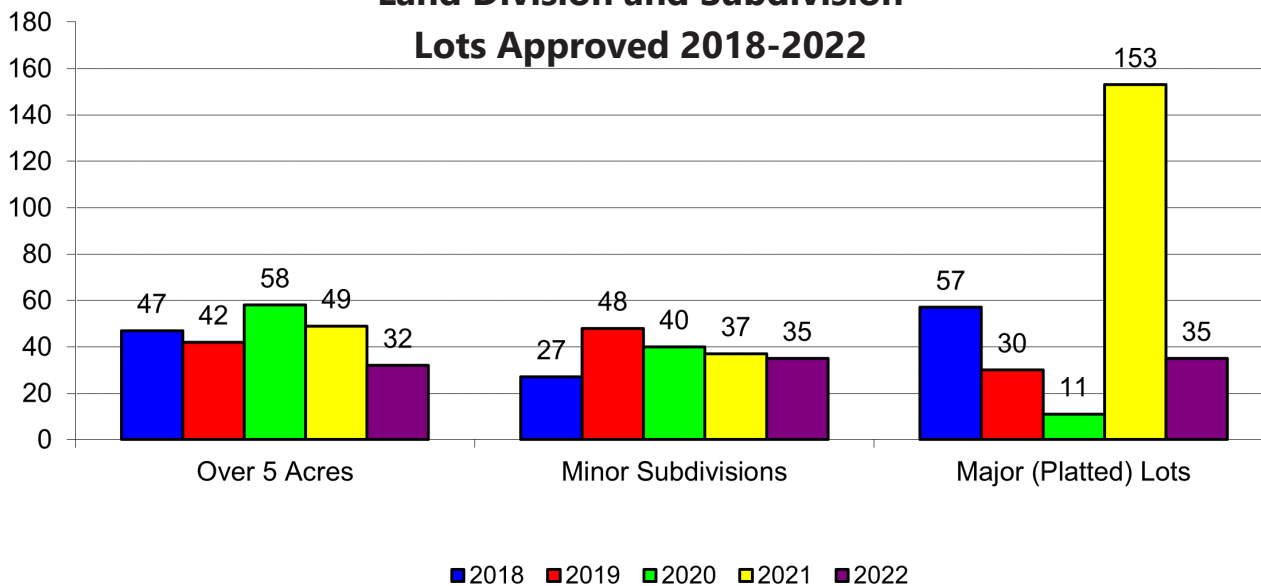
Note: Transfers to an adjoining property owner = 40 (Not included in table).

Land Divisions and Subdivision Lots Approved

**Land Division and Subdivision
Lots Approved 2021 - 2022**



**Land Division and Subdivision
Lots Approved 2018-2022**



Community Development

PCRPC administered \$436,664.75 in CDBG Community Development Grant Program and Critical Infrastructure Grant funds for the Portage County Board of Commissioners with the following results:

2020 CDBG Allocation Grant

- **Windham Community Center Project** – Construction was completed to repair the existing, south, east, and west walls (stage walls) of the Windham Community Center located at 9647 East Center Street.
- **Freedom Township ADA Project** – Construction was completed to put in two handicap parking spaces at the Freedom Township Hall located at 8966 State Route 700. The access ramp was removed and replaced, manufactured steel handrails were installed, and the sidewalk was replaced.
- **Streetsboro Home/Building Repair** – Home repairs for two households in the City of Streetsboro were completed.
- **Streetsboro Senior Assistance Program** – Funds were used to provide snow removal, yard mowing and leaf removal to benefit elderly/handicapped low to moderate income residents in the City of Streetsboro.
 - Lawn Mowing: To date 62 households received lawn mowing services and 445 vouchers have been returned.
 - Leaf Removal: To date 36 households received leaf removal services and 72 vouchers have been returned.
 - Snow Removal: To date 60 households received snow removal services and 139 vouchers have been returned.



Top: Block work on the Windham Community Center.

