

## AGENDA

### PORTAGE COUNTY REGIONAL PLANNING COMMISSION WEDNESDAY, OCTOBER 13, 2021 4:30 P.M.

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

I. CALL TO ORDER

II. \*APPROVAL OF SEPTEMBER 8, 2021 MEETING MINUTES

III. SUBDIVISIONS

- \*1. Plat of "*Oakwood Estates*" on Ranfield Road, Lot 42 in Brimfield Township, Blonder Development Co., applicant (**Approval of an extension of time until March 9, 2022**)
- \*2. Replat of Sublot 3 in "*Boyer's Acres Subdivision*" on Chamberlain Road and State Route 82, Lot 20 in Mantua Township, AMS Title on behalf of Roberta Savel/J&B Real Estate Management, Inc., applicant
- \*3. Replat of Sublots 398 With Part of Sublots 397 & 399 in the "*Kent Park Allotment*" on Ohio Street, Lot 33 in Franklin Township, AMS Title on Behalf of Shane Shrewberry, applicant
- \*4. Pr. Plan of "*Walden Pointe Allotment (Phase 2)*" on Meloy Road, Lot 8 in Brimfield Township, Palmieri Enterprise, applicant (**Accept for review only**)
- \*5. Variance to Section 318 (Approval of Plat) of the P.C. Subdivision Regulations for the "Plat of Brimfield Commons" on Tallmadge Road, Lot 36 in Brimfield Township, Brimfield Development Co., applicant
- \*6. Plat of "*Brimfield Commons*" on Tallmadge Road, Lot 36 in Brimfield Township, Brimfield Development Co., applicant
- \*7. Replat of Sublots 79 – 81 in the "*Newton Realty & Construction Company Subdivision No. 2*" on Walnut Street, Lot 14 in Paris Township, Joseph & Odessa Pinkard, applicant (**Approval of an extension of time until November 10, 2021**)

\*Needs Action

IV. ZONING

- \*1. Charlestown Township Text Amendment Re: Shipping Containers/Storage Containers
- \*2. Atwater Township Text Amendment Re: Section 5.30 (Building Regulations); Section 5.34 (Garage Requirements); Section 5.41 (Required Lots, Yards & Open Space Unaffected by Change in Ownership); Section 5.42 (Minimum Lot Width at Street); Section 5.44 (Minimum Lot Width at Building Setback Line); Section 5.50 (Minimum Front Yard Setback Clearance); Section 5.51 (Minimum Side Yard Width); Section 5.52 (Minimum Rear Yard Depth)
- \*3. Rootstown Township Text Amendment Re: Section 310.04.D (Lot Requirements)
- \*4. Shalersville Township Text Amendment Re: Add Backyard Chickens to Section 331 (Permitted Uses) and to Section 339 (Non-Permitted Uses)

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

- 1. September 2021 Work Program Report
- 2. September 2021 CDBG Report

B. FINANCE

- \*1. September 2021 Financial Statements
- \*2. 2021 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 21-13)

VI. FAIR HOUSING PRESENTATION

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

Next Meeting – Wednesday, November 10, 2021 – Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna

IX. ADJOURNMENT

*\*Needs Action*

**Minutes  
Portage County Regional Planning Commission  
September 8, 2021**

Portage County Regional Planning Commission dated September 8, 2021 at 4:40 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

**Members Present:**

Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi	Garrettsville Vill., Rick Patrick
Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey	Nelson Twp., Mike Kortan
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Shalersville Twp., Ronald Kotkowski
Suffield Twp., Adam Bey	PARTA, Clayton Popik	Sugar Bush Knolls Vill., Jim Beal
Water Resources, Tia Rutledge	Portage Park District, Allan Orashan	
P.C. Commissioner Bennett Alternate, Matt Adelman		

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	G. Gifford	K. McMullen
M. Palmisano				

**Public Present:**

T. Cowen	J. Gadd	M. Wohlwend	R. Benjamin	A. Brissey
J. Brissey				

**Members Absent:**

Atwater Twp., John Kovacich	Freedom, Roy Martin	Mantua Twp., Matthew Benner
Mantua Vill., Ben Prescott	Randolph Twp., Victoria Walker	Windham Twp., Rich Gano
Windham Vill., Deb Blewitt	County Engineer, Mickey Marozzi	Soil & Water, James Bierlair
P.C. Commissioner, Vicki Kline	P.C. Commissioner, Anthony Badalamenti	

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:40 p.m.

**APPROVAL OF JULY 14, 2021 MEETING MINUTES**

The August 11, 2021 minutes were presented. D. Kemble made a motion to approve the minutes as presented. Motion seconded by J. Paulus. Motion carried with 16 Yeas.

**SUBDIVISIONS**

Replat of Sublot 3 in "Boyer's Acres Subdivision" on Chamberlain Road and State Route 82, Lot 20 in Mantua Township, AMS Title on behalf of Roberta Savel/J&B Real Estate Management, Inc., applicant

A motion was made by R. Patrick to approve an extension of time until October 13, 2021. Motion seconded by D. Kemble. Motion carried with 16 Yeas.

## **ZONING**

Franklin Township Rezoning From R-1 and C-1 to R-2 on State Route 59 and Powdermill Road, Robert Benjamin, Heritage Development, applicant – Report presented by Todd Peetz

The proposed change is from R-1 Low Density-Residential and C-1 Commercial to R-2 Medium Density Residential. The proposed rezoning consists of approximately 41.7 acres.

The proposed amendment would allow for a residential PUD-PRD development and allow for small single-family lots. The existing properties were part of the former Kent State University Golf Course. The subject property is on the southside of State Route 59, east of Powdermill Road and north of the railroad tracks.

Currently the subject area is vacant. The proposed zoning would allow for almost four units per acre as a single-family residential use. Subtracting the road right-of-way, stormwater and open space the potential yield is approximately 100 units.

There are hydric soils in a couple of spots but should only have slight limitations for development. There is also an existing manmade pond as part of the golf course near Powdermill Road that may need to be addressed. From previous meetings there are concerns from the downstream residents that flooding has been an issue for them and they are concerned about adding impervious surface into this area.

The proposed zoning change may not have a significant impact on the surrounding character of the area as proposed.

If approved other issues at the time of PRD or site plan:

1. Depending upon proposed density, a traffic study should be performed to ensure public safety.
2. Appropriate coordination with water and sewer providers as necessary.
3. Hydric soils may impact foundation suitability of structures.
4. Need to address any potential storm water runoff issues with any proposed development.
5. Work with Township for emergency service provision.

Staff would recommend approval of the proposed map amendment from R-1 Residential and C-1 Commercial to R-2 Residential. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Franklin Township Rezoning From R-1 & C-1 Commercial to R-4 Multi-Family Residential on Rhodes Road, Vermillion Acquisitions, LLC., applicant – Report presented by Todd Peetz

The proposed change is from R-1 Residential and C-1 Commercial to R-4 Multi-Family Residential. The proposed amendment is to increase the density to the site to allow for the development of an assisted living community.

The existing property has the Crossroads Community Church on it. To the north are several existing commercial uses fronting on State Route 59 and to the South is Grace Baptist Church. West and East are single-family homes.

The proposed zoning change could impact the surrounding character of the area. The permitted height of 65 feet is not consistent with the height of surrounding development; the density permitted is significantly higher than the existing zoning district. Consideration should be given regarding buffer, separation and compatibility with the existing residential properties abutting the rear portion of the site.

Because of the pre-existing flooding problems and with the addition of impervious surface area, further stormwater measures may be required during the engineering and site plan phase.

There was a question about spot zoning raised in regard to this amendment since it is a smaller lot. The rezoning area is 4.86 acres and depending on site plan design may have compatibility Impacts with neighbors. There are four factors to evaluate to determine spot zoning and they are:

1. Lot size compared to other parcels.
2. Consistency with Comprehensive Plan or Land Use Plan.
3. Compatibility of the use compared to surrounding uses.
4. Public benefit of the use.

Based on staff research there is no minimum zoning district requirement when it comes to rezoning property that are smaller lot size. The Township may want to establish a minimum size to create a stand-alone zoning district and have a current comprehensive plan or land use plan completed.

Staff recommends approval and recommends there be a development agreement between the Township and the developer. A motion was made by R. Dempsey to follow staff recommendation. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

Palmyra Township Rezoning From Residential to Commercial on Tallmadge Road – Report presented by Todd Peetz

The proposed change is from Residential to Commercial. The proposed rezoning area is located east of State Route 225 and north side of Tallmadge Road. According to the P.C. Auditor's Office the site is 17.001 acres; however, the rezoning is just along the frontage of Tallmadge Road and is 2.91 acres per the applicant's request. The Township's understanding is the remaining 14 acres will remain and be either given or sold to the abutting property owners.

The proposed amendment would allow the future property owner Dollar General to utilize the property as commercial zoning.

The subject property is well buffered by undeveloped property to the immediate north, commercial uses are east and west of the subject area. Across the street there are single-family homes.

The subject property's location on Tallmadge Road and its close proximity to State Route 225 makes this property ideal to be commercial.

Tom Cowen from Zaremba Group out of Cleveland said he was working with the neighbor to try and help buffer as much as possible.

James Brissey (9459 Tallmadge Road) said his concern is that being sandwiched in between all of the commercial property would devalue his property. He felt that it would make it very difficult to sell the property in the future. James Brissey said he would like to see the fencing put in around to the back side of the property as well. James Brissey also mentioned that there is a ditch line that runs along the side of the property that they are having issues with and wondered who is responsible for taking care of it.

Staff would recommend approval of the proposed rezoning from Residential to Commercial. A motion was made by D. Kemble to follow staff recommendation. Motion seconded by J. Cicozzi. Motion carried with 18 Yeas.

#### Shalersville Township Text Amendment – Report presented by Todd Peetz

##### Amendment No. 1

Shalersville Township is proposing to add the following to Section 805 (Planning Commission): “THERE IS HEREBY CREATED A TOWNSHIP ZONING COMMISSION CONSISTING OF FIVE (5) MEMBERS, WHO SHALL BE RESIDENTS OF THE UNINCORPORATED AREA OF THE TOWNSHIP INCLUDED IN THE AREA ZONED AND SHALL BE APPOINTED BY THE TOWNSHIP TRUSTEES.”

Shalersville Township is proposing to add the following to Section 805.01 (Design Guideline Board): “THERE IS HEREBY CREATED A TOWNSHIP ZONING COMMISSION CONSISTING OF FIVE (5) MEMBERS, WHO SHALL BE RESIDENTS OF THE UNINCORPORATED AREA OF THE TOWNSHIP INCLUDED IN THE AREA ZONED AND SHALL BE APPOINTED BY THE TOWNSHIP TRUSTEES AND INCLUDES THE ZONING INSPECTOR.”

It was noted by R. Kotkowski that the intent was to only have the zoning inspector as an advisor only. Staff recommends approval of the proposed amendment.

##### Amendment No. 2

Shalersville Township is proposing add the following to Section 811 (Organizations, Meetings, Hearings): “E. THE TOWNSHIP TRUSTEES SHALL HIRE OR APPOINT A RECORDING SECRETARY, WHO WILL TRANSCRIBE ALL MINUTES, MAINTAIN ALL RECORDS AND THE ZONING RESOLUTIONS AND MAPS ARE REQUIRED BY EACH BOARD AND TOWNSHIP TRUSTEES.”

Shalersville Township is also proposing to add the “Zoning Commission” and the “Design Guideline Board” to Section 811 (Organizations, Meeting, Hearings) A, B C and D.

J. Paulus noted that Item “B” as proposed can only be done by the Board of Zoning Appeals.

Staff recommends approval of the proposed amendment with the corrections noted by R. Kotkowski and J. Paulus.

##### Amendment No. 3

Shalersville Township is proposing to add the following to Section 812 (Powers and Duties): “1. THE TOWNSHIP ZONING COMMISSION SHALL HAVE THE FOLLOWING POWERS:

- A. TO HEAR AND DECIDE WHERE THERE MAY BE NECESSITY, CONVENIENCE, GENERAL WELFARE OR GOOD ZONING PRACTICES HEAR AND RECOMMEND ZONING RESOLUTION OR AMENDMENTS TO THE TOWNSHIP TRUSTEES FOR RECOMMENDATIONS.
- B. ALL UPDATES, CHANGES OR RECOMMENDATIONS SHALL FOLLOW PROCEDURES AS SET IN ARTICLE IX OF THE ZONING COMMISSION.

2. THE TOWNSHIP DESIGN GUIDELINE BOARD SHALL HAVE THE FOLLOWING POWERS:

- A. DESIGN GUIDELINE BOARD MEETS WITH THE ADVICE OF THE ZONING INSPECTOR.
- B. TO HEAR AND REVIEW ALL PLANS FOR NEW CONSTRUCTION AS WELL AS EXPANSIONS OR RE-DEVELOPMENT OF EXISTING BUILDINGS AND SITES IN THE INDUSTRIAL, COMMERCIAL AND ALL NON-RESIDENTIAL AREAS OF MIXED-RESIDENTIAL ZONED DISTRICTS WITHIN SHALERSVILLE TOWNSHIP.
- C. APPROVAL OF THE DESIGN GUIDELINE BOARD IS MANDATORY WITH THE STANDARDS BEING FLEXIBLE."

Staff recommends approval of the proposed amendment.

Amendment No. 4

Shalersville Township is proposing to make multiple changes in approximately nine locations where "Zoning Commission", "Zoning Inspector" and referencing the "Design Guideline Board". The changes proposed are consistent with the previous amendments.

On the last proposed change was on page 27 there was a question of taking out or leaving in language that was struck out. The language attached clearly defines the goals for the Design Guideline Board and could be removed.

Staff recommends approval as submitted and recommends taking out the language in the 9<sup>th</sup> area on page 27.

A motion was made R. Kotkowski to follow staff recommendations for Amendments No. 1 – 4. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing changes to Section 620.02 to help clarify the circumstances in which a Final Development Plan is required. Due to the extent of time, cost and effort involved in the plan review, some smaller-scale projects were determined to be more suitable for review without an entire development plan. The intent of the changes is to allow the Zoning Inspector to review more of these applications when appropriate and make the Development Plan Review process more efficient for the applicant and the Township.

Staff felt the language proposed provided clarity for a Final Development Plan review. It was noted by staff there were size, area and number requirements however, in C.3(a-e) questioned whether it was meant to be a lesser amount would be an administrative staff review.

Staff recommended approval of the proposed amendment and recommended adding language/information as to what would be considered an administrative review.

#### Amendment No. 2

Rootstown Township is proposing changes to Section 620.06 to help clarify which applications the Zoning Inspector, Zoning Commission and Zoning Board of Appeals are responsible for reviewing and allows for further review by the Zoning Commission if requested by the Zoning Inspector or the applicant. The intent is to allow the Zoning Inspector to review more of these applications when appropriate and make Development Plan Review process more efficient for the applicant and the Township.

The new language appears to be more about the process and requirements for notification and distribution on information to review entities and the public. The proposed language adds more clarity than the existing language and is more inclusive for public input.

Staff recommends approval of the proposed amendment.

A motion was made by J. Paulus to approve amendment No. 1 – 2 as presented. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

#### Ravenna Township Text Amendment – Report presented by Todd Peetz

##### Amendment No. 1

Ravenna Township is proposing to add Chapter 15, Mobile Food Trucks to the zoning resolution. The language proposed is all new language/chapter in the zoning resolution.

Staff approval as submitted and recommended one change and that was to amend proposed “I” as follows:

- I. “The owner or operator of the mobile food unit has the express written PERMISSION of the property owner.”

J. Paulus recommended adding language into the regulations stating the mobile food trucks cannot block or be within the road right-of-way.

##### Amendment No. 2

Ravenna Township is proposing to add a new conditional use section dealing with commercial event centers. Much of the wording is similar to what was approved in Windham Township.

Staff recommends approval of the proposed amendment as presented. A motion was made by D. Kemble to follow staff recommendation to approve amendment No. 1 - 2. Motion seconded by R. Kotkowski. Motion carried with 18 Yeas.

#### EXECUTIVE COMMITTEE

##### Work Program

##### August 2021 Work Program Report



Todd presented the August 2021 Work Program Report.

- Quarterly Zoning Inspectors (QZI) Meeting – A meeting was held on June 24, 2021 at the Ravenna Township Town Hall. The next meeting is scheduled for September 29, 2021 however, the location of the meeting has not been determined yet.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – We are close to spending out first \$500,000 in storm water funds. Todd said he met with Mickey Marozzi last week and he said he was going to ask the Commissioner to put an additional \$300,000 into the fund. Also, any funds repaid back by the homeowners are being added as well. Currently five septic systems are in process.
- Portage County Vision and Comprehensive Plan – A kick-off meeting for the Vision Plan was held on August 31, 2021. A survey is being circulated and it has been posted on our website. The survey will remain open until early December. Hard copies of the survey were also available.
- Celebrate Portage! – Volunteer Day will be on September 16, 2021 and the awards dinner will be held on September 22, 2021. There are still small grants available to help with volunteer day and community-wide events in the amount of \$500.

Grant Report – Report presented by K. McMullen

- A grant was submitted for the Sheriff Department for body vests
- A TechCred Grant was funded for Job & Family Services.
- Working with the Sheriff Department to find grants for body cameras
- A FEMA SAFER Grant was submitted for Palmyra and Windham Township.
- EPA Brownfield Grants are due by October 28, 2021.
- Working with Water Resources in submitting a Water and Wastewater Infrastructure Grant.
- Broadband – We are still waiting for the American Rescue Plan to be released which is expected within the next couple of weeks. Todd noted that staff has a map showing where the gaps in service is.

August 2021 CDBG Report – Report presented by L. Reeves

**2020 Community Development Allocation Grant**

Haven of Portage County Water & Sewer Improvements Project – Construction started on July 14, 2021 however, due to the close proximity to the existing gas main construction has been suspended until a solution is found and until additional funds are obtained.

Windham Community Center Project – The bid opening for the “Center Hall” was extended until October 6, 2021 to allow sufficient time for the architect and the structural engineer to prepared detailed specifications/drawings that are being required by the P.C. Building Department.

Freedom Township ADA Project – The bid opening was held on September 1, 2021 and we received only one bid.

Fair Housing – There were two requests for assistance received in August.

Streetsboro Senior Assistance Program – The contract is in place and the contractor has started the lawn mowing. To date 29 elderly/disabled persons have received a 1<sup>st</sup> cut and seven elderly/disabled persons have received a 2<sup>nd</sup> cut for a total of 36 cuts.

Streetsboro Home Repair Program – We are currently taking applications for the Home Repair Program. Information has been posted on the City of Streetsboro’s website. To date we have mailed out 11 applications and received two completed applications.

### **2021 Residential Public Infrastructure Grant**

A Permit-to-Install has not been secured yet, therefore a full application cannot be submitted until it’s received.

### **2021 Critical Infrastructure Grant**

A full application was submitted on June 16, 2021 for the Village of Windham and for the City of Ravenna and we are still waiting for word from OCD as to whether or not either application submitted was funded.

### **CDBG Target of Opportunity COVID-19 Response (CDBG-CV)**

The first of two public hearings were held on September 2, 2021. The second public hearing has been scheduled for September 23, 2021.

### **2021 Downtown Revitalization Target of Opportunity Program**

The pre-application is being prepared and it is anticipating being submitted by mid-September.

## **Finance**

### **August 2021 Financial Statement**

J. DiPaola stated that the Executive Committee reviewed the August 2021 financial statements and recommends acceptance.

J. Paulus made a motion to approve the August 2021 financial statements as presented. Motion seconded by D. Kemble. Motion carried with 18 Yeas.

Authorization to Enter into Contract for a Lease of a Color Copier with ComDoc (Resolution No. 21-11) – Todd Peetz

Todd presented Resolution No. 21-11 which is authorization to enter into contract with Com Doc to provide a copy machine for a period of 5 years at a monthly cost of \$239.00 plus copy cost of .0050 for black/white and .0450 for color copies.

A motion was made by R. Patrick to approve entering into contract for a lease of a color copier with ComDoc. Motion seconded by J. Paulus. Motion carried with 18 Yeas.

**FAIR HOUSING PRESENTATION** – Lisa Reeves

Under the CDBG Allocation we are required to provide fair housing trainings and information to agencies/organizations and to communities where funds are being spent.

Due to technical difficulties the video will be shown at the October 13, 2021 meeting.

**DIRECTORS REPORT**

Christmas Interactive Mapping – Brimfield and Rootstown Township approached Todd last year to organize a Christmas light contest. This year RPC is preparing an interactive map. The contest incorporates Atwater, Brimfield, Randolph and Suffield Township as well as the City of Tallmadge. A scoring system which will be accessible by computer will help determine the winner.

**OTHER BUSINESS**

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on October 13, 2021 at 4:30 p.m. at the Reed Memorial Library.

**ADJOURNMENT**

A motion was made by R. Kotkowski to adjourn the meeting at 5:40 p.m. Motion seconded by D. Kemble.

Minutes approved at the October 13, 2021 Meeting.

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Jim DiPaola, Chairman

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Todd Peetz, Secretary



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Meeting called to order on September 8, 2021 at: 3:30 p.m.

In Attendance: J. DiPaola D. Blewitt S. Nutter  
A. Orashan F. Seman J. Beal

Staff: T. Peetz E. Beeman

Absent: S. Christian-Bennett

J. DiPaola opened the meeting at 3:35 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room at 167 East Main Street, Ravenna. The minutes of August 11, 2021 were presented. J. Beal made a motion to approve the August 11, 2021 minutes as presented, seconded by F. Seman. Motion carried unanimously.

**WORK PROGRAM** as reported by T. Peetz

**Planning Administration**

A total of 16 subdivision applications were submitted during the month of August 2021 creating 13 new lots.

