

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, SEPTEMBER 8, 2021

4:30 P.M.

REED MEMORIAL LIBRARY, JENKINS ROOM

167 EAST MAIN STREET

RAVENNA

I. **CALL TO ORDER**

II. ***APPROVAL OF AUGUST 11, 2021 MEETING MINUTES**

III. **SUBDIVISIONS**

- *1. 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 (**Approval of an extension of time until October 13, 2021**)

IV. **ZONING**

- *1. Franklin Township Rezoning from R-1 and C-1 to R-2 on State Route 59 and Powdermill Road, Robert Benjamin, Heritage Development, applicant.
- *2. Franklin Township Rezoning From R-2 to R-4 on Rhodes Road, Vermillion Acquisitions, LLC., applicant.
- *3. Shalersville Township Text Amendment Re: Administration Authority
- *4. Rootstown Township Text Amendment Re: Section 310.04 (Lot Requirements); Section 620.02 (Development Plan Review Required)
- *5. Ravenna Township Text Amendment Re: Adding Chapter 15, Food Trucks

V. **EXECUTIVE COMMITTEE**

A. **WORK PROGRAM**

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

**Needs Action*

B. FINANCE

- *1. August 2021 Financial Statements
- *2. Authorization to Enter into Contract for a Lease of a Color Copier with ComDoc (Resolution No. 21-11)

VI. FAIR HOUSING PRESENTATION

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

Next Meeting – Wednesday, October 13, 2021 – Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna

IX. ADJOURNMENT

**Needs Action*

**Minutes
Portage County Regional Planning Commission
August 11, 2021**

Portage County Regional Planning Commission dated August 11, 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	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus	Shalersville Twp., Ronald Kotkowski
Suffield Twp., Adam Bey	Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal
Windham Vill., Deb Blewitt	PARTA, Clayton Popik	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		

Alternates Present:

Brimfield Twp., Lauren Coffman

Staff Present:

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

Public Present:

D. Garnier	J. Gadd	R. Bancroft	M. Wohlwend
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Members Absent:

Atwater Twp., John Kovacich	Freedom, Roy Martin	Mantua Twp., Matthew Benner
Mantua Vill., Ben Prescott	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., David Kemble	Randolph Twp., Victoria Walker	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 July 14, 2021 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by R. Dempsey. Motion carried with 16 Yeas and 1 Abstention (R. Patrick).

SUBDIVISIONS

Plat of "Germaine Reserve (Phase 1)" on Newcomer Road, Lot 63 in Brimfield Township, Newcomers Partners, LLC., applicant – Report presented by T. Peetz

The applicant is requesting approval of a Planned Residential Development with 38 single-family homes. The property is located on Newcomer Road which is the border between Franklin Township and the City of Stow.

The wetland buffers reserved for natural vegetation (25 feet) and the 50-foot building/pavement buffers from wetlands were added to the Plat. Density and open space calculations on the plan, which both take critical natural areas into account did not show any impacts to wetlands.

A wetland delineation was completed and there are no impacts to wetlands in Phase 1. No permit will be required from EPA. Typically, we receive a letter from EPA that states that no permits are required however no letter was received.

The restricted open space acreage from what is required (38.18 acres) to what is being provided (74.4091 acres) is a significant amount over the requirement.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected, therefore staff recommends approval the Plat. A motion was made by S. Christian-Bennett and seconded by D. Blewitt. Motion carried with 17 yeas.

Replat of Sublots 92 & 120 in "Brady Lake Allotment" on Park Avenue & Brady Lake Road, Lot 38 in Franklin Township – Report presented by M. Palmisano

The applicant is requesting approval to combine Sublots 92, 120 and township lot 38 into one lot. The Replat is located off Brady Lake Road east of State Route 43. The site is vacant.

According to the National Wetland Inventory, there does not appear to be wetlands on the site.

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

The building setbacks are different depending on the use of the property and though they are stated on the Plat, the surveyor deliberately did not add the setback lines.

Staff recommends approval of the Replat as presented. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 17 Yeas.

ZONING

Windham Township Text Amendment – Report presented by T. Peetz

Windham Township is proposing to add language for solar ground mounted systems. The information was prepared to correspond to setback requirements.

The following is being proposed:

1. Ground mounted systems are subject to the setback requirements in Section 3.1.C. The required setbacks are measured from the lot/parcel/property lines to the nearest part of the system. No part of the ground-mounted system shall extend into the required setbacks due to tracking system or other adjustment of solar PV related equipment or parts.
2. No system shall be permitted to be located in the required front yard setback.
3. Ground mounted solar systems require a permit from the Township. After review and acceptance of site plan and required information, a permit authorizing construction shall be issued.

Staff recommends approval of the amendment as submitted. A motion was made by R. Patrick to follow staff recommendation. Motion seconded by R. Kotkowski. Motion carried with 17 Yeas.

Rootstown Township Text Amendment – Report presented by T. Peetz

Rootstown Township is proposing to amend the definition of Hotel/Motel/Inn. The intent is to better define Rootstown Township's characteristics of a hotel. Motels and inns are not addressed in their zoning resolution however, a motel or inn could be considered a hotel and regulated as such if it fits within the definition.

The following is being proposed for the definition of "hotel":

- A commercial establishment offering to the public daily, five or more individual sleeping room accommodations available for reservation, with a resident proprietor or on-site manager, an identifiable main entrance and lobby, a staffed desk or office for the registration of guests on a 24-hour basis, security, staff to provide daily housekeeping services, dining, fitness and meeting accommodations with a single building offering guest services. Direct access to the lobby, common area and room is provided via internal corridors.

The new language rewrites the previous definition. The new definition eliminates the term "Motel and Inn" and refers hotels as a "commercial establishment" and identifies a variety of uses typical for a hotel. The proposed definition will limit the ability of a bed and breakfast or specialty transient oriented vacation rental facility from being called a hotel. The assumption is the Township desires to have hotels be a more standardized version typically associated with business and meeting hotel.

Staff recommends approval of the proposed amendment as presented. S. Christian-Bennett made a motion to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 17 Yeas.

EXECUTIVE COMMITTEE

Work Program

July 2021 Work Program Report

Todd presented the July 2021 Work Program Report.

- Update of Portage County Subdivision Regulations – The updated version is available on our website. We are looking at some minor revisions and will 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.
- Atwater Township – Helped work with the Army Corps of Engineers on a letter so they can receive grant funding.
- Hiram Township – Staff is continuing to look into grant opportunities for Broadband grants. Kailey has attended a webinar about the details on the grant.
- Mantua Township – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township. Staff also helped them update their zoning resolution.
- Mantua Village – Staff is looking into a variety of grants to help the Village out i.e. road improvements, water & sewer improvements, and historic preservation. We will be submitting a Targets of Opportunity Grant.
- Ravenna City – Staff resubmitted a Critical Infrastructure Grant as well as help them amend their CRA district.
- Windham Township – Staff prepared a non-conforming use and lot map as well as created an address map for their fire department.
- 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 22, 2021 however, this date will need to be changed as it is on the same day as the dinner for Celebrate Portage. The location and the topic are to be determined.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Currently three septic systems are in process.
- Portage County Vision and Comprehensive Plan – Staff is working on putting together the Vision Plan Steering Committee and the Comprehensive Plan Steering Committee. Currently we only have 12 members on either committee and our goal was 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. The first meeting will not be scheduled until we reach our committee goal and representation from the communities.

- **Celebrate Portage!** – The next meeting will be held on July 21, 2021. The Ravenna car showing was held on August 4, 2021. Volunteer Day will be on September 16, 2021. The awards dinner will be held on September 22, 2021. There are small grants available to help with volunteer day and community-wide events in the amount of \$500.

S. Christian-Bennett she said she heard a rumor that Celebrate Portage was going to go in with Leadership Portage County. Todd said that Celebrate Portage started out as a class project with Leadership Portage County. One idea that was thrown out to generate more people to attend the dinner was to involve the Leadership Portage County alumni. We felt that this would be a good way to bring everyone back together. Todd said he reached out to Leadership Portage County to see if they would like to share in on the dinner and it was taken that we wanted Leadership Portage County to take it over. Todd said there had to be a misunderstanding and that there is no intention to give up Celebrate Portage.

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.
- ODNR: Clean Ohio Trail Fund Grant and the ODNR: Recreational Trails Program Grant were submitted for Shalersville and Rootstown Township and for University Hospital.
- Part 2 of the Ohio Humanities Quarterly Grant was submitted for JFS.
- Part 1 of the Ohio Humanities: Special Grants was submitted on June 15, 2021 and the final is due by July 15, 2021.
- 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.