Bottom: Completed Windham Community Center



Above: Completed Freedom Township ADA project.

2022 CDBG Allocation Grant

- Prepared and submitted application for the 2022 CDBG Allocation Grant to provide services for LMI Portage County households and/or eliminate slum and blight.

2021 CDBG Critical Infrastructure Grant

- **Windham Village** – A RFQ for engineering services was completed, awarded, and is under contract. Engineering will be completed in 2023 and with construction going out to bid in Spring 2023 to replace 1,600 linear feet of water lines and sidewalks along Maplegrove Road from North Main Street to East Center Street.

- **City of Ravenna** – Construction is underway for the replacement of 930 linear feet of water lines on Pratt Street. The sidewalks and road surface will be restored and completed in 2023.

2021 CDBG Target of Opportunity COVID-19 Response (CDBG-CV)

A CDBG-CV application was awarded for the replacement of hard surface flooring and HVAC updates at the Family & Community Services Supportive Housing Program which funds, permanent supportive housing and transitional housing located in the City of Kent.

Project went out to bid and was awarded in December 2022. The project will be completed by May 2023.

2022 Downtown Revitalization Target of Opportunity Program

A pre-application was submitted in 2022 and was approved to submit a full application for the renewal of the store fronts to a building located on the east side of Main Street, north of Prospect Street in the Village of Mantua.

The application will be submitted in 2023.

2022 Residential Public Infrastructure Grant - Chinn Allotment

A pre-application was submitted in 2022 and was approved to submit a full application for the construction of a new public wastewater collection system that will address water quality violations in the Babcock & Motz Allotment, Sammar, Cloverlawn, High Knoll and Chinn 1st, 2nd & 3rd Allotments in Ravenna Township.

The Permit to Install was secured and a full application will be submitted in 2023.

2022 Residential Public Infrastructure Grant - Mantua Village

A pre-application was submitted in 2022 and was approved to submit a full application for improvements to the sewer lines and water laterals in the Village of Mantua.

A full application will be submitted in 2023.

Projects and Mapping Activities

Portage County Vision Plan

On December 1, 2022, the Vision Plan was approved by the Portage County Board of Commissioners. It will provide the overarching goal for the County for the next 5 years.

Adopted Vision:

Create a sense of place through inspirational leadership and communication at all levels to maximize quality of life opportunities.

Adopted Mission:

To provide public service and strive to work creatively with local communities, businesses, and residents to further enhance communities economic development, diverse and equitable social well-being, and overall quality-of-life through effective communication and collaboration.

Portage County Comprehensive Plan

Work continues on Portage County's first Comprehensive Plan. RPC met with County departments and agencies in late 2022 to capture priorities and action items for the next 10 to 30 years. The Comprehensive Plan is expected to be completed in the Spring of 2023.

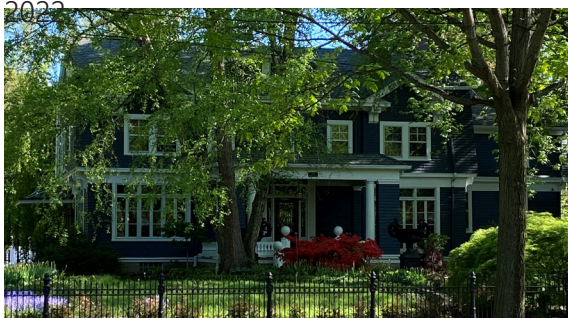
Ravenna Historic Structures Mapping

RPC received a grant to work on a StoryMap of historic structures in Ravenna City. The result was a collection of 11 stories or interactive tours and overview map of historic structure locations and districts. The tours were divided into walking tours for those structures clustered together and by architectural style. Meetings were held with owners of the structures, several community groups and Ravenna City Council to present the final product in Summer and Fall of 2022.



Images from the Vision Plan. Downtown Garrettsville and an older industrial building in the City of Ravenna.

Ravenna historic structures.