**Atwater Township**

Still working to obtain an Army Corp letter so they can receive grant funding.

**Franklin Township**

Staff is reviewing the Germaine Reserve Plat and 2 rezoning's from R-1 and C-1 to R-2 on State Route 59 and Powdermill Road, Robert Benjamin, Heritage Development, applicant

**Freedom Township**

Staff is working with the Township and the Historical Society on their CDBG projects for their townhall.

**Hiram Township**

Staff is continuing to look into grant opportunities for broadband grants pending legislative approval. Staff will be coordinating with a broadband provider. Kailey has attended a webinar about the grant details.

**Mantua Township**

Todd reported staff is finalizing the process to develop a historic preservation district along with an interactive structures map for the township. Staff continues working with them to update their zoning book.



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**Mantua Village**

Staff continues to look for a variety of grants to help the Village. We will be submitting a Target of Opportunities Grant soon.

**Palmyra Township**

Staff reviewed a rezoning request from Residential to Commercial on Tallmadge Road.

**Ravenna City**

Staff submitted another Critical Infrastructure Grant application on June 16<sup>th</sup>, 2021. Staff worked on an amended CRA District for the City.

**Ravenna Township**

Staff reviewed text amendments re: Chapter 15 Food Trucks which is on today's full commission agenda for review and comments.

**Rootstown Township**

Staff reviewed text amendments re: Section 310.04 Lot Requirements; Section 620/02 Development Plan review required which are on today's agenda for the full commission review and comments.

**Shalersville Township**

Staff helped the township prepare a NatureWorks Grant due on June 1, 2021. We are waiting to hear if it was funded. Staff reviewed a text amendment re: Administration Authority.

**Windham Village**

Researching recreation grants and submitted a Critical Infrastructure Grant to help with installation of new water lines and road repairs within the village. We are waiting to hear if the grant was funded.

**Windham Township**

Staff prepared a nonconforming use and lot maps. Created an address map for the Fire District.

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

Staff attended the August Board meeting.

**Quarterly Zoning Inspector Meeting**

The next meeting is scheduled for September 29, 2021, location and topic to be determined.

**Portage County Storm Water Program**

Staff continues to take applications to help homeowners replace failing systems. E. Beeman reported on all 3 projects currently in process. Mickey Marozzi authorized an additional \$300,000 to the Stormwater/Septic Program to landowners with failing septic systems.



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### **Celebrate Portage**

The dinner is scheduled for September 22, 2021. Todd stated community grants have been given to Rootstown Township as well as Suffield Township for their back-to-school celebration. We gave out all (5) \$500 grants. D. Blewitt stated Windham Village is getting ready for the annual Fall Fest. Todd stated she should get a request in.

### **Portage County Vision and Comprehensive Plan**

Todd reported a vision plan kick off was held Wednesday, September 8. There is a total thus far of 15 members however, 6 attended the meeting. We are working to set up the next meeting with a tentative date sometime during the week of September 20. We are trying to set a meeting time for future meetings. It may be that meetings will be held by zoom. The vision plan participants will work on the "big picture" ideas for the future of the county. This group will envision a desired future for the county and define values, priorities, goals and a mission for the next three to five years.

For the comprehensive plan, we are looking for those who will work on the implementation side such as zoning inspectors or economic development. This group will create a flexible framework for local governments, agencies, developers, etc. to work cooperatively in areas that will have a positive effect on Portage County. 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. All key stakeholders will be provided a 30%, 60% and 90% reports for review and feedback. The Comprehensive Plan kick-off will probably be set towards the beginning of October.

Todd Peetz reported the grant writer Kailey McMullen has resigned due to finding a job that is offering her a substantial increase in salary and she would be working from home. Todd talked to all the partners who stated we should move forward in hiring someone.

### **2020 Community Development Allocation Grant**

#### **Water & sewer facilities for the Haven**

Funds are being used to construct a waterline and tie-in fees for water, sanitation and sewer for a building that will be used as a shelter to the homeless, LMI people in Portage County

**UPDATE:** A pre-construction meeting was held on July 7, 2021 and the Notice to Proceed has been issued to the contractor. Construction began on July 14, 2021 however, due to the proximity to the existing gas main construction has been suspended until a solution is found and until additional funds are obtained due to rising costs in construction.

#### **Neighborhood Facility/Community Center for Village of Windham Community Center**

Funds are being used to provide needed repairs to the Community Center and hall.

Funds are certified and appropriated. Anticipating putting the project out to bid by mid-April 2021.

The scope of work for the Center Hall went out to bid on May 9, 2021 however, the bid opening has been extended to 2:30 pm on June 16, 2021 to allow time to obtain an architect to prepare



detailed specifications and to prepare architectural drawings that will be required by the PC Building Department. An addendum will be provided to the contractors who have picked up bid specifications thus far giving them more detailed information to use in order to be able to bid on the project. **UPDATE:** The architect and structural engineer have requested additional time to prepare drawings and specifications therefore, the bid opening was extended to 2:00 p.m. on September 8, 2021.

#### **Public Rehabilitation Freedom Township ADA project**

Funds will be used to put in two handicap accessible parking spaces at the Freedom Township Hall and upgrading 2 restrooms to ADA standards. Two handicap accessible parking spaces at the one room school house as well as one ADA compliant unisex restroom. The deteriorating ramp and railings at the Township hall will be replaced to be in compliance with current ADA specifications. Funds are certified and appropriated. A building permit is required as well as architectural drawings. Staff is working with the township to obtain an architect for the project. The township received a proposal for architectural services. The township has received a proposal for architectural services and have agreed to contribute the funds for the improvements being made to the township hall only. The Historical Society have obtained an architect for the schoolhouse. The architectural drawings for the township hall as well as for the schoolhouse have been completed. **UPDATE:** Both projects will go out to bid on August 21, 2021 and will be due by 2:00 p.m. on September 1, 2021.

#### **Fair Housing Program**

Landlord/Tenant information discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent. Todd reviewed deficiency finding of new horizons program from 2016. Meetings were not held with the public/students as indicated in the grant application. As a solution staff will reach out to Windham, James A Garfield and the Ravenna High schools to provide fair housing information via brochures, video and a presentation. Staff will also provide a booth with fair housing information at the Art on Main and the Portage County Randolph Fair in 2021.

**UPDATE:** Two requests for assistance was received in August 2021.

#### **Administration**

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

#### **Public Service City of Streetsboro senior assistance program**

Funds will be used to provide snow removal/yard mowing/leaf removal. We are still accepting applications. The Portage County Commissioners passed a resolution on 4/1/21 to allow the RFQ for mowing and leaf cleanup to move forward. To date we have received 54 applications.

**UPDATE:** Two proposals for the lawn mowing and leaf cleanup were received. The contract is circulating for signatures. The contract is now in place and work has begun. To date 29 elderly/disabled persons have received a first cut with 7 persons receiving a second cut for a total of 36 cuts.



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### **City of Streetsboro Home/Building repair**

Funds are being used to provide home repairs, including electric, furnace, roofs for eight LMI households. **UPDATE:** We are currently taking applications. A public notice was published in the Record Courier. A contract is now in place for NDS to assist RPC in the work related to the Home Repair Program. Information has been posted on the City of Streetsboro web site. To date we have mailed out 11 applications for funds with 2 completed applications returned.

### **City of Streetsboro administration of projects**

Administration and implementation of the grant includes grant preparation, project management and bidding, completion of reports and day to day oversight of the Streetsboro projects.

### **2021 Residential Public Infrastructure Grant**

A letter of interest was submitted to OCD on March 18, 2021. OCD reviewed the Letter of interest and has stated the project is a good fit for the grant and that we may apply for the program. OCD will open a full application for Portage County on or around July 1, 2021. OCD will contact staff closer to July to confirm the Permit-to-install has been secured and if received, then a full application will be opened at that time. A permit to install has **not** been secured to date therefore a full application cannot be prepared/submitted to OCD until it's received.

### **2021 CDBG Critical Infrastructure Grant (Windham Village)**

A meeting was held with the Commissioners on May 6, 2021 to obtain permission to resubmit the pre-application. The pre-application was submitted and was accepted by OCD. The full application is due by June 16, 2021. The full application was submitted on June 16, 2021. We are waiting to hear if it was funded.

### **2021 CDBG Critical Infrastructure Grant (Ravenna City)**

A meeting was held with the Commissioners on May 6, 2021 to obtain permission to resubmit the pre-application. The pre-application was submitted and was accepted by OCD. The full application was submitted on June 16, 2021. We are waiting to hear if it was funded.

### **CDBG TARGET OF OPPORTUNITY COVID-19 RESPONSE (CDBG-CV)**

Family and Community Services are requesting CDBG-CV funds for two projects;

Permanent Supportive Housing Facility Improvement Project- Request for hard surface flooring and HVAC updates at their Supportive Housing Program. The hard surface flooring will provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide for improved air filtration and purification to better prevent the spread of COVID-19.

Transitional Housing Facility Improvement Project- Request for hard surface flooring and HVAC updates at their Supportive Housing Program, Transitional Housing. Hard surface flooring will provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide improved air filtration and purification to prevent the spread of COVID-19. A meeting was held with the





Commissioners on May 27, 2021 to obtain permission to submit a pre-application for each project. Both pre-applications were submitted to OCD on May 27, 2021. The first of two public hearings have been scheduled for September 2<sup>nd</sup> at 10:00 a.m. The second public hearing will be held on September at 10:00 a.m.

#### **2021 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 meeting has been scheduled with the Commissioners for June 10, 2021 to obtain permission to submit a pre-application for the project. OCD will start accepting pre-applications on June 15, 2021. Staff is working on the pre-application and is anticipated being submitted by mid-September 2021.

#### **RPC GENERAL FUND**

August 1, 2021 Cash Balance	\$39,395.57
Receipts:	\$33,808.98
Expenditures:	\$39,023.64
August 31, 2021 Cash Balance	\$59,982.40

#### **B-F-20 Formula Grant**

August 1, 2021	\$102,594.74
Receipts:	\$7,100.00
Expenditures:	\$15,338.82
August 31, 2021 Cash Balance	\$94,355.92

#### **August 2021 Financial Statements**

E. Beeman presented and reviewed the August 2021 financial statements. A motion was made by D. Blewitt to approve the August 2021 financial statements as presented and reviewed and to recommend acceptance to the full Commission, motion seconded by F. Seman. Motion carried unanimously.

#### **Resolution 21-11 Authorization to enter into contract with ComDoc to provide copier services.**

Todd stated our copier lease is up effective June 2021. The prosecutor did a review of the contract and noted areas that need to be deleted/changed. This resolution was submitted to this board on the August 2021 agenda but because ComDoc had not made necessary changes as indicated by the Portage County Prosecutor office it was tabled. ComDoc has made those changes including a new addendum as requested. D. Blewitt made a motion to enter into contract with ComDoc to provide a AltaLink C8155 Color Copier for a period of 5 years at a monthly cost of \$239 plus copy costs of .0050 for black/white and .0450 for color copies seconded by J. Beal. Motion carried unanimously.



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Other Business:

Todd reported he has shown the multi-purpose building to 3 different entities that have expressed an interest in renting space. Todd reported the current tenant KMI Wellness has investors who want to do a walk through of all the units. Todd will be meeting them after tonight's meeting to do a walk through. KMI Wellness is to the point that they will begin paying rent. The parking lot seal coating and striping is complete.

Todd stated staff has been working on completing the required fair housing presentations. Fair housing information was provided at the Art on Main as well as the Randolph Fair. Staff was in attendance to answer any questions.

Shalersville Township has CARES monies that is being offered to the RPC. We are working with them to identify what is eligible as there are a variety of needs that RPC identified. Todd updated the committee on the information he gleaned from attending a presentation on a new plotter.

Todd stated Brimfield Township and Rootstown Township approached Todd last year about organizing a Christmas Lights contest. An interactive map is being developed. The contest incorporates Atwater Township, Brimfield Township, Randolph Township, Suffield Township and the City of Tallmadge. A scoring system which will be accessible by computer will help to determine the winner.

There being no further business to come before the Committee a motion was made by D. Blewitt to adjourn the meeting at 4:05 p.m. seconded by J. Beal. Motion carried unanimously.

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Chairman, Jim DiPaola

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Secretary, Todd Peetz, AICP

Minutes submitted for approval by Secretary on October 13, 2021

**BOYER'S ACRES SUBDIVISION  
REPLAT OF SUBLOT NO. 3 WITH PART OF TOWNSHIP LOT 20  
IN MANTUA TOWNSHIP**

**Case No.** 21-34  
**Reviewed By:** Maria Palmisano  
**Date Submitted:** 8-30-21  
**Due:** 9-30-21 (Extended until 10-13-21)

**APPLICANT(S):** AMS Title FBO Roberta Savel/ J&B Real Estate Management Co. Inc.

**REQUESTED ACTION & HISTORY:**

The applicant requests a review of the replat combining Sublot 3 and part of township lot 20 to create Sublot 3-R.

**LOCATION: Vicinity Map (Exhibit 1)**

The replat is located in the Boyer's Acres Subdivision in Mantua Township on the southeast corner of Chamberlain Road and State Route 82, Lot 20.

**SIZE & ZONING: (Exhibit 2)**

**Site zoning:** The site is zoned Neighborhood Commercial (N-C).

	<u>Required</u>	<u>Block 3-R</u>
Min. Lot Size	2 acres	5.377 acres
Min. Frontage	150 feet	325 feet
Min. Lot Width	150 feet	156 feet

**LAND USE:** **Site:** The site features a single-family home that was converted to a bar/ tavern.

**Surrounding:** The lots surrounding the site are mix of single-family residential homes and other commercial uses. A manufactured home park is located east of the property.

**UTILITIES:** The site does not have access to sanitary sewer or public water through Portage County Water Resources.

**PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):**

- Soils:** The soils on the replat site, in order from highest percentage to lowest, are Ellsworth silt loam, two to six percent slopes, Ellsworth silt loam six to twelve percent slopes, Ellsworth silt loam, two to six percent slopes, Canadice silt loam, and Mahoning silt loam, two to six percent slopes.
- Ellsworth silt loam, 2-6% slopes (E1B2): The surface layer of this soil has been largely eroded in the past. Runoff is medium and the hazard of erosion is severe if the surface of this soil is disturbed. Seasonal wetness and slow permeability are limitations to non-farm uses.
  - Ellsworth silt loam, 6-12% slopes (E1C2): This soil is adjacent to drainage ways and the surface layer has been moderately eroded. Runoff is rapid and the hazard

of erosion is severe if the surface of this soil is disturbed. Slow permeability and slope are limitations for non-farm uses.

- Ellsworth silt loam, 2-6% slopes (ElB): This soil is located on gentle slopes. Runoff is medium and the hazard of erosion is severe if the surface of this soil is disturbed. Seasonal wetness and slow permeability are limitations to non-farm uses.
- 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.
- Mahoning silt loam, 2-6% slopes (MgB): Erosion is a hazard if this soil is disturbed. Seasonal wetness and slow permeability are limitations for non-farm uses.

**Wetlands:** According to the National Wetland Inventory, there is a very small portion of wetlands present towards the rear of the site.

**Flood Hazard:** According to the FEMA Flood Insurance Rate Map there is a flood hazards present on the site in middle of the parcel where a creek runs through the property.

#### 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Health Dept.:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Soil &amp; 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>Mantua Township Zoning Inspector</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

This replat must address the following order to comply with the Portage County Subdivision Regulations:

- 305.2 C Vicinity North arrow
- 305.2 P Building setback lines
- 305.3 C Location of existing buildings on topographic or separate plat sheet at same scale as plat
- 305.2 T.1 Approval by Township Zoning Inspector
- 305.2 T.2 Approval of plat by Portage Co. Engineer
- 305.4 B Dedication
- 305.4 C Notarial acknowledgement
- 305.4 F Statement line for PC Combined General Health District (SEPTIC)

**COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:**

The lot complies with the Mantua Township requirements for Neighborhood Commercial (N-C) and it is anticipated that the Mantua Township Zoning Inspector will approve the replat.

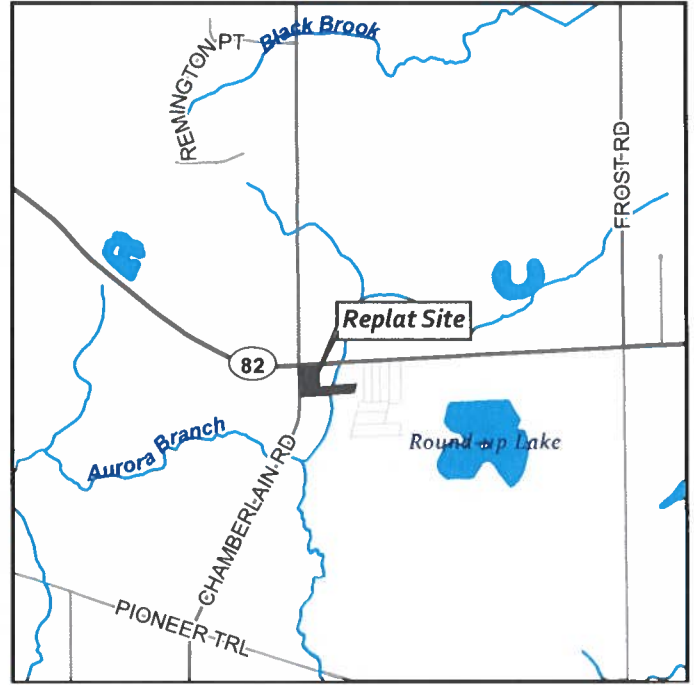
**ANALYSIS:**

Although there is a small wetland located on the applicant's property, this replat serves to consolidate three lots and bring them into further compliance with the township zoning resolution so that the failing septic system that currently exists on the property can be replaced. The wetland is very unlikely to have any effect on the replacement of the septic system.

**RECOMMENDATIONS:** Staff recommends denial or an extension of time to meet the requirements. If the applicant can meet requirements prior to the meeting then staff would recommend approval of the replat at the October 13<sup>th</sup> planning commission meeting.



**Exhibit 1**  
**Boyer's Acres**  
**Subdivision No. 3**  
**Replat of Sublot 3 &**  
**Part of Lot No. 20**  
**Mantua Township**



0 125 250 Feet

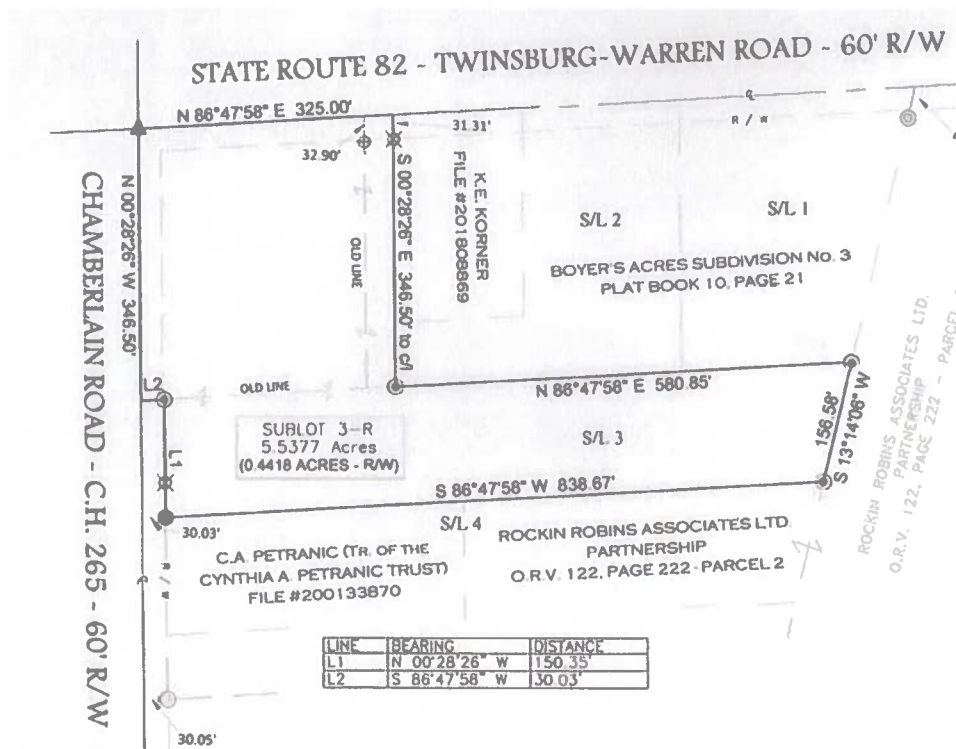
Township Boundary  
 Streams

Water

0 1,500 3,000 Feet



**Exhibit 2 Replat**



9/24/21



Sources: Jurisdictional Boundaries, Portage County GIS, 2021; Roads, Portage County GIS, November 2020; Parcels, Portage County GIS, July 2021; Water & Streams, NHD USGS, edited by PCRPC, 2012; Aerial, Portage County GIS, 2021



# Soils

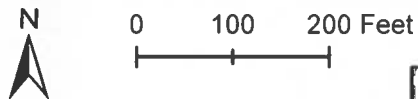


## Exhibit 3

### Boyer's Acres Subdivision No. 3 Replat of Sublot 3 & Part of Lot 20

#### Mantua Township

- Streams
- Water
- Wetlands
- Flood Zone A
- Flood Zone AE
- Soils
- Hydric Soils



## Wetlands & Floodplains



**KENT PARK ALLOTMENT  
REPLAT OF SUBLOTS 398 WITH PART OF SUBLOTS 397 & 399  
IN FRANKLIN TOWNSHIP**

**Case No.** 21-34  
**Reviewed By:** Maria Palmisano  
**Date Submitted:** 9-15-21  
**Due:** 10-15-21

**APPLICANT(S):** AMS Title for M. Shane Shrewsberry

**REQUESTED ACTION & HISTORY:**

The applicant requests a review of the replat combining all of subplot 398 with part of subplot 397 and 399.