July 2021 CDBG Report – Report presented by L. Reeves

2020 Community Development Allocation Grant

Haven of Portage County Water & Sewer Improvements Project – Construction has started and it's anticipated to be completed by August 24, 2021.

Windham Community Center Project – The bid opening for the "Center Hall" was extended until 2:00 p.m. on September 8, 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 project will go out to bid on August 14, 2021 and bids will be due by 2:00 p.m. on September 1, 2021.

Fair Housing – There were eight requests for assistance received in July.

Streetsboro Senior Assistance Program – Two proposals for the lawn mowing and leaf cleanup services were received on July 14, 2021. The contract has been awarded by the Commissioners and the contract is circulating for signatures.

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.

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.

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

Two public hearings will be required prior to submitting a full application. Working on setting up the public hearings with the Commissioners and are anticipating submitting a full application in October.

2021 Downtown Revitalization Target of Opportunity Program

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

Finance

July 2021 Financial Statement

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

J. Paulus made a motion to approve the July 2021 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 17 Yeas.

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

This resolution has been tabled until the September 8, 2021 meeting.

Personnel Policies

Proposed Revisions to RPC Personnel Policies Pertaining to Section 2.10.C (Meal Reimbursement; Section 2.1 (Holidays); Section 4.2 (Probation) and Section 4.6 (Benefits) (Resolution No. 21-12) – Todd Peetz

Section 2.1.0 Meal Reimbursement rates were outdated. The same rates from Portage County were used to update this section.

Section 3.1 Holidays was updated to include Juneteenth, a recognized federal holiday on June 19, 2021 beginning in 2022. The holiday to be used during calendar year as a floating holiday.

Section 4.2 Probation. The minimum probationary period was changed to 90 days, the maximum period shall not exceed one year from the date of hire or promotion.

Section 4.6 Benefits. Employee and employer rates were updated to reflect current percentage with employees contributing 10% of their gross pay and the employer contributing 14% of the employee's gross wages towards their PERS fund.

An employee's benefit allowance when he/she retires will be based upon his/her final average salary based on the last five years instead of three years of employment which was changed by PERS.

A motion was made by S. Christian-Bennett to approve Resolution No. 21-12 as presented. Motion seconded by R. Patrick. Motion carried with 17 Yeas.

DIRECTORS REPORT

Regional Planning Commission Old Office – Todd mentioned that after the meeting tonight that he will be showing the building to another potential renter.

Plotter – Todd said he has been working with the County Auditor's Office/IT Department about purchasing/leasing a new platter with them.

Portage County Randolph Fair – Todd mentioned that there will be a booth out at the fair where people can obtain information about the Comprehensive Plan and Fair Housing.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on September 8, 2021 at 4:30 p.m. at the Reed Memorial Library.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 4:28 p.m. Motion seconded by J. Paulus.

Minutes approved at the September 8, 2021 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on August 11, 2021 at: 3:30 p.m.

In Attendance: J. DiPaola D. Blewitt S. Christian-Bennett
A. Orashan F. Seman J. Beal

Staff: T. Peetz E. Beeman

Absent: S. Nutter

J. DiPaola opened the meeting at 3:36 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room at 167 East Main Street, Ravenna. The minutes of July 14, 2021 were presented. J. Beal made a motion to approve the July 14, 2021 minutes as presented, seconded by A. Orashan. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Portage County Subdivision Regulations

We are implementing the amended Portage County Subdivision Regulations. We are working through some problems with developers who are between the old regs and the new regs that were approved on June 9, 2021.

Planning Administration

A total of 12 subdivision applications were submitted during the month of July 2021 creating 5 new lots.

Atwater Township

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

Franklin Township

Staff is reviewing the Germaine Reserve Plat.

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.

Mantua Village

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

Ravenna City

Todd reported RPC will be receiving \$10,000 to complete historic story maps for the City of Ravenna from the Jack Schafer foundation. Staff submitted another Critical Infrastructure Grant application on June 16th, 2021. Staff worked on an amended CRA District for the City and presented a report to Dennis West.

Rootstown Township

Staff reviewed a text amendment re: Definition of Hotel which is 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.

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 department.

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

Staff attended the July Board and Environmental (ERTAC) meeting.

Quarterly Zoning Inspector Meeting

The next meeting is scheduled for September 22, 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.



Celebrate Portage

The committee met on May 17th 2021. Plans are being made to have the car show on August 4, 2021 followed by the dinner on August 22, 2021. Volunteer day will be September 16th with the dinner being scheduled on September 22, 2021. The airport activities are cancelled this year. Todd may have small grants available to help with volunteer day and community activities during this time in the amount of \$500. Todd reported the car show was a success with a total of 3,300 vehicles on display with approximately 15,000 attendees. Todd stated community grants have been given to Rootstown Township as well as Suffield Township for their back to school celebration. There are still (3) \$500 grant available. 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 letter was sent out to all communities to inform them about the upcoming Portage County Vision Plan as well as the first ever Portage County Comprehensive Plan. There is a need to secure participants to serve on the committees. 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. There are currently 13 people who have signed up to work on the Vision Plan. Todd is tentatively setting up September 1st as the kick off date for the Vision Plan.

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 end of September.

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. It is anticipated that construction will be completed by August 24, 2021.

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: Eight requests for assistance was received in July 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 43 applications. Proposals for lawn mowing and leaf cleanup services were sent to 7 contractors with proposals being due by 4:00 p.m. on July 14th. **UPDATE:** Two proposals for the lawn mowing and leaf



cleanup were received. The contract has been awarded by the Portage County Commissioners. The contract is circulating for signatures.

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.

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.

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. A decision will be forthcoming on whether or not it was funded.

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 pre-application and is anticipated being submitted by mid-August 2021.

RPC GENERAL FUND

July 1, 2021 Cash Balance	\$99,354.92
Receipts:	\$ 5,237.71
Expenditures:	\$39,395.57
July 31, 2021 Cash Balance	\$65,197.06

B-F-20 Formula Grant

July 1, 2021	\$26,817.34
Receipts:	\$76,100.00
Expenditures:	\$ 322.60
July 31, 2021 Cash Balance	\$102,594.74

July 2021 Financial Statements

E. Beeman presented and reviewed the July 2021 financial statements. A motion was made by S. Bennett to approve the July 2021 financial statements as presented and reviewed and to recommend acceptance to the full Commission, motion seconded by J. Beal. 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. ComDoc has not had time to review the prosecutor comments. Discussion held. S. Bennett suggested to table this item at this time until the prosecutor has time to review ComDoc's comments/addendum seconded by A. Orashan. Motion carried unanimously.



Resolution 21-12 Proposed revisions to RPC Personnel Policies pertaining to Section 2.10.C Meal reimbursement; Section 3.1 Holidays; Section 4.2 Probation and Section 4.6 Benefits.

Todd presented several areas that needed updated such as meal reimbursement rates were outdated; Juneteenth was added as a floating holiday for 2021 and then beginning 2022 will be recognized as a federal holiday; minimum probationary period reduced from 120 days to 90 days; employee and employer PERS rates were updated to reflect current percentages; and based on PERS change when an employee retires his/her final average salary will be based on the last 5 YEARS instead of 3 years of employment. Discussion held. A. Orashan made a motion to approve the revisions as presented and forward to the full Commission, seconded by J. Beal. Motion carried unanimously. Todd mentioned we have a lot of updating that needs done as the personnel policies have never under gone any kind of review or update.

Other Business:

Todd reported the Record Courier is interested in renting space in the multi-purpose building. 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.

Todd stated Jim Beal has taken time to review the roof documents after doing a visual check of the roof. There are some maintenance issues that need to be dealt with before the winter season.

Todd reported on a presentation held for RPC and IT for the purchase of a new plotter. Both RPC and IT will share the costs. More on this later.

Todd stated the kick-off for the Vision Plan and the Portage County Comp Plan will be up and coming in September.

There being no further business to come before the Committee a motion was made by S. Bennett to adjourn the meeting at 4:30 p.m. seconded by A. Orashan. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

Minutes submitted for approval by Secretary on September 8, 2021

**FRANKLIN TOWNSHIP
ZONING MAP AMENDMENT
REVIEW BY RPC STAFF
SEPTEMBER 2021**

Reviewer: Todd Peetz
Date Received: 7-23-21
Hearing Date: 9-08-21

Applicant: Heritage Development
34555 Chagrin Boulevard
Moreland Hills, OH 44022
Attn: Robert J. Benjamin

**AMENDMENT 1
Amend Zoning Map from R-1 Residential District and C-1 Commercial
to R-2 Residential**

PROPOSED/RECOMMENDED CHANGES

The proposed change is to change the Zoning Map from R-1 Low Density Residential and C-1 Commercial to R-2 Medium Density Residential. The amendment consists of 41.7 +/- acres. The two (2) parcel numbers are:

12-019-00-00-002-001
12-019-00-00-002-000

The information provided by the applicant is included in the report as appendix 1.