Shalersville Township Comprehensive Plan

RPC met with the Township Zoning Commission in October and December to kick off the Comprehensive Plan. The plan will continue for the majority of 2023 and be finalized before the end of the year.

Other Mapping Activities

- A Township street map was created for the Brimfield Township fire department and a street and zoning map was created for the zoning department.
- 4 map and data requests from the public.
- Mapping assistance provided to the Portage County Land Bank and the City of Streetsboro on an as needed basis.
- Community Reinvestment Area maps and reports updated for Streetsboro.
- Asset mapping tables for 2022 are available at <https://www.portagecounty-oh.gov/asset-mapping>
- Township property maps created for Hiram Township
- A series of maps were created for continued meetings discussing Hiram Village's southeast quadrant.
- New ward maps showing land use were created for the City of Ravenna and are on display in the City Council Chambers.
- Additional maps created for projects along State Route 44 in Rootstown Township.
- A land use map was created for Windham Village.

Committees

Celebrate Portage!

RPC is a core participant in Celebrate Portage! which is a grassroots effort to acknowledge the good to great things happening in Portage County. Celebrate Portage! has a dinner to recognize people, businesses, and agencies across the County and the good to great deeds that they do. In addition to the dinner, Celebrate Portage! is a prime sponsor to the Ravenna Car Show which had over 4,000 cars and 16,000 spectators in 2022. Finally, we were able to distribute five (5), \$500 Community Grants to support local events that were inclusive to anyone who wanted to participate. Watch out for 2023's upcoming activities.



Ravenna Car Show 2022



Portage County Regional Planning Commission 2022 Financial Report

Beginning Cash Balance (unencumbered)		\$38,002.45
REVENUE		
RPC Membership Dues		\$247,597.06
Subdivisions		\$27,585.00
Copies/Misc./Overhours		\$6,117.19
Rental Income		\$22,850.00
State Grant (Tech Cred)		\$ -
Contracts		
Brimfield Township Historic Structures	\$1,578.16	
Ravenna City CHIP Fair Housing	\$1,250.00	
Septic Program	\$6,478.05	
Water Resources GIS Contract	\$6,182.12	
Streetsboro City GIS Mapping	\$652.80	
Streetsboro City Admin (2020 Formula Grant)	\$6,469.37	
Total Contracts	\$22,610.50	\$22,610.50
PPC Grants/Contracts		
2020 CDBG Formula Grant Admin	\$26,022.23	
2020 CDBG Fair Housing	\$924.89	
Ravenna City Critical Infrastructure	\$7,658.84	
Windham Village Critical Infrastructure	\$4,859.37	
Target of Opportunity	\$7,497.70	
Portage County Vision Plan	\$6,786.30	
Portage County Comprehensive Plan	\$31,853.43	
Total Grants/Contracts	\$85,602.76	\$85,602.76
Refund/Reimbursement	\$ -	\$ -
TOTAL REVENUE/BUDGET		\$450,364.96

EXPENDITURES

Salaries	\$254,338.82
PERS	\$35,443.72
Medicare	\$3,510.43
Workers Comp	\$4,323.89
Unemployment	\$ -
Health Insurance	\$63,456.45
Insurances (bldg & bonds)	\$ 354.00
Utilities	\$5,355.87
Telephone	\$1,151.24
Professional & Technical Services	\$1,200.00
Audit Services	\$3,541.00
Legal Services	\$10,000.00
Repairs (equipment, rental, bldg.)	\$1,984.50
Advertising	\$194.25
Postage	\$800.00
Supplies	\$1,635.69
Photocopying/Printing	\$1,959.95
Dues/Periodicals	\$715.00
Travel/Training	\$1,863.60
Food Supplies	\$ -
Furniture	\$ -
Equipment	\$637.92
Copier/Postage Meter Rentals	\$3,056.85
Loan (multi purpose building)	\$ -
Building Improvements	\$7,546.00
Reimbursement/Refund	\$ -
TOTAL EXPENDITURES	\$403,069.18