**LOCATION: Vicinity Map (Exhibit 1)**

The replat is in Franklin Township off Ohio Street south of Brady Lake Road and north of State Route 59 in the Kent Park Allotment.

**SIZE & ZONING: (Exhibit 2)**

**Site zoning:** The site is zoned Medium Density Residential (R-2).

	<b><u>Required</u></b>	<b><u>Block 398-R</u></b>	
Min. Lot Size	11,000 sq. ft.	0.6654 acre	(28,984.824 sq. ft.)
Min. Frontage	50 feet	86.65 feet	
Min. Lot Width	80 feet	90 feet	

**LAND USE: Site:** The site features a single-family home.

**Surrounding:** The lots surrounding the site are single-family residential homes and there is also a sewer pump station owned by the Portage County Commissioners on the adjacent parcel to the east.

**UTILITIES:** The site has access to sanitary sewer through Portage County Water Resources. This site has access to central water through the City of Kent.

**PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):**

**Soils:** The soils on the replat site, in order from highest percentage to lowest, are Udorthents and Chili loam, two to six percent slopes.

- Udorthents (Ud, Ua): While the fill material varies, soils these areas are typically dense and susceptible to crusting. Erosion can be a severe hazard without suitable plant cover.
- Chili loam, 2-6% slopes (CnB): This soil readily absorbs water and has a moderate hazard of erosion. There are few limitations for non-farm uses.

**Wetlands:** According to the National Wetland Inventory, there are wetlands present on less than half of the site. Building footprints are currently outside of wetlands.



**Flood Hazard:** According to the FEMA Flood Insurance Rate Map there is a flood hazard present on about half the site. Building footprints are currently outside of flood zones.

#### 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.:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Soil &amp; 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 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>Franklin Township Zoning Inspector</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

This replat must address the following order to comply with the Portage County Subdivision Regulations.

- 305.2 C Vicinity North arrow
- 305.2 K Easements for storm water drainage, sanitary sewers (Verify)
- 305.2 P Building setback lines
- 305.3 C Location of existing buildings on topographic or separate plat sheet at same scale as plat
- 305.4 A Surveyor's Certificate
- 305.2 T.1 Approval by Township Zoning Inspector
- 305.2 T.5 Approval of Tax Map

#### COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The lot complies with the Franklin Township requirements for Medium Density Residential (R-2) and it is anticipated that the Franklin Township Zoning Inspector will approve the replat.

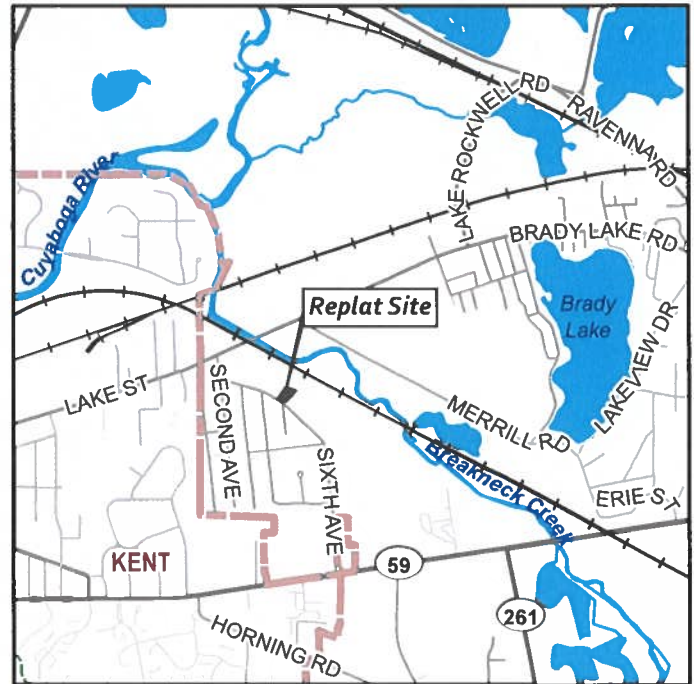
**ANALYSIS:** Although there is a substantial presence of both flood plains and wetlands located on the applicant's property, this replat serves to consolidate three small lots and bring them into further compliance with the township zoning resolution. The presence of wetlands and flood hazards are not a valid justification to disapprove a consolidation.

**RECOMMENDATIONS:** Staff recommends denial or an extension of time to meet the requirements. If the applicant can meet requirements prior to the meeting then staff would recommend approval of the replat at the October 13<sup>th</sup> planning commission meeting.

## Exhibit 1

# Kent Park Allotment Replat of Sublots 397 & 399

## Franklin Township



0 50 100 Feet

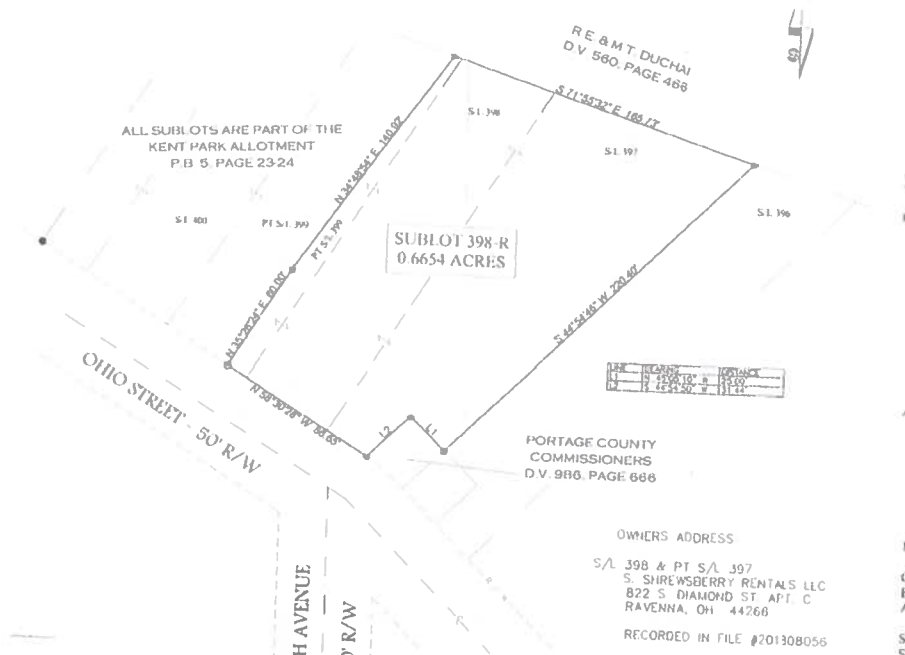
Township Boundary  
 Railroad

Streams  
 Water

0 1,500 3,000 Feet



## Exhibit 2 Replat



9/27/21



Sources: Jurisdictional Boundaries, Portage County GIS, 2021; Roads, Portage County GIS, November 2020; Parcels, Portage County GIS, July 2021; Water & Streams, NHD USGS, edited by PCRPC, 2012; Aerial, Portage County GIS, 2021.



Soils

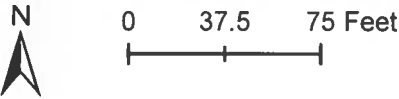


Exhibit 3

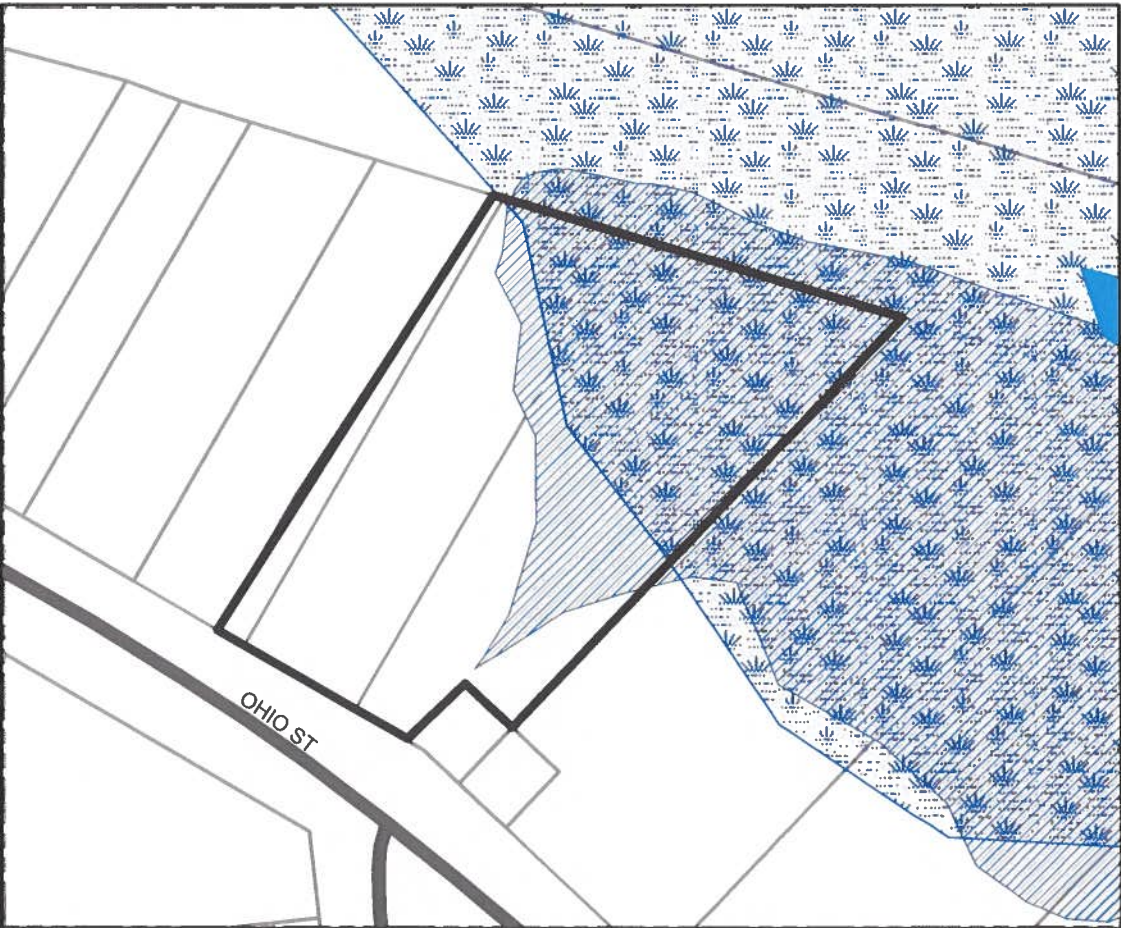
Kent Park Allotment  
Replat of Sublots  
397 & 399

Franklin  
Township

- Streams
- Water
- Wetlands
- Flood Zone A
- Flood Zone AE
- Soils
- Hydric Soils



Wetlands & Floodplains



**BRIMFIELD COMMONS – VARIANCE FOR CONDITIONAL APPROVAL  
BRIMFIELD TOWNSHIP, LOT 36**

**Case No.** 21-32  
**Reviewed By:** Maria Palmisano  
**Date Submitted:** 09-15-21  
**Due:** 10-15-21

**APPLICANT:** **Brimfield Development Company- Richard Costin**  
 8230 Pittsburgh Ave., NW,  
 North Canton, OH 44720

**REQUESTED ACTION:**

The applicant requests a variance from requirements in the Portage County Subdivision Regulations to allowed for a Conditional Approval of the final plat. The Conditional Approval is allowable under the Subdivision Regulations approved on June 9th. Since the Plat was submitted under the previous subdivision regulations, it is subject to those regulations which would not have allowed for a conditional approval. The applicant is requesting a variance to allow a conditional approval.

**HISTORY:**

The applicant requests a review of the final plat for the Brimfield Commons Subdivision. The purpose of the plat is to divide Lot 36 into two (2) new commercial lots, and three (3) blocks of land. Approximately seven (7) acres adjacent to Tallmadge Road were rezoned from Residential-Office to General-Commercial in December of 2019, and the remaining approximate 23 acres further north of Tallmadge Road were rezoned from Residential-Office to Integrated Commercial in February of 2021.

The property is bisected by Parliament Drive, which provides private access to the Just Cricket Condominium Association located directly north of the proposed plat. The property immediately east of Parliament Drive was previously owned by Tallmadge Reserve Development Company Ltd. and has historically remained vacant. The properties east and west of Parliament Drive previously featured single-family homes which the Brimfield Development LLC. purchased in 2019 and 2020 to raze for this commercial project.

**LOCATION:**

The proposed subdivision is located in the northwest quadrant of Brimfield Township. The eastern boundary of the properties boarder Tallmadge which is part of Summit County. The proposed subdivision is off Tallmadge Rd. which through the central part of the township into Summit County.

**SIZE:**

Lots	6.2596 acres
Road Right-of-Way	2.8636 acres
Open Space	1.5007 acres
Block A	4.2561 acres
Block B	14.7513 acres
Block C	0.0464 acres
<b>Total Acres</b>	<b>29.6776 acres</b>

**JUSTIFICATION FOR THE VARIANCE (as supplied by the applicants):**

- A. Exceptional topographical or other conditions peculiar to this particular parcel:  
*No Response.*

Staff Comments: The variance request is unique as the project was caught between submittal under the old regulations and adoption of the new regulations. The applicant will not need a variance specific to this issue again.

- B. Why a literal interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners:  
*No Response.*

Staff Comments: The two different subdivision regulations have put us in a difficult circumstance as the improvement plan was approved under the old (1984) regulations while the plat was submitted after June 9th.

- C. That the peculiar conditions do not result from previous actions of the applicant:  
*The County and the Developer need time to finalize agreements and bonding.*
- D. That the requested variance is the minimum that will allow a reasonable division of the land: *No Response.*

**ZONING:** The lots are split zoned General Commercial (G-C) and Integrated Commercial (I-C).

**General Commercial (G-C):**

	<u>Required</u>	<u>Lot 1</u>	<u>Lot 2</u>
Min. Lot Size	1 ac	2.9341 ac	3.8655 ac
Min. Frontage	100 ft	247.38 ft	303.99 ft
Min. Lot Width	100 ft	247.38 ft	115.06 ft

**Integrated Commercial (I-C):**

<u>Commercial Use</u>	<u>Required</u>	<u>Lot 1</u>	<u>Lot 2</u>
Min. Lot Size	20,000 sq ft	2.9341 ac	3.8655 ac
Min. Frontage	100 ft	247.38 ft	303.99 ft
Min. Lot Width	100 ft	247.38 ft	115.06 ft

<u>Residential Use</u>	<u>Required</u>	<u>Lot 1</u>	<u>Lot 2</u>
Min. Lot Size	1 dwelling per 0.25 net acres	2.9341 ac	3.8655 ac
Min. Frontage	100 ft	247.38 ft	303.99 ft
Min. Lot Width	100 ft	247.38 ft	115.06 ft

**LAND USE:** **Site:** The site is vacant and has been prepared for development.

**Surrounding:** The land surrounding the site is a mix of single-family homes, condominiums, and commercial development. A new residential subdivision is under construction west of the site in Summit County.

**TOPOGRAPHY:**

Land in the proposed subdivision maintains a flat grade ranging from approximately 1,118 feet to 1,142 feet. The highest point of the land runs along the western subdivision boundary bordering Summit County and the southern subdivision boundary on Tallmadge Road, gradually sloping to the northeastern portion of the site.

**UTILITIES:**

Portage County Water Resources has received improvement plans for water and sewer extensions. If the sewer capacity of Brimfield South Pump Station becomes an issue for the parcel adjacent to Summit County, there is a Sewer Service Area Agreement in place with the Summit County Department of Sanitary Sewer Services. No sewer extension is required to tie into Summit County.

**PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3 – Soils, Wetlands, Floodplains):**

**Soils:**

Sebring silt loam, a *hydric* soil, is the dominant soil type on the property spanning from the southwestern corner of the proposed subdivision to the northeastern corner and northern subdivision boundary. The southeastern portion of the site is characterized by a substantial presence of Bogart silt loam. Chili loam is found in the southeastern corner and along Tallmadge Road and Jimtown loam is found in the northwestern corner of the site.

- Sebring silt loam (Sb): Runoff is slow to ponded and the surface layer of this *hydric* soil is susceptible to crusting. Seasonal wetness and low bearing strength are limitations to non-farm uses.
- Bogart silt loam, 0-2% slopes (BgA): Runoff is slow, and a seasonal high-water table is the major limitation for non-farm uses.
- Jimtown loam, 0-2% slopes (JtA): This is a nearly level soil with slow runoff and seasonal wetness, which is a moderate limitation to non-farm uses. This soil can have hydric inclusions in low lying areas.
- Chili loam, 2-6% slopes (CnB): This soil readily absorbs water and has a moderate hazard of erosion. There are few limitations for non-farm uses.

**Wetlands:**

According to the wetland delineation done by B.L. Companies in August 2020, there are wetlands present in three areas. Wetlands are present in the northwestern portion along the northern subdivision boundary, the northeastern portion along the eastern boundary, and the southeastern portion towards the middle of the site along the eastern boundary. There are a total of seven isolated wetlands on the proposed site. As indicated in the Nationwide Permit issued by the Army Corps of Engineers, the wetland present towards the middle of the site (Wetland J) is considered both jurisdictional and a permanently impacted wetland. The intermittent stream that runs along Parliament Drive in the middle of the site (Stream I) is considered a permanently impacted wetland/stream. The wetland located in the northeastern corner of the site (Wetland K) is considered a jurisdictional wetland only and will not be impacted.

**Flood Hazard:**

The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

## **COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:**

**Building/Floodplain:** Approved

**County Engineer:** Disapproval

- Need financial guarantees finalized and approved (On track).
- Improvement plans show driveway and easements not shown on plat. All easements need to be shown on the plat.
- Easement table must be provided
- Required information for all easements must include the purpose of the easement and whom the easement is to.

**Health Dept.:** No jurisdiction over subdivisions with sewer.

**Soil & Water Conservation District:** Acceptance

**Tax Map:** Disapproval

Parliament Drive is currently platted as condominium lands under Just Cricket Condominium Association. An amendment to the Condominium would be required before the south part of this land is able to be combined into the proposed Brimfield Commons Subdivision. After that, the 50-foot-wide parcel would have to be replatted (unless the condo replat separates this out, giving it a new name and plat number, in which case it can be left behind as an adjoiner. Without this step, it cannot be left behind as an adjoiner). Legal advice is necessary to either 1) remove condo status of this land (no plat required) OR, condo amendment and condo replat to divide this parcel and remove condo status of the southern part.

- Legal advice is needed to determine how to handle the area currently platted under condominium law of PPN 04-036-00-00-007-00, Just Cricket Condominium Association that will be absorbed by Brimfield Development Company into "Block A". The condominium status must be amended and removed to replat the area into the subdivision.
- PPN 04-036-00-00-007-00, Just Cricket Condominium Association is not platted and will not have a good description on file after the platting of the southernmost area to be absorbed by Brimfield Development Company.

**Water Resources Dept.:** Conditional approval

- Need Improvement Plans and financial guarantees for water and sewer finalized and approved (On track).
- There is an existing Service Area Agreement in place with Summit County Department of Sanitary Sewer Services if additional sewer capacity is needed.
- Plat meets our requirements

**Brimfield Township:** Approval

**Ohio Edison:** *No comment to date.*

**Dominion East Ohio:** Dominion East Ohio has no gas wells, production pipelines, storage pipelines, and/or transmission pipelines on the site.



### **COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:**

The following sections and items must be met in order to comply with the Portage County Subdivision Regulations:

- 315. Mylar Needed
- 316.10 Easements for storm water drainage, sanitary sewers
- 316.14 Easements of right-of-way or reserved areas for public use.
- 316.15 Building setback lines
- 316.17 Copy of deed restrictions (also see ORC 5312)
- 316.20 Approval of plat by Portage Co. Engineer
- 316.21 Approval by roads by Portage Co. Engineer
- 317.6 Need Army Corps permit number on the plat and Improvement Plans.

### **COMPLIANCE WITH ZONING REGULATIONS:**

Brimfield Township Zoning Inspector has not indicated any issues with the plat so far. Additional comments regarding the lot and block designs may be requested by Portage County Regional Planning Commission.

**ANALYSIS:** Brimfield Commons, a commercial subdivision, plats two lots and three blocks. Parliament Drive currently bisects the development site and exists as a private drive to provide access from Tallmadge Road to the Just Cricket Condominium Association north of the proposed subdivision. The first approximate 500 feet of Parliament Drive will also be platted and reconfigured to provide public access from Tallmadge Road into the commercial development. The subdivision will have central sewer and water.

Physical Limitations: The site is mainly composed of hydric soils and much of the site's developable areas are hindered by presence of wetlands. As indicated in the Nationwide Permit issued by the Army Corps of Engineers, Wetland J (0.07 acres) and Stream I (0.026 acre) will be filled in. Any impacts to jurisdictional wetlands will require a permit from the Army Corps of Engineers or from Ohio EPA. Wetland K located at the northeastern portion of the site is a designated open space block and may be suitable to be put under conservation.

Design: The plat involves the installation of a new public street running east to west that will intersect with an existing private drive running north to south which currently provides access to the condominium association north of the proposed subdivision. The private drive will be reconstructed to public standards from where it intersects with the main thoroughfare to just north of the proposed public road. The reconfiguration will provide an organized intersection for both shoppers and condominium residents. Pavement and easement details were included in the improvement plans for the road design that are not included in the final plat and need to be shown.

Other Comments:

The applicant sought a variance from the subdivision regulations to allow for a conditional approval of the final plat. The conditions of the approval will be the following:

- 1) Finalization of agreements and bonding between the Developer and the County.