This proposed amendment is to allow for a residential PUD-PRD development to allow for small single family lots. The existing properties have been part of the former Kent State University Golf Course. The subject property is on the southside of SR59, east of Powdermill Road and north of the railroad tracks.

The differences are shown in the following zoning comparison table:

Note: *Italics* depict differences between R-4 Residential to R-1 Residential and C-1 Commercial zoning

Requirements	R-1 Low Density Residential Existing	C-1 Commercial Existing	R-2 Medium Density Residential Proposed
Use Type	Single Family	Commercial	<i>Single-Family</i>
Minimum Lot Size	20,000 S.F.	Consistent with the Development Plan	<i>11,000 Sq.Ft. Single-Family and 22,000 Sq.Ft. for duplexes. All other uses 35,000 S.F.</i>
Minimum Lot Width	100 Feet	Consistent with the Development Plan	80 Feet Single Family 100 Feet Two-Family and all other uses. Minimum lot is 50 feet
Minimum Lot Frontage Depth	100 Feet	Consistent with the Development Plan	<i>30 Feet</i>
Minimum Front Yard Depth	45 Feet	50 Feet	<i>Thirty (30) feet</i>
Minimum Rear Yard Depth	50 Feet	25 Feet	<i>Thirty (30) feet</i>
Minimum Side Yard Depth	12 Feet	Fifty (50) feet when adjacent to a residential district and on the side adjacent to the residential district only	Ten (10) feet
Maximum Building Height	35 Feet	35 Feet, <i>higher heights may be approved by the Board of Zoning appeals.</i>	35 Feet
Minimum Living Floor Area	1,200 Sq. Ft.	N/A	<i>1,000 Sq. ft. first floor of a dwelling unit.</i>
Minimum Open Space	N/A	N/A	N/A

Surrounding Zoning:

North	East	South	West
C-1 Commercial Zoning	R-4 Multi-family	R-1 Residential Zoning	C-1 Commercial Zoning

Surrounding Existing Land Uses:

North	East	South	West
Vacant and mini-warehouse	Multi-family residenital	Railroad and vacant golf course	A vacant and commercial

Currently the subject area is vacant. The proposed zoning would allow for almost 4 units per acre as a single-family residential use. Subtracting out road right of way, stormwater and open space the potential yield is 100 units +/- . This of course very speculative as we have not reviewed a sketch plan of the site. It also should be noted that we are only evaluating whether R-2 zoning is appropriate in this location. Subdivision plat or site plan would be reviewed at a later time.

TRANSPORTATION

We would strongly recommend a transportation study at the time of development to determine if a turn lane or lanes were needed on SR 59 to handle the extra traffic being generated from this site. There may be other safety concerns as this area is experiencing growth and the proposed expansion of water and sewer lines to the east may further add traffic on SR 59. The subject area does have two outlets one on SR 59 and the other would be on Powdermill Road. This could also reduce the traffic burden.

WATER AND SEWER RESOURCES

Water and Sewer should be adequate to service this facility and at the time of the site plan we encourage the coordination between the applicant and the appropriate water and sewer provider. Sewer currently exists and water will need to be extended.

NATURAL RESOURCES

There are no wetlands or flood plains on site. It appears there may be hydric soils in a couple of spots, but should have only 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 down stream residents that flooding has been an issue for them and they are concerned about adding impervious surface in this area.

If approved the proposed development will need to address any potential off-site impacts to protect residents from potential stormwater runoff issues.

COMMENTS

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 the proposed density a traffic study should be performed to ensure public safety. Based upon the proposed number of unit.
- 2) Appropriate coordination with water and sewer providers is 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 the Township for emergency service provision.

From a provision of services stand point we are not aware of deficiencies that would prevent adequate service provision.

RECOMMENDATION

Staff would recommend approval of the proposed map amendment from R-1 Residential and C-1 Commercial to R-2 Residential. We based this on the existing character of the area. The R-1 Residential next to a railroad track will likely not develop as single family units. The existing multi-family development to the east is also compatible with the proposed zoning request. If it were approved we would recommend at the time of site planning the above considerations be as part of the site plan review.

Franklin Township

2020 Aerial

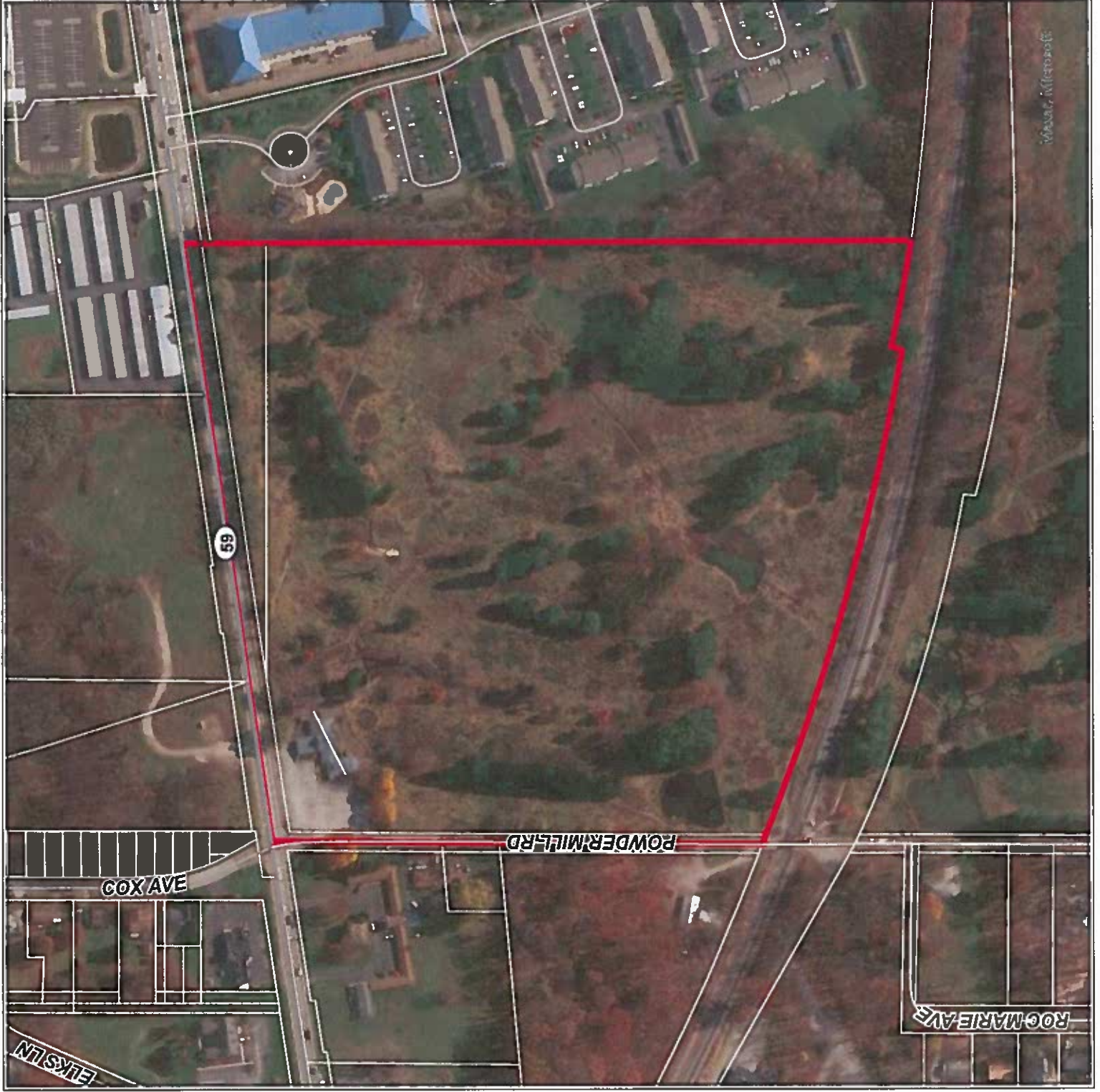


- Proposed Rezoning from C-1 & R-1 to R-2
- Parcels



Source: Parcels, Portage County GIS, 2021; Roads, Portage County GIS, 2020; Proposed Zoning, PCRPC, 2021; Aerial, OGRIP, 2017