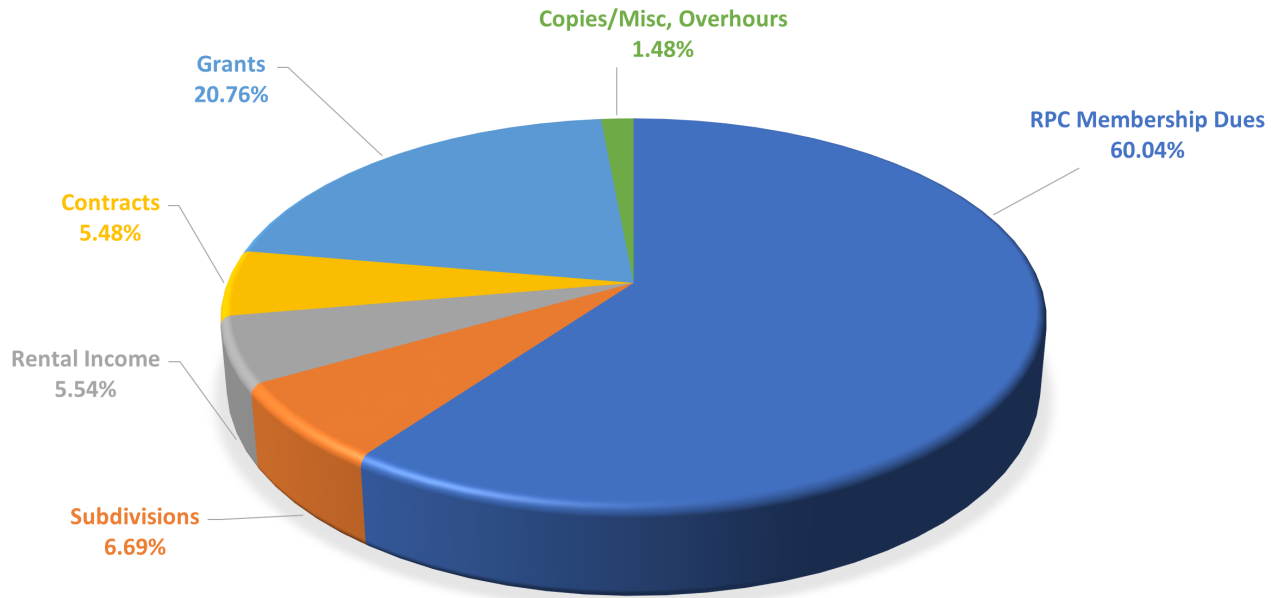
ENDING CASH BALANCE **\$47,295.78**

* Unaudited Financial Information

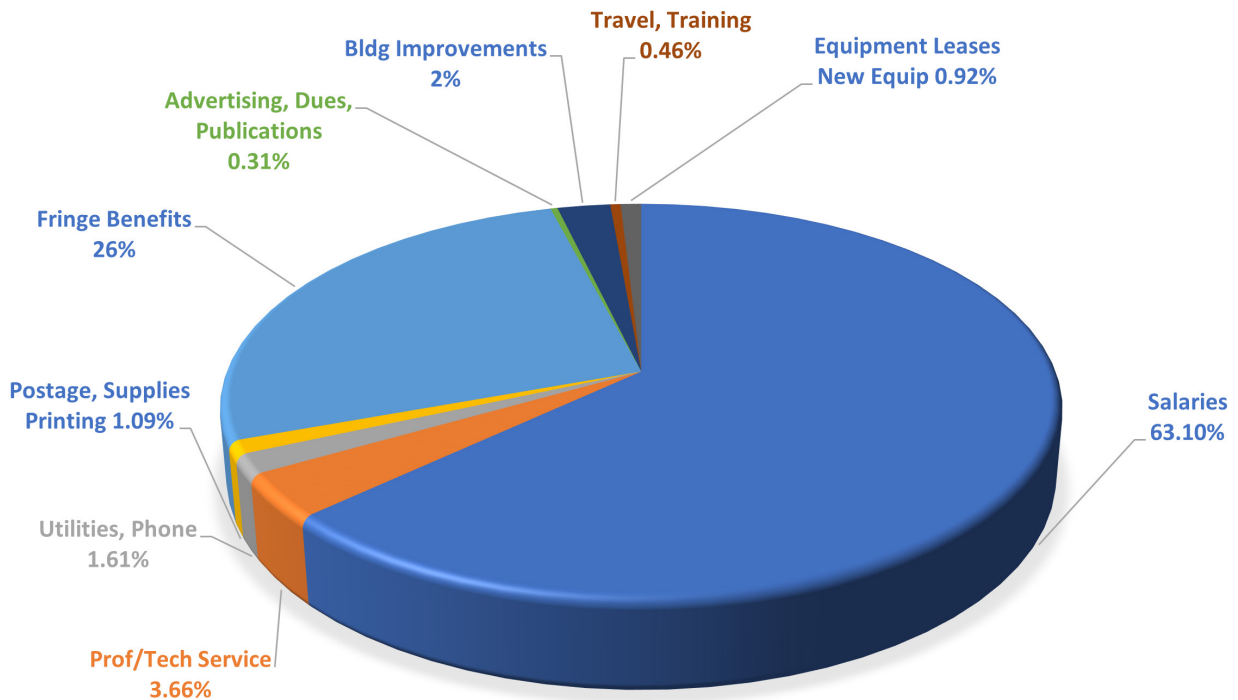
Financials

Financial Report

2022 Revenue Sources



2022 Expenditures



Images of Ravenna's Historic Structures



Members

Atwater Township

Thora Green
Charlie Harris*

Brimfield Township

Mike Hlad
Lauren Coffman*

Franklin Township

Joseph Ciccozzi

Freedom Township

Charlene Walker
Tom Mesaros*

Garrettsville Village

Mayor Rick Patrick
Tom Collins*

Hiram Township

Steve Pancost
Jack Groselle*

Hiram Village

Robert Dempsey
Frank Hemphill*

Mantua Township

Susan Lilley
Matthew Benner*

Mantua Village

Tammy Meyer

Nelson Township

Mike Kortan
Joe Leonard*

Palmyra Township

Sandy Nutter
Robert Dunn*

Paris Township

David Kemble
Dan Spicer*

Randolph Township

Victoria Walker (to 10/22)
Susan White
Mary Rodenbucher*

City of Ravenna

Mayor Frank Seman
Kay Dubinsky*

Ravenna Township

Jim DiPaola
Brett Psencka*