- 2) Replat of Parliament Drive (currently platted as part of Just Cricket Phase 1), dividing it into Roadway Block A and Roadway Block B and an amendment to the Condominium Declaration memorializing the same.
- 3) Certificate removing the southerly portion of Parliament Drive (to be identified on the Replat as Roadway Block B) from the Condominium Regime.

The Portage County Regional Planning Commission does not have the authority to approve condominium plats or amendments and is not able to conditionally approve the final plat of the proposed subdivision until it can be shown that the land to be platted as part of Block A has had its condominium status removed.

**RECOMMENDATIONS:**

If the condominium association is not replatted before the October 13th meeting, we recommend an extension-of-time and disapproval of the variance. If the Just Cricket Condominium Association replat is completed before the October 13th meeting, RPC recommends approval of the variance to give the applicant time to finalize bonding with the County and complete miscellaneous items as specified under the Comments section.

**PLAT for BRIMFIELD COMMONS  
BRIMFIELD TOWNSHIP, LOT 36**

**Case No.** 21-33  
**Reviewed By:** Maria Palmisano  
**Date Submitted:** 09-15-21  
**Due:** 10-15-21

**APPLICANT:** Brimfield Development Company- Richard Costin  
8230 Pittsburgh Ave., NW,  
North Canton, OH 44720

**REQUESTED ACTION & HISTORY:**

The applicant requests a review of the final plat for the Brimfield Commons Subdivision. The purpose of the plat is to divide Lot 36 into two (2) new commercial lots, and three (3) blocks of land. Approximately seven (7) acres adjacent to Tallmadge Road were rezoned from Residential-Office to General-Commercial in December of 2019, and the remaining approximate 23 acres further north of Tallmadge Road were rezoned from Residential-Office to Integrated Commercial in February of 2021.

The property is bisected by Parliament Drive, which provides private access to the Just Cricket Condominium Association located directly north of the proposed plat. The property immediately east of Parliament Drive was previously owned by Tallmadge Reserve Development Company Ltd. and has historically remained vacant. The properties east and west of Parliament Drive previously featured single-family homes which the Brimfield Development LLC. purchased in 2019 and 2020 to raze for this commercial project.

**LOCATION:** The proposed subdivision is located in the northwest quadrant of Brimfield Township. The eastern boundary of the properties boarder Tallmadge which is part of Summit County. The proposed subdivision is off Tallmadge Rd. which through the central part of the township into Summit County.

**SIZE:**

Lots	6.2596 acres
Road Right-of-Way	2.8636 acres
Open Space	1.5007 acres
Block A	4.2561 acres
Block B	14.7513 acres
Block C	0.0464 acres
<b>Total Acres</b>	<b>29.6776 acres</b>

**ZONING:** The lots are split zoned General Commercial (G-C) and Integrated Commercial (I-C).

**General Commercial (G-C):**

	<u>Required</u>	<u>Lot 1</u>	<u>Lot 2</u>
Min. Lot Size	1 ac	2.9341 ac	3.8655 ac
Min. Frontage	100 ft	247.38 ft	303.99 ft
Min. Lot Width	100 ft	247.38 ft	115.06 ft

**Integrated Commercial (I-C):**

<u>Commercial Use</u>	<u>Required</u>	<u>Lot 1</u>	<u>Lot 2</u>
Min. Lot Size	20,000 sq ft	2.9341 ac	3.8655 ac
Min. Frontage	100 ft	247.38 ft	303.99 ft
Min. Lot Width	100 ft	247.38 ft	115.06 ft

<u>Residential Use</u>	<u>Required</u>	<u>Lot 1</u>	<u>Lot 2</u>
Min. Lot Size	1 dwelling per 0.25 net acres	2.9341 ac	3.8655 ac
Min. Frontage	100 ft	247.38 ft	303.99 ft
Min. Lot Width	100 ft	247.38 ft	115.06 ft

**LAND USE:**      **Site:** The site is vacant and has been prepared for development.

**Surrounding:** The land surrounding the site is a mix of single-family homes, condominiums, and commercial development. A new residential subdivision is under construction west of the site in Summit County.

**TOPOGRAPHY:**

Land in the proposed subdivision maintains a flat grade ranging from approximately 1,118 feet to 1,142 feet. The highest point of the land runs along the western subdivision boundary bordering Summit County and the southern subdivision boundary on Tallmadge Road, gradually sloping to the northeastern portion of the site.

**UTILITIES:**      Portage County Water Resources has received improvement plans for water and sewer extensions. If the sewer capacity of Brimfield South Pump Station becomes an issue for the parcel adjacent to Summit County, there is a Sewer Service Area Agreement in place with the Summit County Department of Sanitary Sewer Services. No sewer extension is required to tie into Summit County.

**PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3 – Soils, Wetlands, Floodplains):**

**Soils:**      Sebring silt loam, a *hydric* soil, is the dominant soil type on the property spanning from the southwestern corner of the proposed subdivision to the northeastern corner and northern subdivision boundary. The southeastern portion of the site is characterized by a substantial presence of Bogart silt loam. Chili loam is found in the southeastern corner and along Tallmadge Road and Jimtown loam is found in the northwestern corner of the site.

- Sebring silt loam (Sb): Runoff is slow to ponded and the surface layer of this *hydric* soil is susceptible to crusting. Seasonal wetness and low bearing strength are limitations to non-farm uses.

- Bogart silt loam, 0-2% slopes (BgA): Runoff is slow, and a seasonal high-water table is the major limitation for non-farm uses.
- Jimtown loam, 0-2% slopes (JtA): This is a nearly level soil with slow runoff and seasonal wetness, which is a moderate limitation to non-farm uses. This soil can have hydric inclusions in low lying areas.
- Chili loam, 2-6% slopes (CnB): This soil readily absorbs water and has a moderate hazard of erosion. There are few limitations for non-farm uses.

**Wetlands:** According to the wetland delineation done by B.L. Companies in August 2020, there are wetlands present in three areas. Wetlands are present in the northwestern portion along the northern subdivision boundary, the northeastern portion along the eastern boundary, and the southeastern portion towards the middle of the site along the eastern boundary. There are a total of seven isolated wetlands on the proposed site. As indicated in the Nationwide Permit issued by the Army Corps of Engineers, the wetland present towards the middle of the site (Wetland J) is considered both jurisdictional and a permanently impacted wetland. The intermittent stream that runs along Parliament Drive in the middle of the site (Stream I) is considered a permanently impacted wetland/stream. The wetland located in the northeastern corner of the site (Wetland K) is considered a jurisdictional wetland only and will not be impacted.

**Flood Hazard:** The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

#### **COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:**

**Building/Floodplain:** Approved

**County Engineer:** Disapproval

- Need financial guarantees finalized and approved (On track).
- Improvement plans show driveway and easements not shown on plat. All easements need to be shown on the plat.
- Easement table must be provided
- Required information for all easements must include the purpose of the easement and whom the easement is to.

**Health Dept.:** No jurisdiction over subdivisions with sewer.

**Soil & Water Conservation District:** Acceptance

**Tax Map:** Disapproval

Parliament Drive is currently platted as condominium lands under Just Cricket Condominium Association. An amendment to the Condominium would be required before the south part of this land is able to be combined into the proposed Brimfield Commons Subdivision. After that, the 50-foot-wide parcel would have to be replatted (unless the condo replat separates this out, giving it a new name and plat number, in which case it can be left behind as an adjoiner. Without this step, it cannot be left behind as an adjoiner). Legal advice is necessary to either 1) remove condo status of this land (no plat required) OR, condo amendment and condo replat to divide this parcel and remove condo status of the southern part.

- Legal advice is needed to determine how to handle the area currently platted under condominium law of PPN 04-036-00-00-007-00, Just Cricket Condominium Association that will be absorbed by Brimfield Development Company into "Block A". The condominium status must be amended and removed to replat the area into the subdivision.
- PPN 04-036-00-00-007-00, Just Cricket Condominium Association is not platted and will not have a good description on file after the platting of the southernmost area to be absorbed by Brimfield Development Company.

**Water Resources Dept.:** Conditional approval

- Need Improvement Plans and financial guarantees for water and sewer finalized and approved (On track).
- There is an existing Service Area Agreement in place with Summit County Department of Sanitary Sewer Services if additional sewer capacity is needed.
- Plat meets our requirements

**Brimfield Township:** Approval

**Ohio Edison:** *No comment to date.*

**Dominion East Ohio:** Dominion East Ohio has no gas wells, production pipelines, storage pipelines, and/or transmission pipelines on the site.

**COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:**

The following sections and items must be met in order to comply with the Portage County Subdivision Regulations:

- 315. Mylar Needed
- 316.10 Easements for storm water drainage, sanitary sewers
- 316.14 Easements of right-of-way or reserved areas for public use.
- 316.15 Building setback lines
- 316.17 Copy of deed restrictions (also see ORC 5312)
- 316.20 Approval of plat by Portage Co. Engineer
- 316.21 Approval by roads by Portage Co. Engineer
- 317.6 Need Army Corps permit number on the plat and Improvement Plans.

**COMPLIANCE WITH ZONING REGULATIONS:**

Brimfield Township Zoning Inspector has not indicated any issues with the plat so far. Additional comments regarding the lot and block designs may be requested by Portage County Regional Planning Commission.

**ANALYSIS:** Brimfield Commons, a commercial subdivision, plats two lots and three blocks. Parliament Drive currently bisects the development site and exists as a private drive to provide access from Tallmadge Road to the Just Cricket Condominium Association north of the proposed subdivision. The first approximate 500 feet of Parliament Drive will also be platted and reconfigured to provide public access from Tallmadge Road into the commercial development. The subdivision will have central sewer and water.

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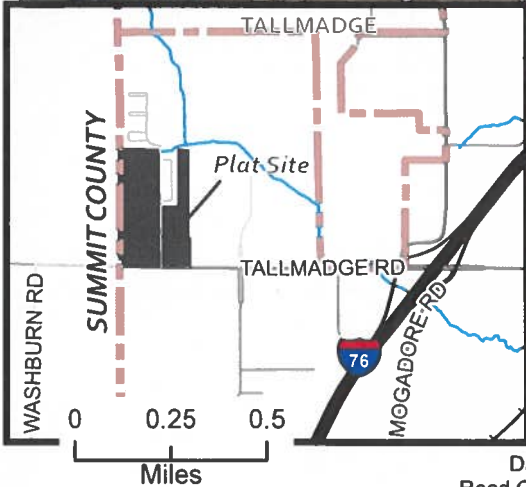
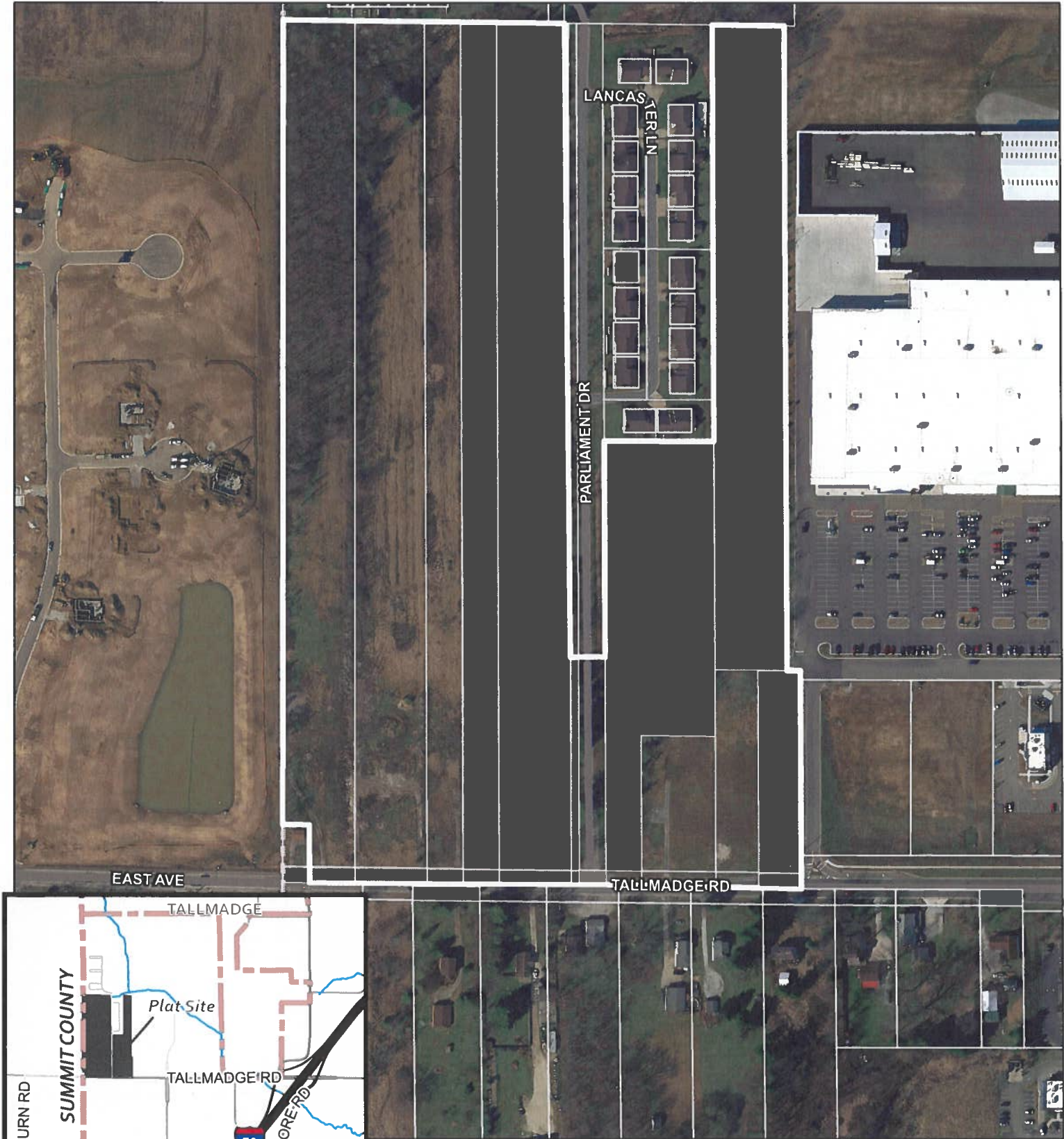
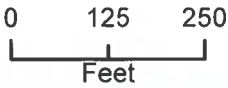
**RECOMMENDATIONS:**

If the condominium association is not replatted before the October 13th meeting, and or if the variance is not approved, we recommend an extension-of-time and disapproval. Staff would recommend approval if the Just Cricket Condominium Association replat is completed before the October 13th meeting, and approval of the variance to give the applicant time to finalize bonding with the County and complete miscellaneous items as specified under the Comments section.

Brimfield Commons

Brimfield Township

Aerial









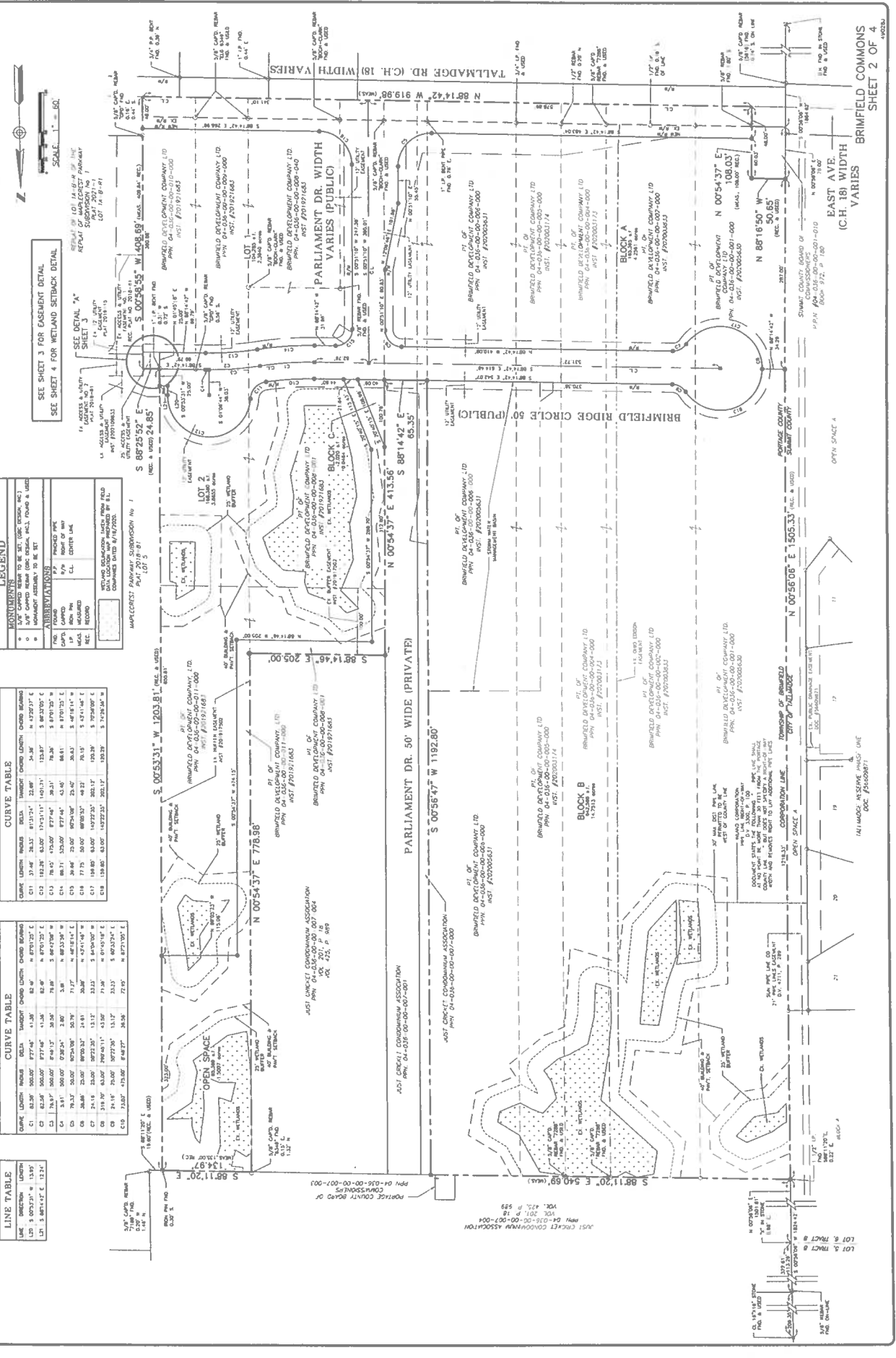
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1	S 00°31'11" E	13.97
2	S 89°14'47" E	13.21

CURVE	LENGTH	BEARS	DELTA	TANGENT	CHORD	CHORD BEARINGS
C1	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C2	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C3	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C4	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C5	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C6	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C7	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C8	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C9	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E
C10	62.50	50.00	77°46'	41.87	50.00	S 89°14'47" E

CURVE	LENGTH	BEARS	DELTA	TANGENT	CHORD	CHORD BEARINGS
C11	37.46	38.13	81°13'24"	22.06	34.36	S 47°27'27" E
C12	182.26	63.07	174°11'11"	101.13	133.87	S 89°14'47" E
C13	78.07	125.00	87°46'	26.31	78.36	S 89°14'47" E
C14	78.07	125.00	87°46'	26.31	78.36	S 89°14'47" E
C15	78.07	125.00	87°46'	26.31	78.36	S 89°14'47" E
C16	78.07	125.00	87°46'	26.31	78.36	S 89°14'47" E
C17	188.80	63.07	187°23'33"	101.13	133.87	S 89°14'47" E
C18	138.80	63.07	187°23'33"	101.13	133.87	S 89°14'47" E