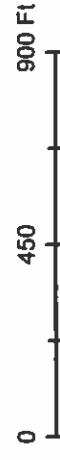
Map Created August 2021



Franklin Township Environmental Constraints



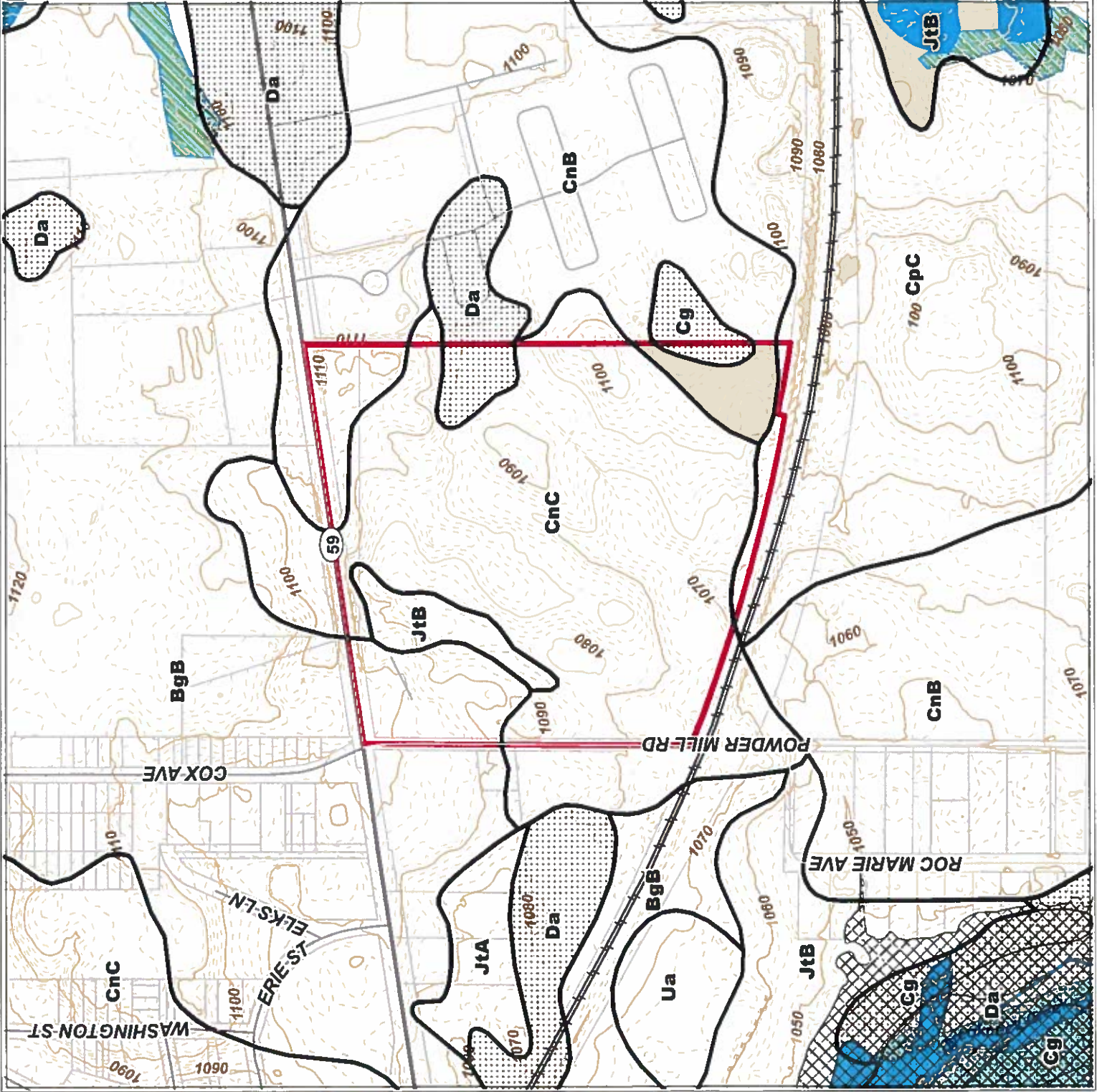
- Soils
- Hydric Soils
- Proposed Rezoning from C-1 & R-1 to R-2
- 10-foot contours
- 2-foot contours
- Parcels
- Wetlands
- Flood Zone
- A
- AE



Source: Contours, Portage County GIS, 2016; Parcels, Portage County GIS, 2021; Roads, Portage County GIS, 2020; Proposed Zoning, PCRPC, 2021; Water, NHD USGS, 2012; Wetlands, NWI USFWS, 2007; Flood Zones, FEMA FIRM, 2017; Soils, Portage County Soil Survey Digital version, updated 2021



Map Created August 2021









Franklin Township

Existing Land Use



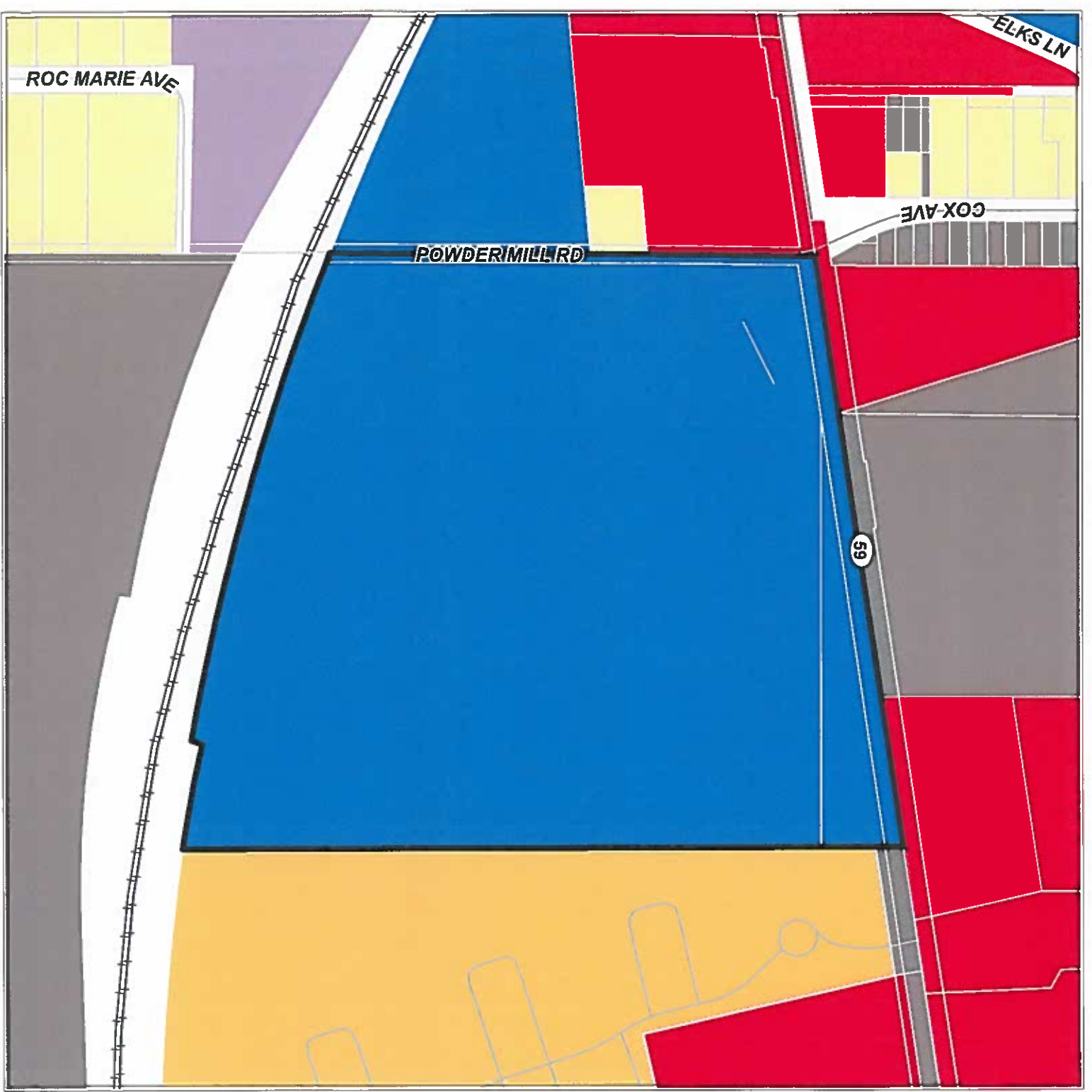
 Proposed Rezoning from C-1 & R-1 to R-2

- Land Use**
-  Vacant
 -  Industrial
 -  Apartments
 -  Commercial
 -  Residential
 -  Public/Quasi-Public



Source: Parcels, Portage County GIS, 2021;
Roads, Portage County GIS, 2020;
Land Use, Proposed Zoning, PCRPC, 2021