Rootstown Township

Joseph Paulus
Jordan Michael*

Shalersville Township

Ronald Kotkowski
Frank Ruehr, Jr.*

Suffield Township

Adam Bey
David Vartenuk*

Sugar Bush Knolls

Jim Beal
John Palik*

Windham Township

Rich Gano
Joe Pinti*

Windham Village

Tom Brett (To 7/22)
Nick Bellas (Present)
Cheree Taylor*

PARTA

Amy Proseus
Denise Baba*

Portage County

Vicki Kline
Sabrina Christian-Bennett
Matt Adelman*
Anthony Badalamenti

Portage Park District

Allan Orashan
Chris Craycroft*

Water Resources

Department

John Vence
Tia Rutledge*

Soil and Water

Conservation Office

Anthony Lerch
Eric Long*

Portage County

Engineer

Mickey Marozzi
Larry Jenkins*

Ex-Officio Members

Hiram College
Kent State University
PC Health District
Habitat for Humanity
Home Builders
Association
NEOMED

*Indicates alternate member

Officers/Executive Committee

Jim DiPaola, Chairman
Sabrina Christian-Bennett, Vice Chairman
Todd Peetz, Secretary
Deborah Blewitt

Allan Orashan
Sandy Nutter
Jim Beal
Frank Seman