MONUMENT	ABBREVIATIONS
1/4" CAPED BEAM TO BE SET (SEE DETAIL)	1/4" CAPED BEAM TO BE SET (SEE DETAIL)
1/4" CAPED BEAM TO BE SET (SEE DETAIL)	1/4" CAPED BEAM TO BE SET (SEE DETAIL)
1/4" CAPED BEAM TO BE SET (SEE DETAIL)	1/4" CAPED BEAM TO BE SET (SEE DETAIL)
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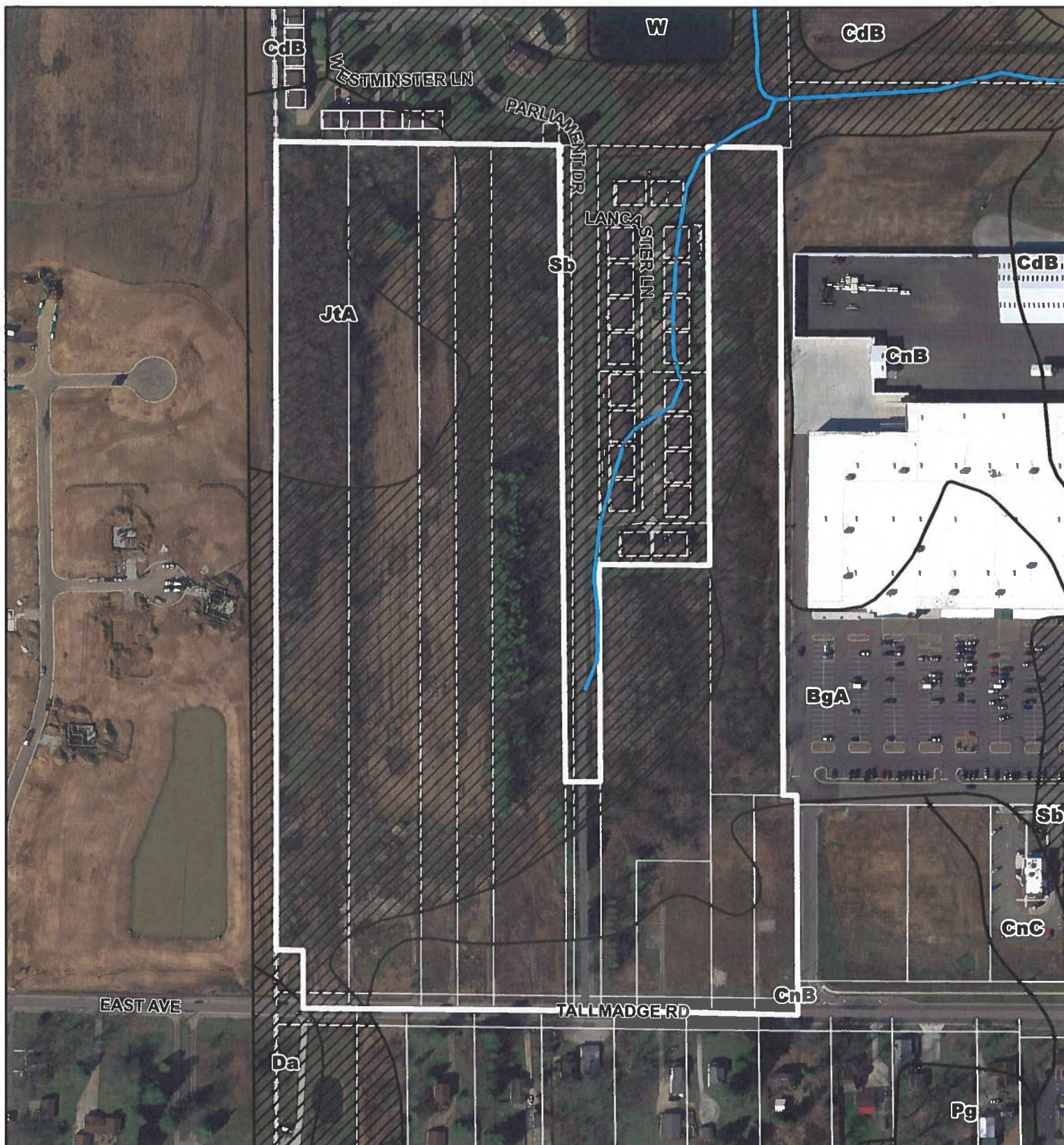
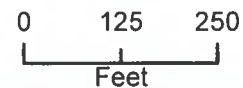
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# Brimfield Commons

## Brimfield Township

### Soils



Map Created September 29, 2021

Data Sources: Parcels, Portage County GIS, July 2021; Road, Portage County GIS, November 2020; Water, NHD USGS, edited by PCRPC 2012; Soils, Portage County Soil Survey digital version, updated 2017. Orthophoto, Portage County GIS, 2021



Streams

Soils

Hydric Soils

Parcels



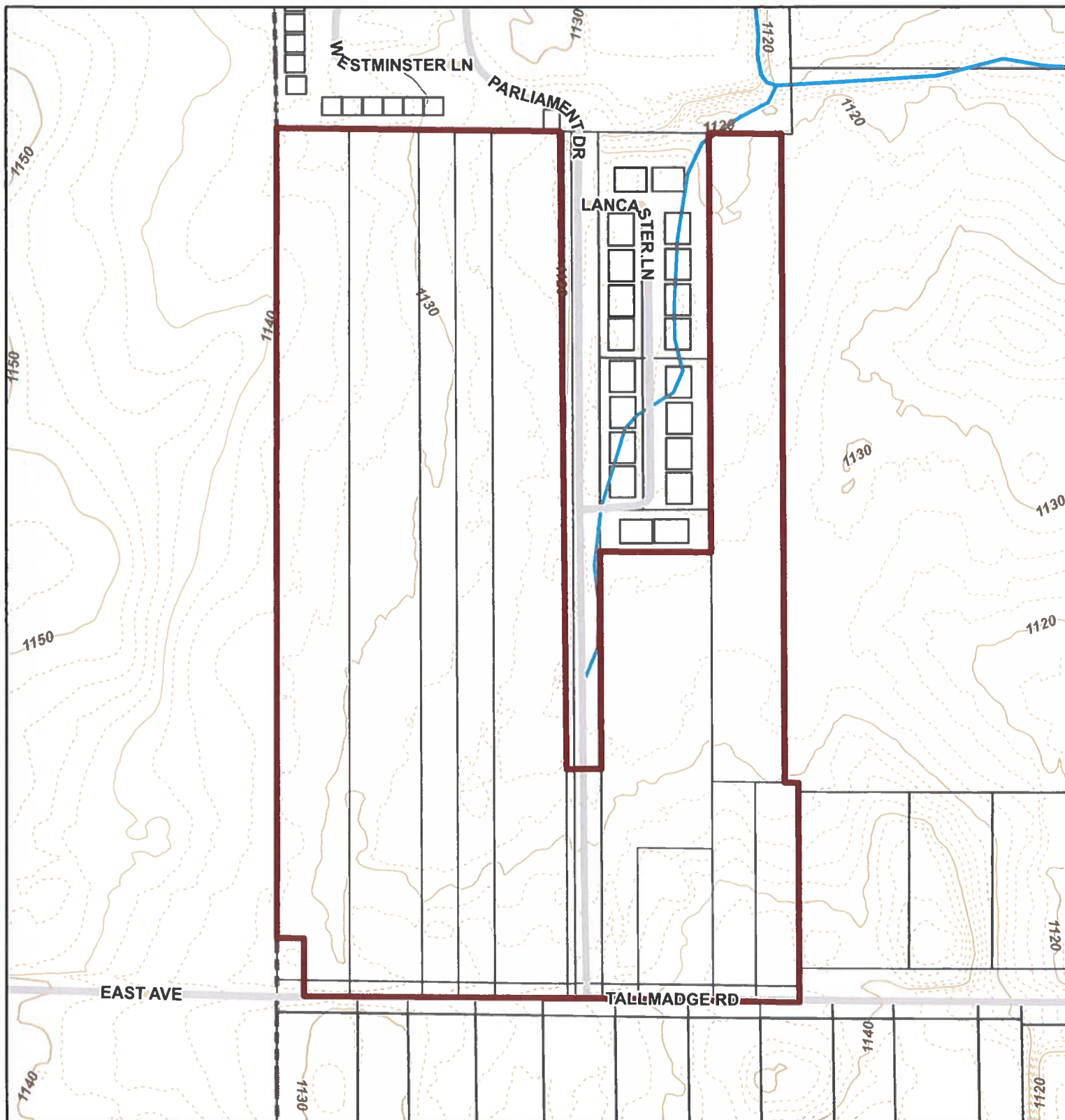
# Brimfield Commons

## Brimfield Township

### Wetlands, Floodplains, Contours



0 125 250  
Feet



Map Created September 29, 2021

Data Sources: Parcels, Portage County GIS, July 2021; Road, Portage County GIS, November 2020; Water, NHD USGS, edited by PCRPC 2012; Contours, Portage County GIS, 2016; Floodplains, FEMA FIRM, 2017; Wetlands, NWI USFWS; imagery date 2007, 2019

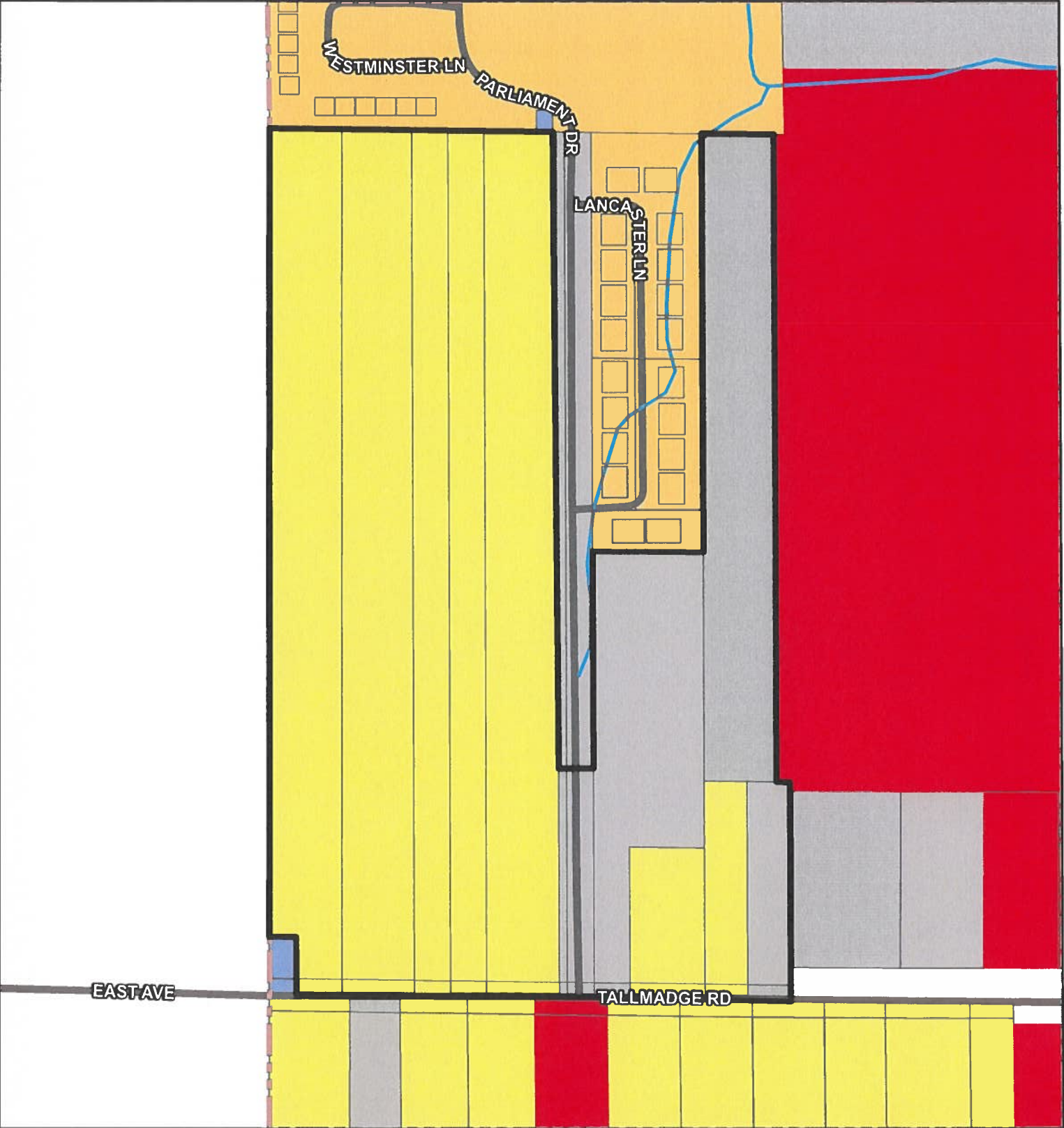
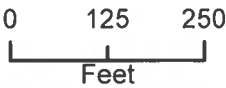


-  Streams
-  10-foot contours
-  2-foot contours
-  Parcels
-  Plat Site

Brimfield Commons

Brimfield Township

Land Use



Map Created September 29, 2021  
Data Sources: Parcels & Land Use, Portage County GIS, July 2021;  
Road, Portage County GIS, November 2020; Water, NHD USGS,  
edited by PCRPC 2012

- Land Use

  - Condominiums
  - Vacant
- Commercial
  - Residential
  - Government / Quasi-Public

**CHARLESTOWN TOWNSHIP  
ZONING CODE UPDATE WITH AMENDMENTS  
OCTOBER 2021**

Received: September 9, 2021  
Meeting Date: October 13, 2021

Reviewed by: Todd Peetz

**Underlined Text is new text and ~~struck-out~~ text is proposed to be deleted. All CAPs are staff suggested language.**

**Amendment 1  
Amendment to Section 308 B Temporary Buildings**

**Existing:**

Temporary Buildings for use incidental to construction work may be erected in any district herein established; however, such temporary building or buildings shall be removed upon the completion of abandonment of the construction work.

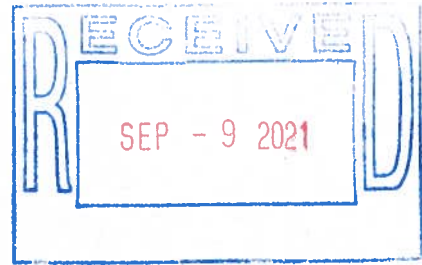
**Proposed:**

Temporary Buildings, **shipping/storage containers, construction trailers, equipment, and material used in conjunction** ~~for use incidental~~ to construction work may be erected in any district herein established; however, such temporary building or buildings shall be removed upon the completion of abandonment of the construction work. **Such facilities shall not be for habitation.**

**Staff Comments:** Shipping containers is a common problem. This addition helps to further define temporary buildings and include shipping containers. It also requires the removal of such temporary buildings at the time of completion or abandonment. Further to avoid confusion these temporary buildings are not to be used for habitation. This would also include no on-site living arrangements for security during construction.

**Staff Recommendations:** Staff would recommend approval as submitted.

September 9, 2021



Portage County Regional Planning

The Charlestown Township Zoning Board of Commission met August 30, 2021 to discuss putting something regarding Shipping containers/Storage containers in the zoning book. Please review this and give any recommendations.

OLD

Currently Article 3, section 308 #B reads as: Temporary Buildings

Temporary buildings for use incidental to construction work may be erected in any district herein established; however, such temporary building or buildings shall be removed upon the completion or abandonment of the construction work.

NEW

The Board members agreed and voted to change the wording to read: Temporary Buildings

Temporary buildings, shipping/storage containers, construction trailers, equipment, and material used in conjunction to construction work may be erected in any district herein established; however, such temporary building or buildings shall be removed upon the completion or abandonment of the construction work. Such facilities shall not be for habitation.

Sincerely,

Amber Howe, Zoning Secretary

**ATWATER TOWNSHIP  
ZONING CODE UPDATE WITH AMENDMENTS  
OCTOBER 2021**

Received: September 3, 2021  
Meeting Date: October 13, 2021

Reviewed by: Todd Peetz

**Underlined Text is new text and ~~struck-out~~ text is proposed to be deleted. All CAPs are staff suggested language.**

**Amendment 1  
Amendment to 5.20 R-1 District**

**Proposed Change:**

**5.00 RESIDENTIAL DISTRICTS (R-1)**

**5.10 PURPOSE**

The purpose of this district is to accommodate residential development at a low density that will promote the continuation of the predominantly rural residential character of Atwater Township.

**5.20 PERMITTED USES – R-1 DISTRICT**

- A. Within an r-1 Residential District, no building, structure, or premises shall be used, arranged to be used or designed to be used except for one or more of the following uses:

1. Single family dwelling, including manufactured homes.
2. Two family dwelling.
3. Planned Residential Developments, in compliance with Section 5.90.00 (Effective October 18, 2006)
4. Accessory buildings incidental to principal use.

- B. Conditionally Permitted Uses:

The Board of Zoning Appeals may issue Conditional Zoning Certificates for uses listed herein subject to the general requirements of Section 10.10 and Special Requirement of Section 10.20.

1. Home Occupations subject Section 10.20 (E).

**5.30 BUILDING REGULATIONS**

- A. The Minimum Living Floor Area shall be:

1. Single Family Dwelling (effective August 11, 2001)
  - a) One story with full basement – 1,040 square feet (main floor)
  - b) One story without full basement – 1,248 square feet (main floor)
  - c) Split level or multi-level – 1,040 square feet (main floor), 200 square feet for each and any additional level of space

- d) Two story with full basement – 720 square feet each floor, total 1,440 square feet
- e) Two story without full basement – 800 square feet each floor, total 1,600 square feet
- f) The minimum width of a home shall be twenty-four (24) feet measured at the foundation (effective August 6, 2003)
- 2. Two Family Dwelling (effective March 25, 2002)
  - a) The minimum living floor area shall be 800 square feet per unit with a full basement
  - b) The minimum living floor area shall be 1,040 square feet per unit without a full basement
  - c) The minimum width of a home shall be twenty-four (24) feet measured at the foundation (effective August 6, 2003)
- 3. **The definition of “without full basement” shall be deemed a crawl space supported by block walls and following the perimeter of the living area with a concrete floor.**

B. Building Area, Yard, and Height Requirements: (effective March 25, 2002)

C. Mobile Homes (effective Date approve by twp.)

- 1. **New Mobile Homes must meet the same standards as a manufactured home (Section 5.3 F)**
- 2. **Unless the mobile home is replacing a current mobile HOME. The replacement must meet property line set-backs and must meet the standards as-OF 5.3 F-6.**

D. Maximum Building Height

The maximum height of building shall be thirty-five (35) feet

E. Permitted Height Exceptions:

- 1. Except as specifically stated herein, no building shall be erected, enlarged, reconstructed, or structurally altered to exceed the height limit hereinafter established, with the exception of fire or parapet walls, skylights, towers, flag poles, chimneys, windmills, smoke stacks, water tanks, or similar structures may be erected above the height limits herein. No such structures may be erected to exceed more that fifteen (15) feet the heights limits of the district; nor shall such structures have a total area greater than twenty-five (25) percent of the roof area of the building; nor shall the structure be used for any purpose other than the use incidental to the main use of the building.
- 2. Public or semi-public buildings, when permitted in a district, may be erected to a height not the exceed forty-five (45) feet, except that churches and temples may be erected to a height not to exceed seventy-five (75) feet if the building setback from each yard line is a least one foot for each foot of additional building height



above the height line otherwise provided for in the District in which the building is located.

F. Manufactured Homes (effective date – 1/2/94)

1. The main body shall be at least twenty-four (24) feet in width where it rests on the foundation and shall have a minimum of 1,040 square feet of living floor area (effective March 25, 2002).
2. The unit must have a continuous and complete frost free perimeter foundation for the main body.
3. The exterior wall covering is required to be either: vinyl, wood, simulated wood or masonry finish, (or resemble its appearance).
4. The use of flat or corrugated sheet metal for exterior walls or roof is prohibited.
5. **A garage is still required and needs to follow the requirements of Section 5.34.**
6. **If the manufactured home is transported to the site on its own wheels, the wheels and axles must be removed and the home must be put on a permanent foundation. ~~The wheels and axles cannot be stored on the property.~~**

**Staff Comments:** We suggested a few minor changes to the wording of the proposed amendment. The amendment is based around manufactured and mobile homes.

**Staff Recommendations:** Staff would recommend approval as amended.

**Amendment 2**

**Amendment to add Sections 5.44, 5.50, 5.51 and 5.52 adding setback requirements in the R-1 District**

**5.42 MINIMUM LOT WIDTH AT STREET** (effective date: 5/18/94)

A. Single Family Residential Dwellings:

1. Two hundred (200) feet without centralized sewer (effective August 11, 2001), except fifty (50) feet on cul-de-sac turn arounds.
2. **The minimum lot width shall be the minimum side setback OF (10 feet) FROM THE SIDE PROPERTY LINE and the width of the structure.**

B. Two Family Residential Dwellings:

1. One hundred Fifty (150) feet without centralized sewer.
2. **The minimum lot shall BE HAVE the minimum side setback OF (10 feet) FROM THE SIDE PROPERTY LINE and the width of the structure.**

**5.43 MINIMUM LOT AREA**

- A. Single Family Dwelling: Two and one-half (2-1/2) acres (effective August 11, 2001) without public centralized sanitary sewers.
- B. Two Family Dwelling: Three (3) acres without public centralized sanitary sewers.

**5.44 MINIMUM LOT WIDTH AT THE BUILDING SETBACK LINE**

All setbacks are to be measured from the property SURVEY lines.

**5.50 MINIMUM FRONT YARD SETBACK CLEARANCE**

The minimum setback for the front yard will be thirty feet (30) from the front SURVEY PROPERTY line.

**5.51 MINIMUM SIDE YARD WIDTH CLEARANCE**

On all lots, there shall be two (2) side yards with a total width of not less than ten feet (10 feet) per side to be measured from the side SURVEY PROPERTY line.

**5.52 MINIMUM REAR YARD DEPTH**

Twenty-five (25) feet to be measured from the rear SURVEY PROPERTY line.

**Staff Comments:** We suggested a few minor changes to the wording of the proposed amendment. Survey line should be "Property Line". Setbacks are typically needed to provide proper separation from property lines and from the neighbor's building(s).

**Staff Recommendation:** Approve as amended.

## 5.00 RESIDENTIAL DISTRICTS (R-1)

### 5.10 PURPOSE

The purpose of this district is to accommodate residential development at a low density that will promote the continuation of the predominantly rural residential character of Atwater Township.

### 5.20 PERMITTED USES – R-1 DISTRICT

A. Within an R-1 Residential District, no building, structure, or premises shall be used, arranged to be used or designed to be used except for one or more of the following uses:

1. Single family dwelling, including manufactured homes.
2. Two family dwelling.
3. Planned Residential Developments, in compliance with Section 5.90.00. (Effective October 18, 2006)
4. Accessory buildings incidental to principal use.

B. Conditionally Permitted Uses:

The Board of Zoning Appeals may issue Conditional Zoning Certificates for uses listed herein subject to the general requirements of Section 10.10 and Special Requirement of Section 10.20.