Map Created August 2021



Franklin Township

Existing Zoning



 Proposed Rezoning from C-1 & R-1 to R-2

 Zoning District

 Industrial

 Industrial/Service Commercial

 Local Commercial

 Local Commercial Brady Lake District

 Lake District

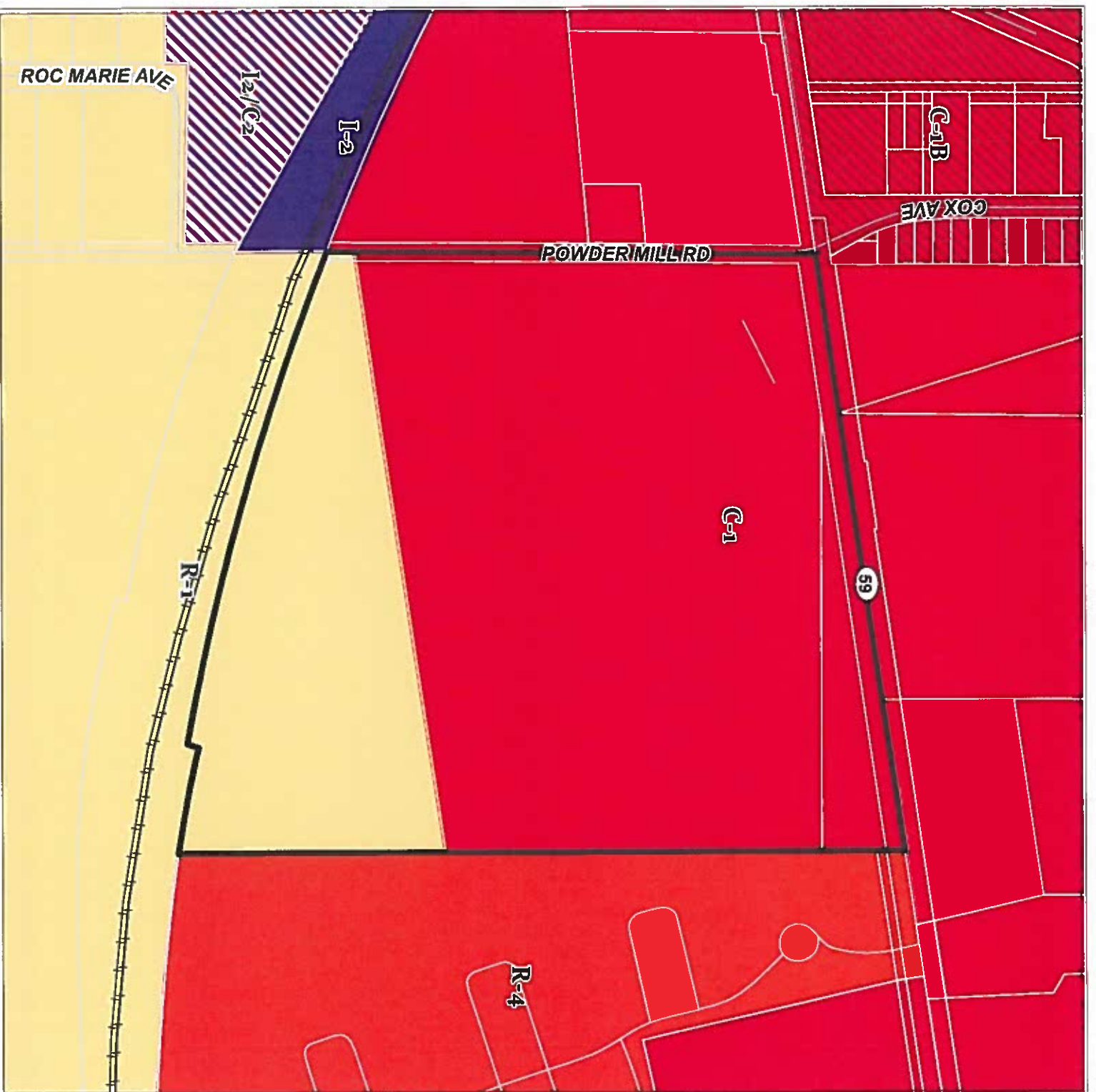
 Low Density Residential

 Multi-Family Residential



Source: Parcels, Portage County GIS, 2021;
Roads, Portage County GIS, 2020; Zoning,
PCRPC, 2020; Proposed Zoning,
PCRPC, 2021









Map Created August 2021



Franklin Township

Proposed Zoning

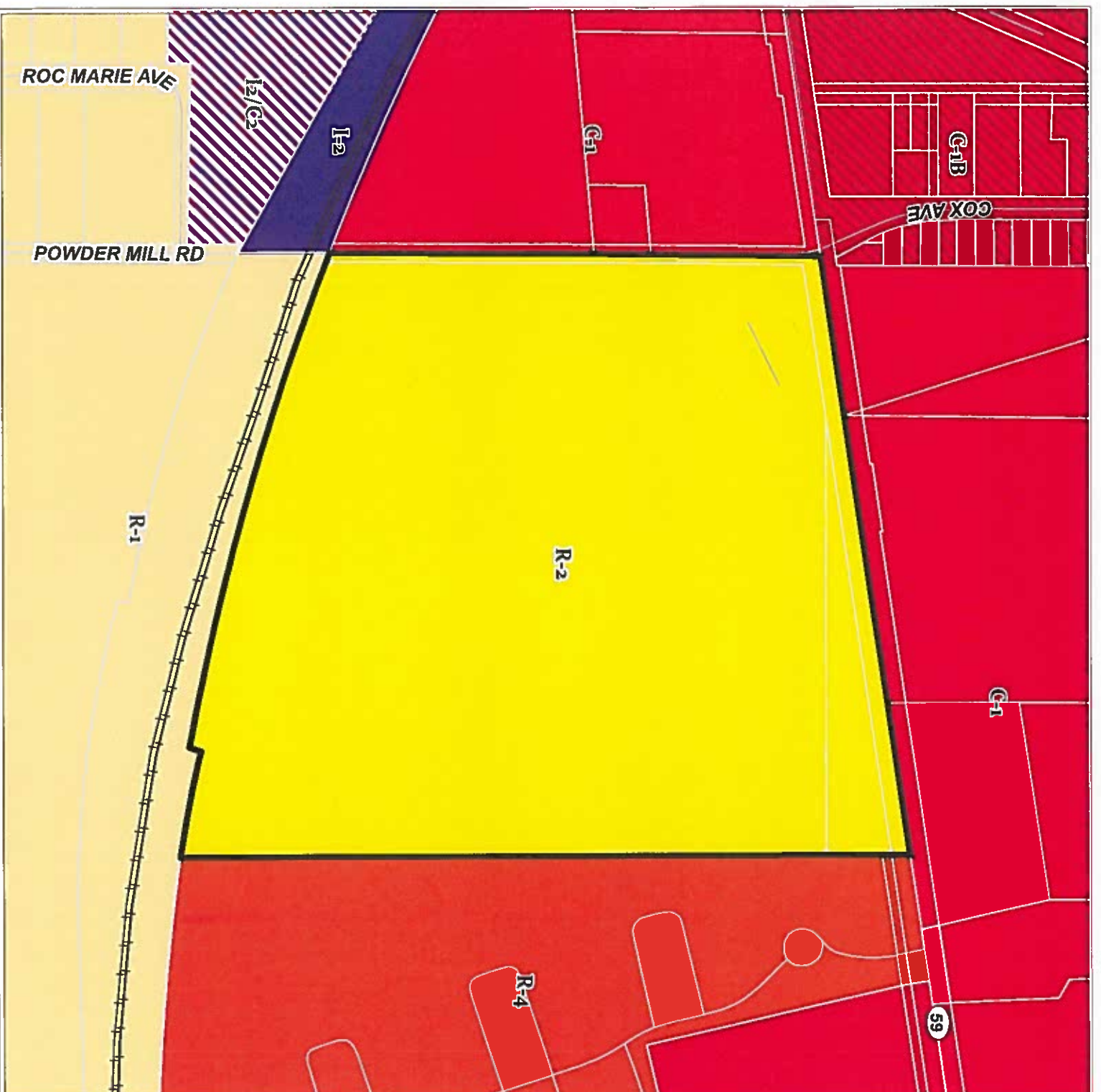


-  Proposed Rezoning from C-1 & R-1 to R-2
- Proposed Zoning**
-  Industrial (I-2)
-  Industrial/Service Commercial (I2/C2)
-  Local Commercial (C-1)
-  Local Commercial Brady Lake District (C-1B)
-  Low Density Residential (R-1)
-  Medium Density Residential (R-2)
-  Multi-Family Residential (R-4)



Source: Parcels, Portage County GIS, 2021;
Roads, Portage County GIS, 2020;
Proposed Zoning, PCRPC, 2021;

Map Created August 2021



Section 204.03 Contents of Application for Zoning Map Amendment

Applications for amendments to the Official Zoning Map adopted as part of this Resolution shall contain at least the following information:

A. The name, address and phone number of the applicant.

**Robert J. Benjamin
Heritage Development
34555 Chagrin Boulevard
Moreland Hills, Ohio 44022**

B. The nature of the proposed amendment.

Proposed Rezoning of Permanent Parcel Number 12-019-00-00-002-000 (currently zoned C1 & R1) & 12-019-00-00-002-001 (currently zoned C1), owned by Kent State University Board of Trustees, containing 41.88 acres (gross) & 40.12 acres (net, excluding area in road right-of-ways). The proposed zoning is R-2 for both parcels (Medium Density Residential) with the intent to apply for a PUD-PRD (Planned Residential Development) via Conditional Zoning Certificate.

C. A statement of the reason for the proposed amendment.

A PUD-PRD requires the zoning to be residentially zoned.

D. The present land use(s).

Golf Course (closed /not currently operating)

E. The present Zoning District Classification.

R-1 and C-1.

F. The proposed use(s).

Single Family Residential.

G. The proposed Zoning District Classification.

R-2 (Medium Density Residential)

H. A map at a scale approved by the Zoning Inspector showing property lines, thoroughfares, existing and proposed zoning district boundary lines and such other items as the Zoning Inspector may require.

The Rezoning Map shows property lines, roadways, existing and proposed zoning district boundary lines.

I. A list of all property owners and their mailing addresses who are within, contiguous to, or directly across the street from the parcel(s) proposed to be rezoned and others that may have a substantial interest in the case, except that addresses need not be included where 10 or more parcels are to be rezoned.

The Rezoning Map identifies subject parcels and adjoining parcel owners & addresses. The addresses shown indicate Owner Addresses as listed on Portage County GIS.

J. A statement on the ways in which the proposed amendment relates to the Township Comprehensive/Land Use Plan.

K. Are there any environmental features associated with the site; i.e. known wetlands, flood plains or endangered or threatened species? If yes, how would the rezoning affect these conditions?

Yes, rezoning to R-2 and receiving a Conditional Zoning Certificate for PUD-PRD will allow for smaller lots, creating larger open spaces where we can preserve the wetlands. Wetlands, streams, ponds and waterways are identified on the Rezoning Map.

L. Is there water and sewer to the proposed rezoning area? Is there adequate capacity?

Yes, see attached email from Tia Rutledge with Portage County Water Resources.

M. Will the rezoning require consideration for road improvements; i.e. a turning lane or deceleration lane? Traffic signaling?

No. See attached Traffic Study which was completed by others for 110 multifamily residential units.

N. Is public transportation available to the proposed rezoning area?

Based on review of PARTA's website & Route Maps, S.R. 59 is a regular route (Interurban East).

O. Is the proposed rezoning compatible with the existing uses in the surrounding area?

Yes, Pebblebrook Apartments are located to the east, the parcel to the south is part of the golf course (closed & non-operating) & zoned R-1. The parcels across Kent Ravenna Road (SR 59) to the north are zoned C-1 and currently contain Storage Units and vacant commercial parcels. The parcels to the west include a Motel, single family residential and a parcel formerly owned by Kent State University that appears to be the maintenance garage for the golf course operation.



1 of 1

barcikoski@mgcivil.com

From: Tia Rutledge <TRutledge@portageco.com>
Sent: Tuesday, July 13, 2021 5:27 AM
To: barcikoski@mgcivil.com
Cc: John Vence; 'Robert Benjamin'; John Evans
Subject: RE: Kent State Golf Course

Good morning Dan –

As discussed during the concept plan meeting with Regional Planning and the developer on June 6, 2021; I advised them that sewer and water is available. The parcel is currently permitted for 25 sewer units = 10,000 gpd. PCWR is obligated to provide that sewer capacity.

There are no capacity issues with the gravity sewer; however, there are sewer capacity issues at our Delac pump station tributary to the site. I advised the Developer that PCWR is currently addressing I/I issues in Rootstown that may provide the additional sewer capacity to the Delac pump station, but I can not answer that question today until we monitor the results.

The short answer today is yes, there is water and sewer access and capacity for the parcel. The sewer capacity is limited until the downstream I/I issue is addressed and/or the Delac pump station is improved.

Please note PCWR was provided a site plan with 84 SFHs.

Did John E provide the record drawings of the location?? Please let me know.

Regards,

Tia

From: barcikoski@mgcivil.com <barcikoski@mgcivil.com>
Sent: Friday, July 9, 2021 8:55 AM
To: Tia Rutledge <TRutledge@portageco.com>
Cc: John Vence <JVence@portageco.com>; 'Robert Benjamin' <robertbenjamin22@gmail.com>; John Evans <JEvans@portageco.com>
Subject: Kent State Golf Course

Good Morning Tia,

I'm the civil engineer working on a project for Rob Benjamin. We are looking to get the southeast corner of SR 59 & Powder Mill Road rezoned for a residential subdivision containing 85-105 single family homes. The rezoning process has a line item that states.....*Is there water and sewer to the proposed rezoning area? Is there adequate capacity?* Would you be able to address this in a letter? An email statement may be acceptable to them also. I talked to Rob and my understanding is that you are currently relining sewer which should free up some capacity to the pump station, therefore giving us the needed capacity to move forward with our project. Also, could you send me record drawings of the available sewer & water to our parcel & let us know where you would like us to connect our water and sewer to? We are bound to the south by the railroad and to the east by Pebblebrook Apartments.

Thanks for you help and have a great day and weekend!

**FRANKLIN TOWNSHIP
ZONING MAP AMENDMENT
REVIEW BY RPC STAFF
SEPTEMBER 2021**

Reviewer: Gail Gifford
Date Received: 08-17-21
Hearing Date: 09-08-21

Applicant: Vermilion Acquisitions LLC
121 West Wacker Drive, Suite 400
Chicago, IL
Attn: Darrin Jolas, Managing Director

**AMENDMENT 1
Amend Zoning Map from R-1 Low Density Residential District and C-1 Local
Commercial to R-4 Multi Family Residential**

PROPOSED/RECOMMENDED CHANGES

The proposed change is to change the Zoning Map from R-1 Residential and C-1 Commercial to R-4 Multi-family Residential. The amendment consists of 4.856 acres. The two (2) parcel numbers are:

12-022-00-00-037-001 (2.696 acres) R-1 and C-1
12-021-00-00-021-000 (2.16 acres) R-1 and C-1

The information provided by the applicant is included in the report as appendix 1.

This 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 of the property are single family homes. The differences are shown in the following zoning comparison table:

Note: *Italics* depict differences between R-4 Multifamily Residential to R-1 Low Density Residential and C-1 Local Commercial zoning. Also note that this comparison is based on the R-4 Multifamily Use.

Requirements	R-1 Low Density Residential Existing	C-1 Local Commercial Existing	R-4 Multifamily Residential
Use Type	Single Family	Commercial, Assisted living with conditional use permit	<i>Multi-family dwellings, Assisted living with conditional use permit</i>
Minimum Lot Size	20,000 S.F.	Consistent with the Development Plan	<i>22,000 S.F square feet plus two thousand (2,000) square feet for each dwelling unit over three (3).</i>
Minimum Lot Width	100 Feet	Consistent with the Development Plan	100 Feet
Minimum Lot Frontage Depth	100 Feet	Consistent with the Development Plan	100 Feet
Minimum Front Yard Depth	45 Feet	50 Feet	<i>Thirty (30) feet plus one (1) foot for each two (2) feet of building height in excess of two stories above grade.</i>
Minimum Rear Yard Depth	50 Feet	25 Feet	<i>Thirty (30) feet plus one (1) foot for each two (2) feet of building height in excess of two stories above grade.</i>
Minimum Side Yard Depth	12 Feet	Fifty (50) feet when adjacent to a residential district and on the side adjacent to the residential district only	<i>Ten (10) feet plus one (1) foot for each two (2) feet of building height in excess of two stories above grade.</i>
Maximum Building Height	35 Feet	35 Feet, <i>higher heights may be approved by the Board of Zoning appeals.</i>	65 Feet
Minimum Living Floor Area	1,200 Sq. Ft.	N/A	<i>1. Efficiency 500 square feet 2. One (1) Bedroom 600 square feet 3. Two (2) Bedroom 700 square feet 4. Three (3) Bedroom 800 square feet</i>

Requirements	R-1 Low Density Residential Existing	C-1 Local Commercial Existing	R-4 Multifamily Residential
			<i>5. Four (4) Bedroom 900 square feet</i>
Minimum Open Space	N/A	N/A	<i>20-25% of the site has to be "useable" open space</i>

Surrounding Zoning:

North	East	South	West
C-1 Commercial Zoning	C-1 Commercial Zoning and R-1 Residential Zoning	R-1 Residential Zoning	R-4 Multifamily Residential Zoning: City of Kent

Surrounding Existing Land Uses:

North	East	South	West
Commercial businesses	Single family and commercial properties; electrical substation	Grace Baptist Church	Single Family Residential

Currently, there is a church located in the proposed zoning area. The proposed zoning would allow 3 units plus one additional unit for every 2,000 square feet over 22,000 square feet. There are approximately 4.856 acres in this proposed rezoning that would allow up to 98 dwelling units with a max height of 65 feet. There are several taller buildings in the area fronting on Rhodes Road which are 2 stories or more.