1. Home Occupations subject Section 10.20 (E).

### 5.30 BUILDING REGULATIONS

A. The Minimum Living Floor Area shall be:

1. Single Family Dwelling (effective August 11, 2001)
  - (a) One story with full basement – 1,040 square feet (main floor)
  - (b) One story without full basement – 1,248 square feet (main floor)
  - (c) Split level or multi-level – 1,040 square feet (main floor), 200 square feet for each and any additional level of space
  - (d) Two story with full basement – 720 square feet each floor, total 1,440 square feet
  - (e) Two story without full basement – 800 square feet each floor, total 1,600 square feet
  - (f) The minimum width of a home shall be twenty-four (24) feet measured at the foundation (effective August 6, 2003)
2. Two Family Dwelling (effective March 25, 2002)
  - (a) The minimum living floor area shall be 800 square feet per unit with a full basement.
  - (b) The minimum living floor area shall be 1,040 square feet per unit without a full basement.
  - (c) The minimum width of a home shall be twenty-four (24) feet measured at the foundation (effective August 6, 2003)
3. **The definition of “without full basement” shall be deemed a crawl space supported by block walls and following the perimeter of the living area with a concrete floor.**

**B. Building Area, Yard, and Height Requirements: (effective March 25, 2002)**

All residential buildings shall meet the current requirements of the Portage County Building Department.

**C. Mobile Homes (effective Date approve by twp.)**

**1. New Mobile Homes must meet the same standards as a manufactured home (Section 5.3 F),**

**2. Unless the mobile home is replacing a current mobile. The replacement must meet property line set backs and must meet the standards as 5.3 F-6.**

**D. Maximum Building Height**

The maximum height of building shall be thirty-five (35) feet.

**E. Permitted Height Exceptions:**

1. Except as specifically stated herein, no building shall be erected, converted, enlarged, reconstructed, or structurally altered to exceed the height limit hereinafter established, with the exception of fire or parapet walls, skylights, towers, flag poles, chimneys, windmills, smoke stacks, water tanks, or similar structures may be erected above the height limits herein. No such structures may be erected to exceed more that fifteen (15) feet the height limits of the district; nor shall such structures have a total area greater than twenty-five (25) percent of the roof area of the building; nor shall the structure be used for any purpose other than the use incidental to the main use of the building.
2. Public or semi-public buildings, when permitted in a district, may be erected to a height not the exceed forty-five (45) feet, except that churches and temples may be erected to a height not to exceed seventy-five (75) feet if the building setback from each yard line is a least one foot for each foot of additional building height above the height line otherwise provided for in the District in which the building is located.

**F. Manufactured Homes (effective date – 1/2/94)**

1. The main body shall be at least twenty-four (24) feet in width where it rests on the foundation and shall have a minimum of 1,040 square feet of living floor area (effective March 25, 2002).
2. The unit must have a continuous and complete frost free perimeter foundation for the main body.
3. The exterior wall covering is required to be either: vinyl, wood, simulated wood or masonry finish, (or resemble its appearance).
4. The use of flat or corrugated sheet metal for exterior walls or roof is prohibited.
5. **A garage is still required and needs to follow the requirements of Section 5.34**
6. **If the manufactured home is transported to the site on its own wheels, the wheels and the axles must be removed and the home must be put on a permanent foundation. The wheels and axles cannot be stored on the property.**

**5.34 GARAGE REQUIREMENTS (effective March 25, 2002)**

All new dwelling units shall have a garage.

- B. Two family dwelling units must have a garage capable of storing a minimum of one (1) car for each unit and shall be at least ten (10) feet by twenty-four (24) feet.
- C. The exterior appearance of the garage must be similar to that of the house.
- D. If attached, the garage is considered to be part of the principal building; if detached, the garage is considered an accessory building and shall meet the setback requirements for accessory buildings.

### **5.35 ACCESSORY USES AND STRUCTURES**

An accessory building attached to principal structure on a lot, shall be made structurally a part thereof, and shall comply in all respects with the requirements of these Regulations applicable to the principal building. However, no non-mobile accessory building may be attached to a mobile home as a permanent structure, since such attachment will render the unit immobile, and not in compliance with local building codes. (Not to include open porches or patios.)

#### **A. Location and Number (effective March 25, 2002)**

- 1. Accessory buildings which are not part of the principal building, to which it is incidental, shall not be located closer than fifteen (15) feet from the principal building and may not be located in the front yard. Said buildings shall not occupy more than thirty (30) percent of the combined areas of the rear and side yards. This applies to all accessory buildings, and structures except roadside stands.
- 2. One well-maintained, movable accessory building/structure is permitted per dwelling unit.

- B. Accessory buildings in residential districts shall be limited to twenty-one (21) feet in height with the measurement being taken at the final grade. (effective August 6, 2003)
- C. Mobile homes, semi-trailers, buses, campers, or similar vehicles cannot be used as accessory buildings/structures.
- D. Principal dwellings must be under construction before a zoning permit shall be issued for any accessory building.
- E. Roadside stands: One roadside stand offering for sale only agricultural products which are produced on the premises is permitted. (See also Section 1.60 A 3/g and 5.70 D.)

#### **F. Signs Permitted:**

- 1. Permanent signs no larger than nine (9) square feet in area are permitted when the use of the sign is in direct relation to the use of the premises. All said signs require a Zoning Certificate.
- 2. Signs appropriate to a public or semi-public building for the purpose of displaying the name and activities or services therein provided not larger than a total of twenty (20) square feet and restricted to the premise. (Subject to Section 10.10 A, B and E)
- 3. One non-illuminated, temporary sign not exceeding nine (9) square feet in area, advertising the sale or lease of a lot or building, or other temporary use may be permitted on said lot without securing a Zoning Permit.

#### **G. Swimming Pools (effective August 23, 2002)**

A private swimming pool shall be allowed as an accessory use with the following restrictions:

1. Location:

Swimming pool shall not be located in front yard areas and shall conform to all side and rear yard setback limits for the district in which they are located.

2. Fencing:

- (a) Every swimming pool shall be completely enclosed by a permanent fence, wall or barrier intended to prevent uncontrolled access to the pool by children from adjacent property. A swimming pool shall not be filled with water until the required enclosure has been installed.
- (b) Swimming pool enclosures shall be a fence, wall, accessory building wall or a combination thereof which completely surrounds the pool. The pool side of the enclosure shall be not less than twenty-four (24) inches from the water's edge. The top of the enclosure, including all gates and doors therein, shall be not less than forty-eight (48) inches above grade measured on the exterior side of the enclosure.
- (c) There shall be no openings, holes or gaps in a pool enclosure large enough for a sphere three (3) inches in diameter to pass through. An enclosure fence or wall shall have no handholds, footholds or horizontal members accessible from the exterior side of the enclosure. Horizontal members of fences shall be placed on the pool side of the fence. Wire mesh or chain link fences shall have a maximum mesh size of one and three-quarter inches measured horizontally.
- (d) All gates in a swimming pool enclosure shall be equipped to accommodate a locking device. The gate latch shall be located not less than forty-two (42) inches above grade or shall otherwise be made inaccessible to small children from the outside of the enclosure. All gates shall be kept locked at times when the swimming pool is not in use. All gates shall be self-closing and self-latching.
- (e) A swimming pool cover is not considered a suitable alternative to the enclosure requirements delineated herein.
- (f) A temporary fence at least forty-two (42) inches in height shall be erected and maintained, completely enclosing the excavation for an in-ground swimming pool. Such fence shall remain in place until completion of the permanent enclosure.
- (g) An enclosure is not required around an above-ground swimming pool located on a single-family residential property, provided:
  - (1) The pool has non-climbable vertical sides not less than forty-eight inches in height above grade adjacent to the pool; or
  - (2) The pool comes equipped with a self-contained fence which mounts atop the vertical wall of the pool, the combined height of which is not less than forty-eight (48) inches above the grade. The self-contained fence must surround the pool; and
  - (3) Any access steps or ladders are either removable without the use of tools or are designed to be secured in an inaccessible position when the pool is not in use with a lock or latch located not less than forty-two (42) inches above the grade adjacent to the pool.

- (h) It is the responsibility of the property owner to ensure that the enclosure including all gates, doors, locks and latches are kept maintained, safe and in good working order at all times. No person shall alter or remove any portion of a pool enclosure except to repair, replace or reconstruct the enclosure in compliance with the requirements delineated herein.
- 3. Drainage  
Discharge of any water from a swimming pool shall be onto the property where the pool is located or into the nearest storm sewer. The discharge shall not flow onto, through, or otherwise affect adjacent properties.
- 4. Lighting  
All lighting of the pool and surrounding areas shall be shielded in a manner to insure the light does not shine towards abutting properties or into the atmosphere.
- 5. Other  
The construction and operation of swimming pools shall meet all other applicable county and state regulations.

#### **5.40 GENERAL REGULATIONS OF LOTS**

- A. One Principal Building Per Lot  
No more than one (1) principal building shall be permitted on any one (1) lot. Every principal building shall be located on a lot having frontage on a public dedicated street or private street meeting the minimum construction standards required for public streets.
- B. A maximum of three (3) recreational vehicles, including but not limited to truck camper, motor home, camp trailer, pop-up camper, boats and other recreational vehicles may be parked within the rear yard of a residentially zoned property at any one time, providing the property contains an existing principal dwelling, all the minimum side and rear yard setback requirements are satisfied, and the vehicle is in a safe and operable, and licensable condition. Pick-up campers when not mounted to the truck should be stored in a safe and secure manner. Any more than three (3) recreational vehicles must be stored inside a permanent building. (effective August 6, 2003)

#### **5.41 REQUIRED LOTS, YARDS, AND OPEN SPACE UNAFFECTED BY CHANGE IN OWNERSHIP**

- A. No space which, for the purpose of a building, has been counted or calculated as part of a side yard, rear yard, front yard, or other open space required by this Resolution, may by reason of change in ownership or otherwise, be counted or calculated to satisfy the yard or other open space requirements of or for any other building.
- B. Sub-Standard Lot Deleted (Sub-standard lot text moved to 9.00 B of Non-Conforming Uses)
- C. Projections Into Yard Areas  
Every part of a required yard shall be open to the sky unobstructed, except:
  - 1. Accessory building in a rear yard,
  - 2. Parking of automobiles as regulated by Paragraph 5.70 herein;
  - 3. Fences constructed in compliance with Paragraph 5.80 of this Resolution. Terraces, uncovered porches, platforms, and ornamental structures which do not extend more than

two (2) feet above the level of the ground or first story floor, may project onto the required side or rear yard, provided these projections be a distance of at least five (5) feet from the adjacent lot line.

An open, uncovered porch or paved terrace may project into the front yard for a distance not to exceed ten (10) feet.

#### **5.42 MINIMUM LOT WIDTH AT STREET (effective date: 5/18/94)**

##### **A. Single Family Residential Dwellings:**

1. Two hundred (200) feet without centralized sewer (effective August 11, 2001), except fifty (50) feet on cul-de-sac turn arounds.
2. **The minimum lot width shall be the minimum side setback (10 feet) and the width of the structure.**

##### **B. Two Family Residential Dwellings:**

1. One hundred fifty (150) feet without centralized sewer.
2. **The minimum lot shall be the minimum side setback (10Feet) and the width of the structure.**

#### **5.43 MINIMUM LOT AREA**

- A. Single Family Dwelling: Two and one-half (2-1/2) acres (effective August 11, 2001) without public centralized sanitary sewers.
- B. Two Family Dwelling: Three (3) acres without public centralized sanitary sewers,

#### **5.44 MINIMUM LOT WIDTH AT THE BUILDING SETBACK LINE**

**All set backs are to be measured from the property survey lines.**

#### **5.50 MINIMUM FRONT YARD SETBACK CLEARANCE**

**The minimum setback for the front yard will be thirty feet (30 feet) from the front survey line.**

#### **5.51 MINIMUM SIDE YARD WIDTH CLEARANCE**

**On all lots, there shall be two (2) side yards with a total width of not less than ten feet (10 feet) per side to be measured from the side survey line.**

#### **5.52 MINIMUM REAR YARD DEPTH**

**Twenty-five (25) feet to be measured from the rear survey line.**



**ROOTSTOWN TOWNSHIP  
ZONING CODE AMENDMENT  
October 2021**

Received: August 19, 2021  
Meeting Date: October 13, 2021

Reviewed by Todd Peetz

**Underlined Text is new text and ~~struck-out~~ text is proposed to be deleted. All CAPs are staff suggested language.**

**Amendment 1  
Section 310.04**

**Rationale:** To allow residents to live in an existing dwelling during construction of a new dwelling on the same parcel, while also ensuring that the existing dwelling will be removed in a timely manner upon completion of the new dwelling.

**Section 310.04 Existing:**

Lots created in residential districts shall comply with the area and dimension requirements specified in Schedule 310.04 for the district in which the lot is located, except as otherwise regulated in Chapter 320 for planned residential developments.

- A. Minimum Lot Area and Width. The area and width of a lot shall not be less than the area and width set forth in Schedule 310.04, unless a larger lot is required by Portage County Health Department to adequately accommodate individual sanitary sewage disposal systems.
- B. Minimum Development Area. For the R-3 district, the development area shall be the total project area, which may be further subdivided after a development plan for the total project area has been approved.
- C. Minimum Lot Frontage. Each lot shall have the minimum frontage on a public or private street as set forth in Schedule 310.04. In the R-3 district, the total project area shall comply with the minimum lot frontage specified in Schedule 310.04.
- D. One Dwelling per Lot. There shall not be more than one dwelling constructed on a lot except in the R-3 district and for planned residential developments as specifically permitted in Chapter 320.
- E. R-3 Regulations - Density and Open Space.
  - 1. The maximum density permitted shall be 12 dwelling units per acre.
  - 2. The minimum required open space shall be 25 percent of the total project area.

**Section 310.04 Proposed (shown in bold):**

Lots created in residential districts shall comply with the area and dimension requirements specified in Schedule 310.04 for the district in which the lot is located, except as otherwise regulated in Chapter 320 for planned residential developments.

- A. Minimum Lot Area and Width. The area and width of a lot shall not be less than the area and width set forth in Schedule 310.04, unless a larger lot is required by Portage County Health Department to adequately accommodate individual sanitary sewage disposal systems.
- B. Minimum Development Area. For the R-3 district, the development area shall be the total project area, which may be further subdivided after a development plan for the total project area has been approved.
- C. Minimum Lot Frontage. Each lot shall have the minimum frontage on a public or private street as set forth in Schedule 310.04. In the R-3 district, the total project area shall comply with the minimum lot frontage specified in Schedule 310.04.
- D. One Dwelling per Lot. There shall not be more than one dwelling constructed on a lot except in the R-3 district and for planned residential developments as specifically permitted in Chapter 320.
  - 1. In the case of replacing an existing dwelling, residents shall have 120 days to demolish the old dwelling once an occupancy permit has been issued for the new dwelling.
- E. R-3 Regulations - Density and Open Space.
  - 1. The maximum density permitted shall be 12 dwelling units per acre.
  - 2. The minimum required open space shall be 25 percent of the total project area.

**Staff Comments:** The new language provides a limited duration as to remove an existing dwelling in a timely manner while a new dwelling is being built. The 120-days should be sufficient time to move belongings and things of value to the new dwelling once an occupancy permit has been provided.

Rootstown should also coordinate this process with the County Prosecutor's office. Before signing off on a building/zoning permit, it should be clear with owner and Township that the existing building will be coming down and have the timeline established.

**Staff would recommend:** Approval as submitted.



TO: Portage County Regional Planning Commission  
FROM: Zoning Commission  
DATE: August 19, 2021  
RE: Proposed Amendment to Zoning Resolution – 2021-015

At our regular meeting on August 17, 2021, a motion was passed to amend Section 310.04 D of the Zoning Resolution.

**Section 310.04 Existing:**

Lots created in residential districts shall comply with the area and dimension requirements specified in Schedule 310.04 for the district in which the lot is located, except as otherwise regulated in Chapter 320 for planned residential developments.

- A. Minimum Lot Area and Width. The area and width of a lot shall not be less than the area and width set forth in Schedule 310.04, unless a larger lot is required by Portage County Health Department to adequately accommodate individual sanitary sewage disposal systems.
- B. Minimum Development Area. For the R-3 district, the development area shall be the total project area, which may be further subdivided after a development plan for the total project area has been approved.
- C. Minimum Lot Frontage. Each lot shall have the minimum frontage on a public or private street as set forth in Schedule 310.04. In the R-3 district, the total project area shall comply with the minimum lot frontage specified in Schedule 310.04.
- D. One Dwelling per Lot. There shall not be more than one dwelling constructed on a lot except in the R-3 district and for planned residential developments as specifically permitted in Chapter 320.
- E. R-3 Regulations - Density and Open Space.
  - 1. The maximum density permitted shall be 12 dwelling units per acre.
  - 2. The minimum required open space shall be 25 percent of the total project area.

**Section 310.04 Proposed (shown in bold):**

Lots created in residential districts shall comply with the area and dimension requirements specified in Schedule 310.04 for the district in which the lot is located, except as otherwise regulated in Chapter 320 for planned residential developments.

- A. Minimum Lot Area and Width. The area and width of a lot shall not be less than the area and width set forth in Schedule 310.04, unless a larger lot is required by Portage County Health Department to adequately accommodate individual sanitary sewage disposal systems.

- B. Minimum Development Area. For the R-3 district, the development area shall be the total project area, which may be further subdivided after a development plan for the total project area has been approved.
- C. Minimum Lot Frontage. Each lot shall have the minimum frontage on a public or private street as set forth in Schedule 310.04. In the R-3 district, the total project area shall comply with the minimum lot frontage specified in Schedule 310.04.
- D. One Dwelling per Lot. There shall not be more than one dwelling constructed on a lot except in the R-3 district and for planned residential developments as specifically permitted in Chapter 320.
  - 1. **In the case of replacing an existing dwelling, residents shall have 120 days to demolish the old dwelling once an occupancy permit has been issued for the new dwelling.**
- E. R-3 Regulations - Density and Open Space.
  - 1. The maximum density permitted shall be 12 dwelling units per acre.
  - 2. The minimum required open space shall be 25 percent of the total project area.

**Rationale:** To allow residents to live in an existing dwelling during construction of a new dwelling on the same parcel, while also ensuring that the existing dwelling will be removed in a timely manner upon completion of the new dwelling.

Please provide your input and recommendations to secretary Jordan Michael, 3988 State Route 44, Rootstown, OH 44272 or [rootstownzoning@sbcglobal.net](mailto:rootstownzoning@sbcglobal.net).

JM

**SHALERSVILLE TOWNSHIP  
ZONING AMENDMENTS  
October 2021**

Received: September 14, 2021  
Meeting Date: October 13, 2021  
Reviewed by: Todd Peetz

New language is **bold underline**, removed language is ~~struck through~~ and staff suggested language is **ALL CAPS** and **bold underline**.

**Amendment 1  
Section 331(E)**

**Proposed:  
Section 331 (E)**

**Section 331 Permitted Uses**

The following uses are permitted in “R-2” Residential Districts:

- A. Single family dwelling
- B. Two family dwelling
- C. Accessory buildings incidental to the principal use in accordance with Article IV, Section 410 and Article III, Section 336.
- D. Temporary building or trailer for dwelling purposes while a permanent dwelling is being constructed for a period of one (1) year with option of one (1) additional year. The dwelling structure shall be removed from the premises after the two (2) year period, subject to Subsection 101.

E. **Backyard Chickens**

**It shall be unlawful to place or maintain backyard chickens in any area unless the following conditions and requirements are met:**

- 1. **No more than six (6) backyard chickens are permitted per dwelling unit.**
- 2. **Roosters are prohibited.**
- 3. **Other poultry or fowl are prohibited. No person may own or keep any other fowl, including but not limited to pigeons, ducks, quail, geese, or turkeys.**
- 4. **Backyard chickens are required to be located within a designated chicken coop and chicken run that shall meet the following requirements:**
  - a. **The chicken coop and chicken run shall be located rear or backyard of parcel.**
  - b. **The coop shall have a minimum ten feet (10') setback from the rear property line, and five feet (5') setback from the side property line as defined in Section 333.**
  - c. **SEPARATION FROM RESIDENTIAL DWELLINGS FROM CHICKEN COOPS OR RUN SHALL MEET HEALTH DEPARTMENT STANDARDS.**

**Comments:**

Raising chickens is becoming more desirable. There are several aspects to the proposed change that are good for the neighbors. Not allowing a rooster, not allowing a variety of fowl, separation from the property line. To help the public with health standards for distance separation chickens should be kept from a residence be consistent with health department suggestions. At the time of preparing this, I have a call pending back from the Portage County Health Department. If the health department has a standard distance, we will add that before the meeting. If the Health Department has no recommended distance then we will remove our suggested change.

**Staff Recommendation:** Approve as amended.

**Amendment 2**  
**Section 339**

**Proposed:**

**Section 339 Non-Permitted Use**

- A. Farm Animals are a non-permitted use in the R-2 District, this includes, but not limited to horses, cows, pigs, sheep, goats, ~~fowl~~, fox and donkeys. Exceptions: backyard chickens (as described in Section 331). ~~and including 4-H projects and~~ or other established youth programs shall be addressed by the Zoning Board of Appeals.

**Staff Comment:**

While this is consistent with the above proposed amendment. On property greater than an acre or especially above 5 acres even in an R-2 district these animals would be considered an agricultural use. The concern is by adding “**non-permitted**” you have just eliminated all those previously permitted animals. Our suggestion is to let Section 331(E) stand on its own and not make this change.

**Staff Recommendation:**

Staff would recommend disapproval of the proposed amendment as Section 331(E) should be sufficient.

### Article III

#### **“R-2” LOW DENSITY RESIDENTIAL WITH SEWER DISTRICT**

*(Formerly R-1 district; Revisions 1993, 2006, 2015)*

##### **Section 330 Low Density Residential District (R-2)**

The purpose of the Residential “R-2” District is for the establishment of low-density single-family dwellings. Efficient centralized water and sewer facilities are required.