TRANSPORTATION

The site does not have access to PARTA routes. The use as proposed by the applicant would not result in many additional trips; however, a zoning change would open the site up to any of the permitted uses and conditional uses of the R-4 Multi-Family Residential District. We would strongly recommend a transportation study to determine traffic impacts from extra trips generated by proposed development at the site.

WATER AND SEWER RESOURCES

Water and sewer should be adequate to service this facility and at the time of the site plan we encourage the coordination between the applicant and the appropriate water and sewer provider.

NATURAL RESOURCES

There are several existing single family homes behind the rezoning site to the west. These homes have an associated stormwater drainage pond along with a drainage easement which runs to the south of the site. Deed restrictions concerning stormwater may impact the site. Hydric soils are found on both parcels and may impact the foundation size and location when the site is designed.

COMMENTS

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.

If approved, review other issues at the time of site plan:

- 1) Appropriate coordination with water and sewer providers is necessary.
- 2) Hydric soils may impact foundation suitability of a multi-family structure.
- 3) Work with the Township for emergency service provision.
- 4) Should the proposed use change, develop a traffic study to determine impacts to the roads
- 5) Height separation buffer and compatibility may be issues at the site plan stage

From a provision of services stand point we are not aware of deficiencies that would prevent adequate service provision. We are concerned about traffic safety at the site should it be developed for any uses other than assisted living.

This is not a site plan approval; however, if the proposed site plan height is higher than the existing 35 feet of surrounding properties then some addition consideration should be given regarding buffer, separation and compatibility with the existing residential properties abutting the rear portion of the site. Because of 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.

If approved the Township may want to request a binding agreement of the proposed development, pending further review. If the property is rezoned without such an agreement as provided by the applicant and found acceptable by the Township, the proposed project could be scrapped. We do recognize both multifamily and assisted living facilities require a conditional use permit to obtain the maximum potential use of the site, but if the applicant or future applicant can meet those conditions it may be problematic for the Township. Any such agreement needs to be coordinated with Portage County Prosecutor's office.

There was a question about spot zoning raised in regards to this amendment being a smaller lot. This rezoning is 4.856 acres and depending on site plan design may have compatibility impacts with neighbors. Zoning of small lots is not uncommon in Portage County. Our research showed that there are four legal factors to evaluate to determine spot zoning. These include lot size as compared to other parcels, consistency with the

Comprehensive Plan or Land Use Plan, compatibility of the use compared to surrounding uses and public benefit of the use. We mention this as there is no minimum zoning district requirement that would be helpful. There is no current Comprehensive Plan or Land Use Plan and degree of public benefit which is unknown since there was no site plan provided.

RECOMMENDATION

Staff would recommend approval with a development agreement between the Township and Developer. If it were approved, we would recommend at the time of site planning the above considerations be part of the site plan review.

This rezoning will leave a small unbuildable triangle of R-1 to the north of the property along Rhodes Road. In the future, the Township should consider revisiting this area to ensure zoning conforms to property lines.

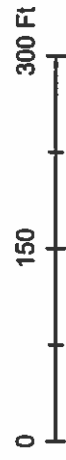
Per the spot zoning comments, the zoning book may want to establish a minimum size to create a stand alone zoning district and having a current comprehensive plan or land use plan is also recommended moving forward.

Franklin Township

2020 Aerial



- Proposed Rezoning from C-1 & R-1 to R-4
- Parcels



Source: Parcels, Portage County GIS, 2021; Roads, Portage County GIS, 2020; Proposed Zoning, PCRPC, 2021; Aerial, OGRIP, 2017

PCRPC

Map Created August 2021

Franklin Township

Environmental Constraints



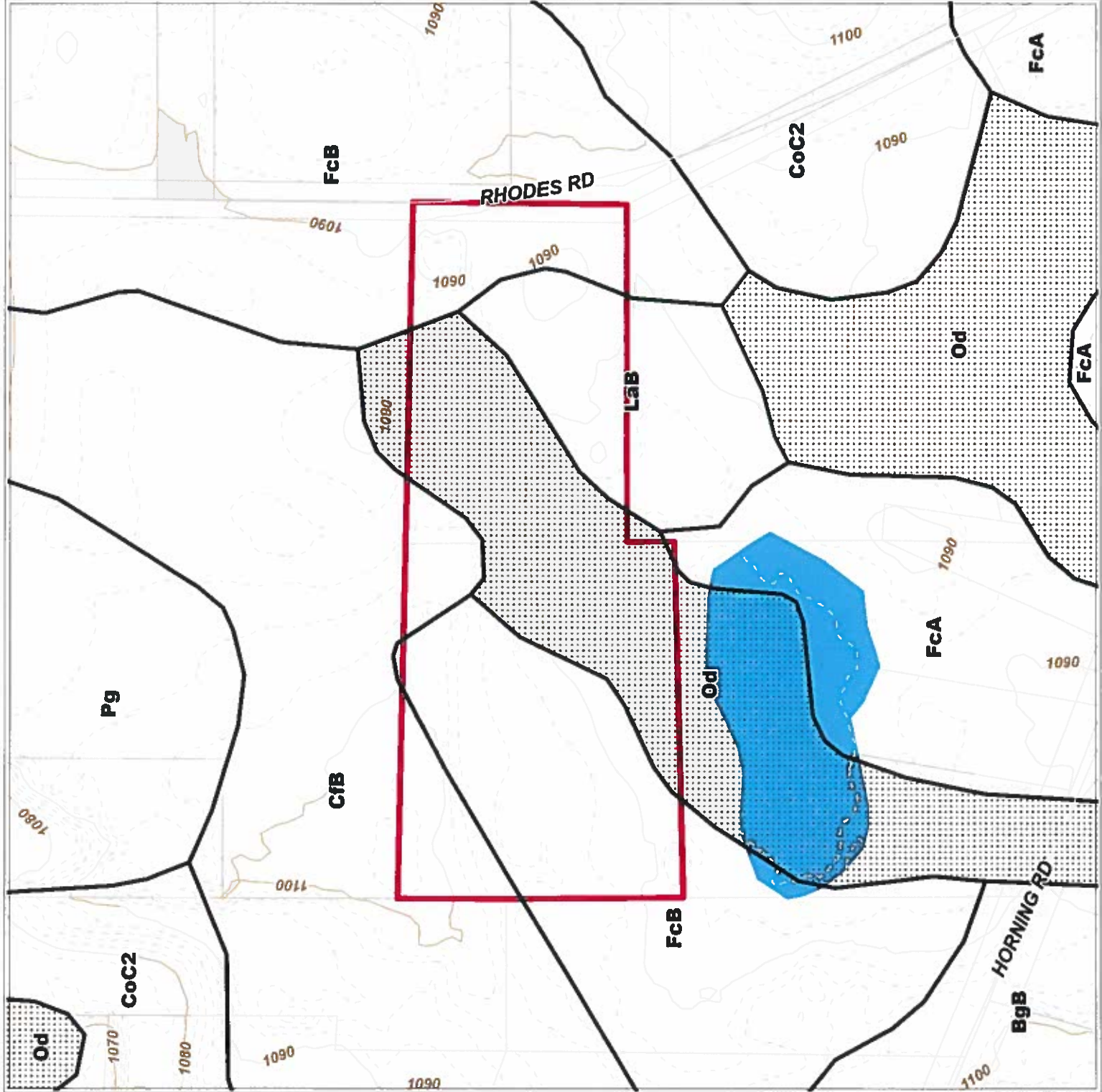
- Soils
- Hydric Soils
- Proposed Rezoning from C-1 & R-1 to R-4
- 10-foot contours
- 2-foot contours
- Parcels
- Wetlands
- Flood Zone
- A
- AE



Source: Contours, Portage County GIS, 2016; Parcels, Portage County GIS, 2021; Roads, Portage County GIS, 2020; Proposed Zoning, PCRPC, 2021; Water, NHD USGS, 2012; Wetlands, NWI USFWS, 2007; Flood Zones, FEMA FIRM, 2017; Soils, Portage County Soil Survey Digital version, updated 2021