##### **Section 331 Permitted Uses**

The following uses are permitted in “R-2” Residential Districts:

- A. Single family dwelling
- B. Two family dwelling
- C. Accessory buildings incidental to the principal use in accordance with Article IV, Section 410 and Article III, Section 336.
- D. Temporary building or trailer for dwelling purposes while a permanent dwelling is being constructed for a period of one (1) year with option of one (1) additional year. The dwelling structure shall be removed from the premises after the two (2) year period, subject to Subsection 101.
- E. **Backyard Chickens**

***It shall be unlawful to place or maintain backyard chickens in any area unless the following conditions and requirements are met:***

- 1. ***No more than six (6) backyard chickens are permitted per dwelling unit.***
- 2. ***Roosters are prohibited.***
- 3. ***Other poultry or fowl are prohibited. No person may own or keep any other fowl, including but not limited to pigeons, ducks, quail, geese, or turkeys.***
- 4. ***Backyard chickens are required to be located within a designated chicken coop and chicken run that shall meet the following requirements:***
  - a. ***The chicken coop and chicken run shall be located rear or backyard of parcel.***
  - b. ***The coop shall have a minimum ten feet (10') setback from the rear property line, and five feet (5') setback from the side property line as defined in Section 333.***

### Section 336 Accessory Buildings

- A. Each residential property shall be limited to one permanent foundation accessory building that is incidental to the principal use providing:
  - 1. The accessory building is placed on a permanent foundation.
  - 2. The maximum foundation size does not exceed 800 square feet for lots less than two acres.
  - 3. The placement of the accessory building complies with all setback requirements. (as per Section 333)
- B. Each residential property shall be limited to one non-permanent accessory building that is incidental to the principal use (no zoning certificate required) providing:
  - 1. The accessory building is not placed on a permanent foundation.
  - 2. The accessory building is no larger than 200 square feet.
  - 3. The placement of the accessory building complies with all setback requirements. (as per section 333)
- C. Carports: Allowing manufactured carports, no permanent walls, placement, in driveway or turn around only. This applies to carports in the front of existing homes only. This does not apply to carports behind or beside houses within setbacks. Zoning permit required.

### Section 338 Yard Sales

#### Time Limitations

- A. Yard sales may not be more than three (3) consecutive days and no more than nine (9) such days per year at any one address.
- B. Yard sale items and signs must be removed within two (2) days after sale ends.

### Section 339 Non-Permitted Use

- A. Farm Animals are a non-permitted use in the R-2 District, this includes, but not limited to horses, cows, pigs, sheep, goats, ~~fowl~~, fox and donkeys. Exceptions: **backyard chickens (as described in Section 331).** ~~and including 4-H projects and~~ **or** other established youth programs shall be addressed by the Zoning Board of Appeals.



**PORTAGE COUNTY REGIONAL PLANNING COMMISSION  
WORK PROGRAM REPORT  
SEPTEMBER 2021**

**A. COMPREHENSIVE PLANNING**

**1. Portage County Comprehensive Economic Development Strategy Update (CEDS) 2020 CEDS**

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

**B. PLAN IMPLEMENTATION/SHORT TERM PLANNING**

**1. Update of Portage County Subdivision Regulations**

- The updated version is available on our website.
- We are looking at some minor additions that will could bring to the Board in November or December.
- Annual updates will be reviewed by staff and other reviewers each November and a major review and update will occur by July 2024.

**C. INFORMATION SYSTEMS**

**1. Database Acquisition and Updates**

**2. Web Site**

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

- Portage County Asset Mapping has been updated under special projects.
- Started adding fair housing information.

## **D. PLANNING ADMINISTRATION**

### **1. Subdivision Regulation Administration**

#### **a. Subdivisions of Land (Submitted)**

Preliminary Plans	1 Application	50 Lots (proposed)
Plats	1 Application	5 Lots
Replat	0 Applications	0 Lots
Exceptional Replats	1 Application	0 Lots
Variances	1 Application	
Minor Subdivisions	2 Applications	5 Lots

#### **b. Divisions of Land**

5+ Acre Lot Divisions	2 Applications	2 Lots
<u>Transfers. To Adj. Prop.</u>	<u>2 Applications</u>	<u>2 Transfers</u>
	<b>10 Applications</b>	<b>12 Lots Created</b>

## **E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES**

### **1. Other Member Services as Requested**

- Atwater Township  
Helping to obtain an Army Corp letter so they can receive grant funding.  
Processed a text amendment for October's meeting. Helping with Christmas Light program.
- Brimfield Township  
Attended Brimfest or Community Days. Helping with Christmas Light program.
- Franklin Township  
Reviewed 2 map amendments. Helped look into medical marijuana dispensaries in local zonings books.
- Freedom Township  
Working on a CDBG project with the Township and the Historical Society
- Garrettsville Village
- Hiram Township  
Continue to look into grant opportunities for Broadband grants. Need to coordinate with a broadband provider.
- Hiram Village

- Mantua Township  
We are reviewing a historic preservation district and developing an interactive structures map for the township. Helped update their zoning book.
- Mantua Village  
We are looking into a variety of grants to help the Village. We will be submitting a Target of Opportunities grant.
- Nelson Township
- Palmyra Township  
Processed a rezoning map amendment for September's meeting.
- Paris Township
- Randolph Township  
Helping with Christmas Light program.
- Ravenna City  
Helped to amend their CRA district and get a Critical Infrastructure Grant.
- Ravenna Township  
Reviewed a zoning text amendment. Also submitted an pre-application for a Emergency Management related grant to address stormwater issues.
- Rootstown Township  
Processed a text amendment in September and for the October RPC meeting. Helping with Christmas Light program.
- Shalersville Township  
Reviewed a zoning text amendment for September's meeting.
- Suffield Township  
Helping with Christmas Light program.
- Sugar Bush Knolls
- Windham Township  
Also created an address map for the Fire District.
- Windham Village  
Helped to get them a Critical Infrastructure Grant.

## **Non-Member Technical Assistance**

### **2. Intergovernmental Reviews-Applications Received**

Local-0  
Areawide-0  
Statewide-0

### **3. Akron Metropolitan Transportation Study (AMATS)**

### **4. Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)**

- We attended their September Board meeting.

### **5. Portage County Housing Services Council**

- E. Beeman attended the meeting held on September 14, 2021.

### **6. Data/Information/Graphics to Developers, Businesses, Private Sector upon Request**

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

### **7. Portage Development Board (PDB)**

### **8. Quarterly Zoning Inspectors (QZI) Meeting**

- We held a meeting on June 24<sup>th</sup>. The topic was about the subdivision regulation updates. The next meeting will be held on **October 28th**, location and topic to be determined.

### **9. 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 Six (6) septic system are in process.

### **10. Portage County Vision and Comprehensive Plan**

- Working on putting together the Vision Plan steering committee and the Comprehensive Plan steering committee. Only have 6 to 7 members currently. Goal is to have 20+/- members.
- We will be providing all key stakeholders a 30%, 60% and 90% reports for their review and feedback. Stakeholders are those who are not on the committees.
- We held our existing conditions meeting for the Vision-Plan on September 20th.
- We held our kick-off meeting for the Comprehensive Plan on October 4<sup>th</sup>.

## **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.

Grant Submitted	Status	Grant Description	Amount Requested	Awarded	Date of Notice
ODNR Recreational Trails Program	FUNDED	Submitted by Atwater Township for Old School Park project	\$53,595	\$53,595	5-Feb-20
The Water Supply Revolving Loan Account (WSRLA)	PARTIALLY FUNDED	March 4 <sup>th</sup>	50% Principal Forgiveness \$7,300,466	\$1.7 Million	
Industry Sector Partnership Grant	NOT FUNDED	The State of Ohio is investing in a strong workforce to fill in-demand jobs and continues to diversify and grow a high quality, dynamic workforce. The state offers funding and support to local communities interested in starting or accelerating an industry sector partnership. Industry sector partnerships design and implement workforce strategies for specific sectors and individual regions.	\$125,000 2:1 Match	NONE	12-Jan-21
Community Resilience	NOT FUNDED	To support these efforts, ServeOhio, in conjunction with its partners, the American Electric Power Foundation and the Corporation for National and Community Service, announces the availability of grants to support community resiliency initiatives that mobilize residents to address significant needs in their community as a result of the novel coronavirus. Grant awards will range between \$500 to \$2,000, and projects must take place prior to April 30, 2020.	\$2,000	NONE	8-Apr-20
Adult Drug Court and Veterans Treatment Court Discretionary Grant Program	FUNDED	This program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to enhance the operations of drug courts or to implement new veteran's treatment courts.	25% Match	HOPE Court: \$492,782  RISE Court: \$492,782	16-Oct-20

SNAP Process and Technology Improvement Grants	NOT FUNDED	Improve quality and efficiency of SNAP operations and processes	\$141,902	NONE	
Coronavirus Emergency Supplemental Funding Grant	FUNDING PENDING	<p>Applicants can use CESF funds for preparation and response to the Coronavirus for any one of the following Program Purpose Areas:</p> <p>Law Enforcement Programs, Adult and Juvenile Corrections, Community Corrections Probation and Parole Programs, Court Programs, and Victim Services Programs</p>	\$70,623	\$53,623.17	9-Feb-21
USDA Rural Placemaking Innovation Challenge	NOT FUNDED	This initiative provides planning support and technical assistance to foster placemaking activities in rural communities. Funds will help enhance capacity for broadband access; preserve cultural and historic structures; and support the development of transportation, housing, and recreational spaces.	\$125,000	NONE	14-Oct-20
Ohio Public Works Commission	End of September	The Ohio Public Works Commission was created to assist in financing local public infrastructure improvements under the State Capital Improvement Program (SCIP) and the Local Transportation Improvements Program (LTIP). These programs provide financial assistance to local communities for the improvement of their basic infrastructure systems. Eligible projects include improvements to roads, bridges, culverts, water supply systems, wastewater systems, storm water collection systems, and solid waste disposal facilities.	<p>Grant approx. \$3 million</p> <p>Loan approx. \$250,000</p>	Engineers	

Martin Luther King, Jr. Day of Service Grant	NOT FUNDED	The intent is to support projects that create or improve community assets or infrastructure, such as parks, schools, senior centers, community gardens, and low-income homes.	\$2,000	NONE	
TechCred Program Round 7	FUNDED	Ohio's TechCred Program gives employers the chance to upskill current and future employees in today's tech-infused economy. Employers who submit successful applications will be reimbursed up to \$2,000 per credential when current or prospective employees complete eligible technology-focused credentials.	\$7,168	\$7,168	17-Mar-21
TechCred Program Round 8	FUNDED	Ohio's TechCred Program gives employers the chance to upskill current and future employees in today's tech-infused economy. Employers who submit successful applications will be reimbursed up to \$2,000 per credential when current or prospective employees complete eligible technology-focused credentials.	\$16,965	\$16,965	3-Jun-21
QRTP Incentive Grant	FUNDED	The incentive is to assist agencies in obtaining the resources and supports needed to meet QRTP requirements, as well as support implementation of best practices to enhance agency programming and promote QRTP sustainability.	\$10,000	\$10,000	2-Apr-21



FEMA SAFER Grant - Windham Township	Submitted March 12, 2021	The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).	\$120,960		
FEMA SAFER Grant – Palmyra Township	Submitted March 11, 2021	The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).	\$1.5 million		
Communities of Support	FUNDED	The following priorities are critical to ensure the necessary collaborative cross-system work can best meet the needs of children and families: (1) Comprehensive Addiction and Recovery Act (CARA) plans of safe care; (2) Qualified Residential Treatment Program (QRTF) level of care assessments; and (3) Community-based aftercare planning for children discharged from residential treatment settings.	\$10,000  \$40,000	\$50,000	23-Jun-21
Recreational Trails	Submitted 3/15/21	UH, Shalersville, and Rootstown  Improve outdoor recreational opportunities for Ohioans by funding trails for outdoor pursuits of all kinds. Eligible projects include: Land acquisition for a trail, trail development, trailhead facilities, engineering and design. a reimbursement program that provides up-to-75 percent project funding. This grant program is state funded and is administered by the ODNR.	UH: \$63,658.42  Shalersville: \$134,797  Rootstown: \$100,227		

ServeOhio	NOT FUNDED	ServeOhio Day intentionally takes place on summer solstice, the day in the year with the longest period of daylight, to maximize participation in a number of service projects ranging from educating at-risk youth about summer safety to community clean-ups.		JFS	
NatureWorks	Submitted 6/1/21	Shalersville Township  The NatureWorks grant program provides up to 75% reimbursement assistance for local government subdivisions (townships, villages, cities, counties, park districts, joint recreation districts, and conservancy districts) to for the acquisition, development, and rehabilitation of recreational areas.			
Body Vests Program	Submitted 6/14/21	The Patrick Leahy Bulletproof Vest Partnership (BVP), created by the Bulletproof Vest Partnership Grant Act of 1998 is a unique U.S. Department of Justice initiative designed to provide a critical resource to state and local law enforcement.	\$30,000	50%	
The Water and Wastewater Infrastructure Grant	Submitted 8/16/21	The Water and Wastewater Infrastructure Grant will provide nearly \$250,000,000 to help Ohio communities make necessary investments in water and wastewater infrastructure. Projects receiving funds will improve access to clean drinking water and wastewater infrastructure.	Design Projects: \$250,000  Construction Projects: \$5 Million		

BJA FY 2021 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation	Submitted 8/16/21	The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to states and units of local government. Through this opportunity, the Bureau of Justice Assistance (BJA) will award JAG Program funds to eligible units of local government as described in the solicitation.	\$26,000	NONE	
State Homeland Security Program – Law Enforcement	Submitted 8/13/21	The State Homeland Security Program-Law Enforcement (SHSP-LE) is a core homeland security assistance program that provides funds to build capabilities at the state and local levels through planning, equipment, training, and exercise activities and to implement the goals and objectives included in the State Investment Justification and the State Homeland Security Strategy, and to fill gaps identified in Ohio's THIRA/SPR.	Night Vision: \$64,324.20  Ballistic Shields: \$25,936.00	NONE	
Make a Difference Day	Submitted 8/30/21	The primary intent is to support projects that create or improve community assets or infrastructure, such as parks, schools, senior centers, community gardens or low-income homes through community volunteer engagement. Project grants may also be used to support educational events intended to encourage volunteerism or link populations in need with service providers. Projects should be collaborative in nature, involve a broad spectrum of community participants, and benefit the larger community.	\$1,500	NONE	

**CDBG REPORT**  
**October 2021**  
**Work Through September 2021**

**2020 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$630,000.00 (Portage County - \$480,000 + City of Streetsboro - \$150,000) (September 1, 2020 – October 31, 2022)**

**Water & Sewer Facilities – Haven of Portage County Water & Sewer Improvements Project - \$225,200 (CDBG) - \$35,540 (Haven of Portage County) - \$24,763 (RLF)**

Funds will be used to construct a waterline and tie-in fees for water, sanitation and sewer for a building located at 2645 State Route 59 in Ravenna Township that will be used as a shelter to the homeless, LMI person in Portage County.

*Construction started on July 14, 2021 however, due to the close proximity to the existing gas main construction has been suspended until a solution is found and until additional funds are obtained. Obtained additional RLF funds in order to complete construction. It is anticipated that construction will resume by mid-October.*

**Neighborhood Facilities/Community Center – Windham Community Center Project - \$148,000 (CDBG)**

The funds will be used to provide needed repairs to the Community Center and Hall located at 9621 East Center Street in the Village of Windham. The following work is proposed:

**Interior Work**

- *Attic* – make all necessary flooring repairs to make it safe
- *Left Wing* – Repair walls and ceilings to level 4, finish stud wall with 5/8 drywall, finish drywall to level 4, prime and paint all walls and ceilings. Finish the bathroom in progress including all electrical and plumbing, toilets, vanity, sink and flooring.
- *Center Hall* – Repair damaged block wall of the northwest corner. Prep all walls and truss systems, prime and paint all. Replace the entire ceiling with new rigid foam board.
- *Electrical* – Entire building including 1<sup>st</sup> floor, exterior, basement and attic; Remove and dispose of all illegal and defective wiring, boxes and devices; Replace with new wiring, outlets and (boxes as needed) to code. All unused panels, switches, receptacles, fixtures and conductors will be removed; Provide and install UL and State Fire Marshall listed hardwired, interconnected smoke detectors throughout, including audible integrated carbon monoxide detector; Check all emergency and exit lighting and bring up to code; Update lighting fixtures throughout as needed.
- *HVAC* – Provide and install two new packaged units heating and cooling with new supply and return ductwork. Size to be determined, may require stamped engineered drawings. Includes replacing hanging heater in front foyer or electric baseboard heating is an option.

### Exterior Work

- *Site Work* – Remove all existing uneven sidewalk front walk, regrade areas, form and pour new sidewalk.

The Community Center and Hall is located in Census Tract 6006.03, Block Group 1 which is considered to be 58% LMI. The Community Center and Hall will benefit 1,840 residents in the Village of which 1,065 persons are considered to be LMI.

***The architectural and the engineering drawings have been completed and Addendum 7 was sent out to the contractors who have picked up bid specifications. The bid opening was extended to 3:00 p.m. on October 20, 2021.***

### Public Rehab – Freedom Township ADA Project - \$24,800 (CDBG)

The funds will be used to put in two handicap accessible parking spaces at the Freedom Township Hall located at 8966 State Route 700 and two parking spaces at the one room schoolhouse located at 7276 State Route 303 in Freedom Township along with one ADA compliant unisex restroom at the school-house and upgrading two restrooms to ADA Standards at the Freedom Township Hall. The Freedom Township Hall also needs to replace the deteriorating ramp and railings so that it is in compliance with the current ADA specifications.

The renovation of the schoolhouse and the grounds will be used to host programs, exhibit historic artifacts relating to Freedom Township and recreate life in a one-room schoolhouse through displays and interactive exhibits.

The improvements at the Freedom Township Hall will allow better accessibility for those in the community that are elderly or disabled, the ability to come vote in person, come to Township meetings and community events held at the Freedom Township facilities, which could be anywhere from 50 – 300 people depending on the event.

The Freedom Township Hall and the one-room schoolhouse are both located in Census Tract 6006.02, Block Group 2 and will benefit the entire community.

***The project is currently out for re-bid and bids are due by 3:00 p.m. on October 27, 2021.***

### Fair Housing - \$10,000

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 14 requests for assistance received in September. Ten (10) were in the City of Ravenna; Two (2) were in the City of Streetsboro; One was in the Village of Mantua and one (1) was in the Village of Windham.***

**Administration - \$72,000**

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 – Streetsboro Senior Assistance Program - \$45,000 (CDBG)**

The funds will be used to provide snow removal/yard mowing/leaf removal to benefit Elderly/Handicapped LMI residents in the City of Streetsboro.

*We are still accepting applications for the Senior Assistance Program. To date we have received 57 applications.*

*The contract is in place and the contractor has started the lawn mowing.*

**Home/Building Repair – Streetsboro Home Repair Program - \$82,500 (CDBG)**

The funds will be used to provide home repairs, including electric, furnace, roofs for eight LMI households located in the City of Streetsboro.

*We are currently taking applications for the Home Repair Program. Information has been posted on the City of Streetsboro's website.*

*A contract with Neighborhood Development Services to assist RPC in the work related to the Home Repair Program is in place.*

*To date we have mailed out 12 applications and have received two completed applications.*

**Administration of the City of Streetsboro Projects - \$22,500**

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.

**2021 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT - \$750,000.00 (Portage County - \$750,000 + OPWC - \$1,500,000 + WPCLF - \$7,859,000)**

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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.

*A Permit-To-Install has not been secured yet, therefore a full application cannot be prepared/submitted to OCD until it's received. There is no explicit due date but the sooner the better. OCD has received a ton of potential projects that will be applying for 2021 funding and the sooner the application is submitted the better chance there is that funds will still be available.*

**2021 CDBG CRITICAL INFRASTRUCTURE GRANT (WINDHAM VILLAGE) - \$452,100 (CDBG = \$444,000 + Windham Village = \$48,000)**

The Village of Windham is requesting funds to fund a project on Maple Grove Road, located in a central residential area which retains some of the oldest waterlines partially replaced in 1970's and 1980's. A total of 1,600 linear feet of waterlines will be replaced along with 1,500 lineal feet of sidewalk. The improvements consist of replacing the entire waterline including service and fire hydrants along Maple Grove Road completing a neighborhood loop from North Main Street to East Center Street. Sidewalk and ADA ramps will be replaced, which provide ADA access along the corridor and spot curb repairs where service laterals need to be replaced. Several new water valves installations and tie-ins will complete the upgrades. Maple Grove Road serves a critical area in the Village, providing access to Katherine Thomas Elementary School. The waterline is critical infrastructure to half the Village, with no secondary source and serves a vulnerable population of low-income residents as well as the elementary school. The current condition is very poor with recurrent failures and an urgent need for replacement. Failure to replace the waterline soon may result in an immediate health and safety concern for a large portion of the Village residents and closure of the only elementary school. The sidewalk is the only pedestrian transportation route for the school children and the general community. Maple Grove Road presents a trip hazard, as it is a high pedestrian area. The street poses further concern due to the frequent need to access by bus riders, event traffic and EMA services to school facilities and events.

***Portage County was awarded \$452,100. Waiting on grant agreement.***

**2021 CDBG CRITICAL INFRASTRUCTURE GRANT (RAVENNA CITY) - \$253,600 (CDBG = \$300,000 + Ravenna City = \$90,000)**

The proposed project will replace critical infrastructure along Pratt Street from Main Street to Riddle Avenue in the City of Ravenna. The waterline along this roadway is at least 50 years old and undersized for adequate fire protection. The curbs, driveway aprons, storm catch basins, and pavement are badly deteriorated and in need of repair or replacement. Several sidewalk sections do not meet ADA requirements and need replaced.

***Portage County was awarded \$253,000. Waiting on grant agreement.***

**CDBG TARGET OF OPPORTUNITY COVID-19 RESPONSE (CDBG-CV)**

The State of Ohio received Community Development Block Grant (CDBG-CV) funds through the Coronavirus Aid Relief and Economic Security Act (CARES Act) and is being administered by the Office of Community Development (OCD). OCD is using these funds for public services and public facilities projects to prevent, prepare for and respond to the COVID-19 pandemic.

The first round of funds is reserved for local government applicants and who receive CDBG Community Development Program funds as a direct grantee.

Awards are negotiated based upon need, funding availability and regional coverage. OCD has not set per project grant ceiling or limit to the number of awards per community. Projects do not require any leveraged funds.

*Family & Community Services* originally applied for ESG-CV (Emergency Solutions Grant) funds however, OCD said they did not qualify because the proposed projects are for permanent supportive housing and transitional housing units. OCD did say the projects submitted by Family & Community Services did qualify for CDBG-CV Funds and were recommended to get in touch with Regional Planning to submit the applications.

Family & Community Services are requesting CDBG-CV funds for two activities and they are as follows:

The proposed activities include:

**Public Facilities – \$214,100 (CDBG)** - The funds will be used for replacement of the hard surfacing flooring and HVAC updates at the Family & Community Services Supportive Housing Program funded, Permanent Supportive Housing and Transitional Housing located at:

**Permanent Supportive Housing**

1019 – 1033 Graham Road, Kent City

1548/1550 Benjamin Court, Kent City

**Transitional Housing**

161/163 Currie Hall, Kent City

1540/1542 Benjamin Court, Kent City

1536/1538 Benjamin Court, Kent City

The improvements will provide Family & Community Services with the ability to better clean and sanitize the facilities and by updating the HVAC units it will provide improved air filtration and purification.

**Administration of the Grant - \$21,000 (CDBG)**

The first public hearing was held on September 2, 2021. The second public hearing was scheduled for October 7<sup>th</sup> at 10:00 a.m. however, the Commissioners cancelled all scheduled meetings on this day. The public hearing has been re-scheduled for October 21<sup>st</sup> at 10:00 a.m.

**2021 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM**



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. This block of buildings is currently accessible only by sets of uneven and steep stairs with little or no railings for protection. The request is composed of two parts.

1. (Phase 1) Rebuilding of the sidewalks and steps into a new patio area with retaining wall and sets of steps to the new patio and walkway level 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 with handrails at the stairs and ramp would be included in this portion of the project. The estimate for this work is \$186,320.
2. (Phase 2) 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 of the cornice trim work will be painted and refurbished. The masonry face of the building will be cleaned and tuckpointed with brick repairs as needed. The estimate for this work is \$200,962.

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

***A pre-application was submitted to OCD in the amount of \$165,630 (includes \$15,000 Administration) for Phase 1 above.***

**PORTAGE COUNTY RPC**  
**FINANCIAL STATEMENT**  
**September 30, 2021**

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 59,982.40	<-- Sept 1st-->	\$ 49,140.36	<-- Jan. 1st
Total All Receipts	\$ 13,346.29		\$ 312,625.82	
Total All Expenditures	\$ 38,376.90		\$ 326,814.39	
Ending Cash Balance	\$ 34,951.79	<--Sept 30th -->	\$ 34,951.79	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	229,228.00	1,525.38	186,397.71	3,320.25	42,830.29	81%
Subdivisions	18,000.00	5,900.00	19,980.00	-	(1,980.00)	111%
Copies/Misc.(community over hrs)	2,000.00	1,346.38	7,832.49	860.84	(5,832.49)	392%
Grant (State)	-	-	-	-	-	0%
Rental Income	-	-	-	-	-	0%
Contracts	53,000.00	168.36	26,892.96	7,303.57	26,107.04	51%
Contract Portage County	82,000.00	-	26,986.87	24,315.84	55,013.13	33%
Other (Grantwriter)	62,500.00	4,406.17	44,535.79	4,683.22	17,964.21	71%
Refund/Reimbursement	-	-	-	-	-	0%
Donation	-	-	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>446,728.00</b>	<b>13,346.29</b>	<b>312,625.82</b>	<b>40,483.72</b>	<b>134,102.18</b>	<b>70%</b>
January 1, 2021 Unencumbered						
Cash Balance	49,140.36					
<b>TOTAL CERTIFICATE OF RESOURCES</b>	<b>495,868.36</b>					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	293,324.00	24,513.61	203,165.35	-	90,158.65	69%
3 PERS	40,565.00	3,431.89	28,443.06	-	12,121.94	70%
3 Medicare	4,202.00	334.38	2,755.73	-	1,446.27	66%
3 Workers Comp	4,926.00	416.72	3,453.69	-	1,472.31	70%
3 Unemployment	-	-	-	-	-	0%
3 Health Insurance	92,800.00	7,139.66	63,619.06	-	29,180.94	69%
4 Travel/Training	1,680.00	26.88	26.88	1,580.00	73.12	96%
4 Dues	715.00	-	715.00	-	-	100%
4 Publications	250.00	-	249.60	-	0.40	100%
4 Utilities	12,160.00	604.15	5,844.98	2,459.22	3,855.80	68%
4 Advertising	350.00	-	171.25	178.73	0.02	100%
4 Telephone	1,600.00	97.99	882.95	-	717.05	55%
4 Postage	1,000.00	-	450.00	50.00	500.00	50%
4 Repairs	3,231.00	-	2,115.00	325.00	791.00	76%
4 Equip/Copier/Postage meter Leases	4,200.00	755.40	2,455.42	-	1,744.58	58%
4 Professional & Technical Services	1,700.00	-	-	1,298.00	402.00	76%
4 Photocopying/Printing	2,200.00	34.05	1,392.75	517.25	290.00	87%
4 Audit Services	-	-	-	-	-	0%
4 Legal Services	10,000.00	833.33	7,500.01	2,499.99	-	100%
4 Indirect Cost Allocation	2,000.00	-	-	-	2,000.00	0%
5 Supplies	3,500.00	188.84	1,740.01	471.33	1,288.66	63%
5 Equipment/Software	2,700.00	-	384.20	1,847.52	468.28	83%
5 Food Supplies	-	-	-	-	-	0%
5 Furniture	1,800.00	-	1,449.45	-	350.55	81%
6 Building Improvements	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	-	-	-	-	-	0%
<b>TOTAL 2020 EXPENDITURES</b>	<b>484,903.00</b>	<b>38,376.90</b>	<b>326,814.39</b>	<b>11,227.04</b>	<b>146,861.57</b>	<b>70%</b>
2020 Carryover Encumbrances	-	-	-	-	-	100%
Total 2020 Encumbrances	-	-	-	-	-	
<b>GRAND TOTAL</b>	<b>484,903.00</b>	<b>38,376.90</b>	<b>326,814.39</b>	<b>11,227.04</b>	<b>146,861.57</b>	

**CDBG FUNDS**  
**09/30/21**

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Formula 2020 Grant (BF-20)	94,355.92	-	61,465.08	32,890.84
<b>TOTAL</b>	<b>94,355.92</b>	<b>-</b>	<b>61,465.08</b>	<b>32,890.84</b>

09/30/21

**2020 Formula Grant**

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Windam Village Community Center	\$ 148,000.00	\$ -	\$ 183.00	\$ 147,817.00	\$ -	\$ 500.00	\$ 147,500.00
Fair Housing Program	\$ 10,000.00	\$ -	\$ 5,260.30	\$ 4,739.70	\$ -	\$ 5,800.00	\$ 4,200.00
Streetsboro City Home Repair	\$ 82,500.00	\$ -	\$ -	\$ 82,500.00	\$ -	\$ -	\$ 82,500.00
Streetsboro City Public Services	\$ 45,000.00	\$ -	\$ 87.25	\$ 44,912.75	\$ -	\$ 4,600.00	\$ 40,400.00
Water/Sewer for Haven of Portage County	\$ 225,200.00	\$ 61,040.76	\$ 61,425.51	\$ 163,774.49	\$ -	\$ 62,400.00	\$ 162,800.00
Freedom Twp Hall ADA	\$ 24,800.00	\$ 124.32	\$ 124.32	\$ 24,675.68	\$ -	\$ 1,000.00	\$ 23,800.00
Streetsboro City Administration	\$ 22,500.00	\$ -	\$ 9,146.71	\$ 13,353.29	\$ -	\$ 9,500.00	\$ 13,000.00
Portage County Administration	\$ 72,000.00	\$ 300.00	\$ 31,345.07	\$ 40,654.93	\$ -	\$ 31,900.00	\$ 40,100.00
RLF FUNDS FOR HAVEN OF PORTAGE COUNTY	\$ 24,763.00	\$ -	\$ -	\$ 24,763.00	\$ -	\$ 24,763.00	\$ -
<b>TOTALS</b>	<b>\$ 654,763.00</b>	<b>\$ 61,465.08</b>	<b>\$ 107,572.16</b>	<b>\$ 547,190.84</b>	<b>\$ -</b>	<b>\$ 140,463.00</b>	<b>\$ 514,300.00</b>

Grant Period 9-01-20/10-31-22

Description	Draw	RPC Admin	Stormwater Funds	ADDRESS
budget amount -->		50,000.00	\$ 450,000.00	
Draw	1	6,372.71	\$ 10,776.00	5666 Unger Road, Atwater
Draw	2	4,465.73	\$ -	
Draw	3	1,985.79	\$ -	
Draw	4	4,269.31	\$ -	
Draw	5		\$2,755.11	1088 Waterloo Road, Mogadore
Draw	6		\$ 6,589.55	6753 Berry Road, Ravenna
Draw	7		\$ 2,285.69	2083 Pontius Road, Mogadore
Draw	8		\$ 2,481.60	6764 Sprott Avenue, Ravenna
Draw	9		\$ 2,343.67	10720 Woodard, Deerfield
Draw	10		\$ 2,651.06	328 Industry Road, Atwater
Draw	11		\$ 7,651.60	1367 Laura Lane, Mogadore
Draw	12	2,912.29	\$ -	
Draw	13	6,082.43	\$ -	
Draw	14		\$ 1,969.00	6601 St. Rt. 225, Ravenna
Draw	15		\$ 15,757.50	11054 Center Road, Garrettsville
Draw	16		\$ 13,530.00	3859 Industry Road, Rootstown
Draw	17		\$ 9,230.00	2296 Bixler Drive, Mogadore
Draw	18		\$ 2,304.40	1331 Martin Road, Mogadore
Draw	19		\$ 12,371.05	4271 Mahoning Road, Diamond
Draw	20		\$ 8,654.15	2111 Meloy Road, Kent
Draw	21		\$ 7,335.80	4157 Lynwood Drive, Kent
Draw	22		\$ 32.00	Lien release
Draw	23		\$ 7,558.00	81 Pontius Road, Mogadore
Draw	24	3,324.69	\$ -	
Draw	25	1,244.70	\$ -	
Draw	26		\$ 15,052.00	1341 Laura Lane, Mogadore
Draw	27	3,341.72	\$ -	
Draw	28		\$ 2,518.00	3073 Spring Valley, Mogadore
Draw	29		\$ 12,374.00	7615 Hudson Road, Kent
Draw	30		\$ 7,258.75	6585 Wayland Road, Ravenna
Draw	31		\$ 2,493.25	6701 St Rt 303, Ravenna
Draw	32		\$ 7,880.50	8021 Hewins Road, Garrettsville
Draw	33		\$ 8,106.00	195 Heartwood Dr, Mogadore
Draw	34		\$ 8,161.00	1195 Ravenna Road, Kent
Draw	35		\$ 2,451.75	4088 Lynwood Drive, Kent
Draw	36		\$ 4,134.50	4518 Rock Spring Road, Ravenna
Draw	37	2,017.60	\$ -	
Draw	38		\$ 2,264.40	2241 Alliance Road, Deerfield
Draw	39		\$ 38.00	2241 Alliance Road, Deerfield
Draw	40	2,703.71	\$ -	
Draw	41		\$ 38.00	2111 Meloy Road, Kent
Draw	42		\$ 14,314.63	495 Hartzell Road, Deerfield
Draw	43		\$ 18,782.00	3802 Herriff Road, Ravenna
Draw	44		\$ 4,296.10	3849 Cook Road, Rootstown
Draw	45		\$ 15,592.00	594 Kapity Drive, Mogadore
Draw	46	1,453.69	\$ -	
Draw	47		\$ 2,590.00	5303 Pioneer Trail, Mantua
Draw	48	2,660.30		
Draw	49		\$ 19,605.90	2244 New Milford Rd, Atwater
Draw	50		\$ 15,490.80	7388 Peck Road, Ravenna
Draw	51		\$ 300.00	1536 Porter Road, Atwater
Draw	52		\$ 14,366.00	12275 Brosius Road, Garrettsville
Draw	53		\$ 16,016.00	1923 Martin Road, Mogadore
Draw	54	1,226.22		
Draw	55		\$ 15,768.50	5232 Newton Falls Road, Ravenna
Draw	56	3,029.80		
Draw	57		\$ 2,480.61	167 Porter Road, Atwater
Draw	58	1,957.56		
			\$ 20,631.30	481 Arehart Drive, Mogadore
				3788 St. Rt 44, Rootstown
				4695 St Rt 225, Diamond
			\$ -	
			\$ 349,280.17	
		49,048.25	\$ 100,719.83	
		951.75		
TOTAL				

**Need to select contractor**

**\$ 398,328.42**

**\$51,525.95 TOTAL RECAPTURED THROUGH 09/13/2021**

Address	YEAR	Program Income received	Date	Accumulated Revenue	
6764 Sprott Avenue	2018	\$ 2,481.60	4/12/2018	\$ 2,481.60	
5666 Unger Road	2018	\$ 10,776.00	10/30/2018	\$ 13,257.60	<b>2018</b>
4271 Mahoning Road	2019	\$ 206.00	2/21/2019	\$ 13,463.60	
4271 Mahoning Road	2019	\$ 206.00	4/3/2019	\$ 13,669.60	
4271 Mahoning Road	2019	\$ 206.00	4/18/2019	\$ 13,875.60	
4271 Mahoning Road	2019	\$ 207.05	5/20/2019	\$ 14,082.65	
4271 Mahoning Road	2019	\$ 206.00	6/17/2019	\$ 14,288.65	
4271 Mahoning Road	2019	\$ 206.00	7/19/2019	\$ 14,494.65	
4271 Mahoning Road	2019	\$ 206.00	8/20/2019	\$ 14,700.65	
4271 Mahoning Road	2019	\$ 206.00	9/17/2019	\$ 14,906.65	
4271 Mahoning Road	2019	\$ 206.00	10/17/2019	\$ 15,112.65	
4271 Mahoning Road	2019	\$ 206.00	11/19/2019	\$ 15,318.65	
4271 Mahoning Road	2019	\$ 412.00	12/18/2019	\$ 15,730.65	
1331 Martin Road	2019	\$ 2,318.40	12/23/2019	\$ 18,049.05	<b>2019</b>
4271 Mahoning Road	2020	\$ 206.00	1/15/2020	\$ 18,255.05	
4271 Mahoning Road	2020	\$ 206.00	2/20/2020	\$ 18,461.05	
2241 Alliance Road	2020	\$ 2,302.40	2/27/2020	\$ 20,763.45	
4271 Mahoning Road	2020	\$ 206.00	3/16/2020	\$ 20,969.45	
4271 Mahoning Road	2020	\$ 206.00	4/21/2020	\$ 21,175.45	
4271 Mahoning Road	2020	\$ 206.00	5/15/2020	\$ 21,381.45	
2111 Meloy Road	2020	\$ 8,668.15	6/23/2020	\$ 30,049.60	
4271 Mahoning Road	2020	\$ 309.00	6/23/2020	\$ 30,358.60	
4271 Mahoning Road	2020	\$ 206.00	7/23/2020	\$ 30,564.60	
4271 Mahoning Road	2020	\$ 206.00	8/17/2020	\$ 30,770.60	
4271 Mahoning Road	2020	\$ 206.00	9/17/2020	\$ 30,976.60	
4271 Mahoning Road	2020	\$ 206.00	10/15/2020	\$ 31,182.60	
4271 Mahoning Road	2020	\$ 206.00	11/19/2020	\$ 31,388.60	
4271 Mahoning Road	2020	\$ 309.00	12/16/2020	\$ 31,697.60	<b>2020</b>
4271 Mahoning Road	2021	\$ 206.00	1/20/2021	\$ 31,903.60	
4271 Mahoning Road	2021	\$ 206.00	2/22/2021	\$ 32,109.60	
1367 Laura Lane	2021	\$ 7,665.60	3/4/2021	\$ 39,775.20	
4271 Mahoning Road	2021	\$ 206.00	3/23/2021	\$ 39,981.20	
4271 Mahoning Road	2021	\$ 206.00	4/20/2021	\$ 40,187.20	
8021 Hewins Road	2021	\$ 7,918.50	5/26/2021	\$ 48,105.70	
4271 Mahoning Road	2021	\$ 309.00	6/23/2021	\$ 48,414.70	
4271 Mahoning Road	2021	\$ 206.00	7/20/2021	\$ 48,620.70	
4271 Mahoning Road	2021	\$ 206.00	8/16/2021	\$ 48,826.70	
6701 S R 303	2021	\$ 2,493.25	9/3/2021	\$ 51,319.95	
4271 Mahoning Road	2021	\$ 206.00	9/13/2021	\$ 51,525.95	

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

RESOLUTION

NO. 21-13

Re: 2021 Appropriation Adjustment for the Portage County  
Regional Planning Commission

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

WHEREAS: The Portage County Regional Planning Commission finds it necessary to transfer an amount of \$5,000 in appropriations as noted below NOW  
THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission does hereby approve amending appropriations by \$5,000 for the Portage County Regional Planning Commission operating expenses for 2021.

INCREASE 85009068 \$5,000

DECREASE 85009063 \$5,000

UPON CALL FOR VOTE BY JIM DIPAOLO THE VOTE WAS AS  
FOLLOWS:

YEAS \_\_\_\_ NAYS \_\_\_\_ ABSTENTIONS \_\_\_\_

I certify the foregoing is a true copy of a Resolution passed and action taken on October 13, 2021.

\_\_\_\_\_  
Chairman, Jim DiPaola

\_\_\_\_\_  
Secretary, Todd Peetz

PORTAGE COUNTY REGIONAL PLANNING

Appropriations for 2021

RPC Resolution #21-13 Budget Amendment dated 10/13/21

code	EXPENDITURES	June		October	
		2021 Amended Appropriations	Increase / Decrease	2021 Amended Appropriations	
8500-906-3-311200	Salaries (Full time)	\$ 283,324.00	\$ -	\$ 283,324.00	
8500-906-3-311300	Salaries (Part time/Seasonal)	\$ -	\$ -	\$ -	
85009063-3-314000	Retirement/Termination	\$ 10,000.00	\$ (5,000.00)	\$ 5,000.00	
8500-906-3-321010	PERS	\$ 40,565.00	\$ -	\$ 40,565.00	
8500-906-3-321200	Medicare	\$ 4,202.00	\$ -	\$ 4,202.00	
8500-906-3-321300	Workers Comp	\$ 4,926.00	\$ -	\$ 4,926.00	
8500-906-3-321500	Health Insurance	\$ 92,800.00	\$ -	\$ 92,800.00	
8500-906-4-400000	Contract Services	\$ -	\$ -	\$ -	
8500-906-4-400100	Training	\$ 500.00	\$ -	\$ 500.00	
8500-906-4-400170	Travel/Training	\$ 1,000.00	\$ -	\$ 1,000.00	
8500-906-4-400180	Dues	\$ 726.00	\$ -	\$ 726.00	
8500-906-4-400190	Publications/Periodicals	\$ 250.00	\$ -	\$ 250.00	
8500-906-4-410000	Utilities	\$ 12,160.00	\$ -	\$ 12,160.00	
8500-906-4-412000	Advertising	\$ 350.00	\$ -	\$ 350.00	
8500-906-4-412100	Telephone	\$ 1,600.00	\$ -	\$ 1,600.00	
8500-906-4-412400	Postage	\$ 1,000.00	\$ -	\$ 1,000.00	
8500-906-4-413000	Repairs	\$ 3,400.00	\$ -	\$ 3,400.00	
8500-906-4-413200	Maint/Custodial Contract	\$ -	\$ -	\$ -	
8500-906-4-414000	Equipment Rental (copier, postage meter)	\$ 4,200.00	\$ -	\$ 4,200.00	
8500-906-4-420000	Professional & Technical Services	\$ 1,700.00	\$ -	\$ 1,700.00	
8500-906-4-420050	Printing/Copying Services	\$ 2,200.00	\$ -	\$ 2,200.00	
8500-906-4-420040	Computer Services	\$ -	\$ -	\$ -	
8500-906-4-420100	Audit Services	\$ -	\$ -	\$ -	
8500-906-4-422000	Legal Services	\$ 10,000.00	\$ -	\$ 10,000.00	
8500-906-4-461000	Insurances (Bldg & Bonds)	\$ -	\$ -	\$ -	
8500-906-4-481000	Indirect Cost Allocation	\$ 2,000.00	\$ -	\$ 2,000.00	
8500-906-5-500000	Supplies	\$ 3,500.00	\$ -	\$ 3,500.00	
8500-906-5-596300	Equipment	\$ 2,700.00	\$ -	\$ 2,700.00	
8500-906-5-596600	Furniture	\$ 1,800.00	\$ -	\$ 1,800.00	
8500-906-6-621000	Capital Reserve & Improvements	\$ -	\$ -	\$ -	
8500-906-8-830000	Debt Service	\$ -	\$ 5,000.00	\$ 5,000.00	
8500-906-7-710000	Other/Refunds	\$ -	\$ -	\$ -	
	TOTALS	\$ 484,903.00	\$ -	\$ 484,903.00	