Map Created August 2021



Franklin Township

Existing Land Use



Proposed Rezoning from
C-1 & R-1 to R-4

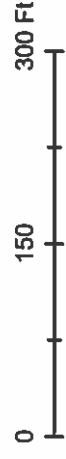
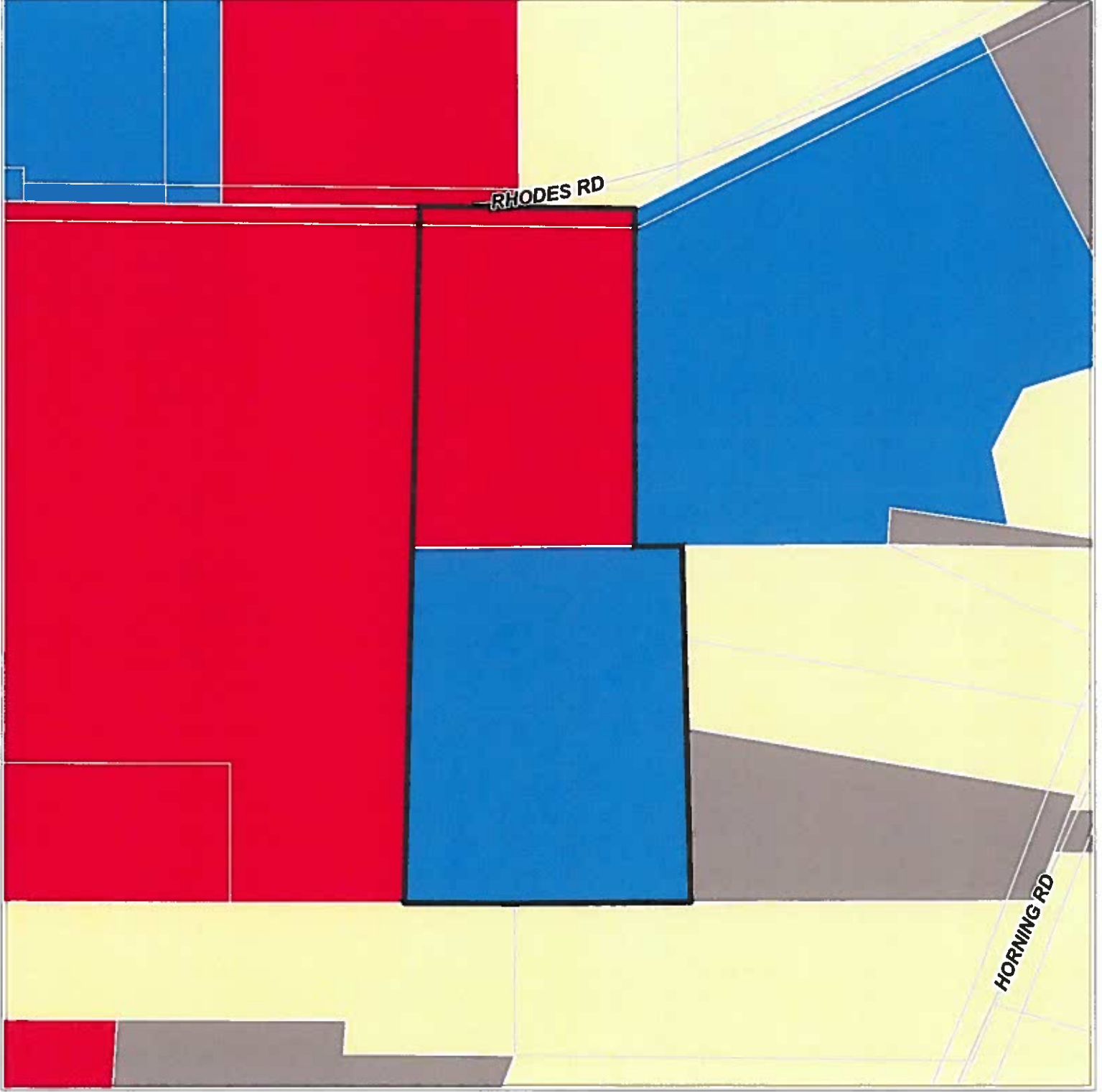
Land Use

Vacant

Commercial

Residential

Public/Quasi-Public



Source: Parcels, Portage County GIS, 2021;
Roads, Portage County GIS, 2020;
Land Use, Proposed Zoning, PCRPC,
2021



Map Created August 2021

Franklin Township

Existing Zoning

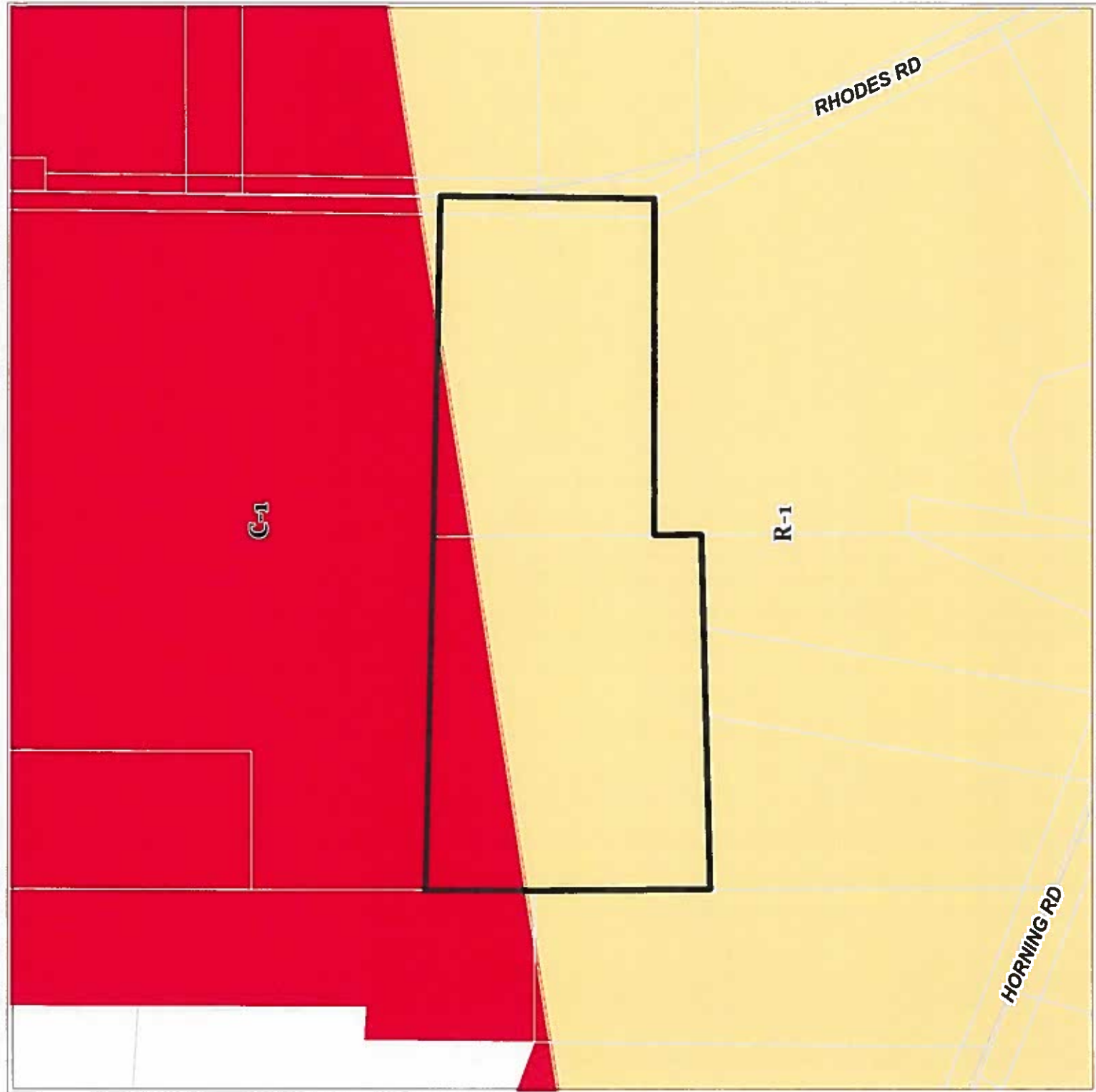


Proposed Rezoning from
C-1 & R-1 to R-4

Zoning District

Local Commercial

Low Density Residential



Source: Parcels, Portage County GIS, 2021;
Roads, Portage County GIS, 2020; Zoning,
PCRPC, 2020; Proposed Zoning,
PCRPC, 2021

Map Created August 2021

Franklin Township

Proposed Zoning



Proposed Rezoning from
C-1 & R-1 to R-4



Proposed Zoning

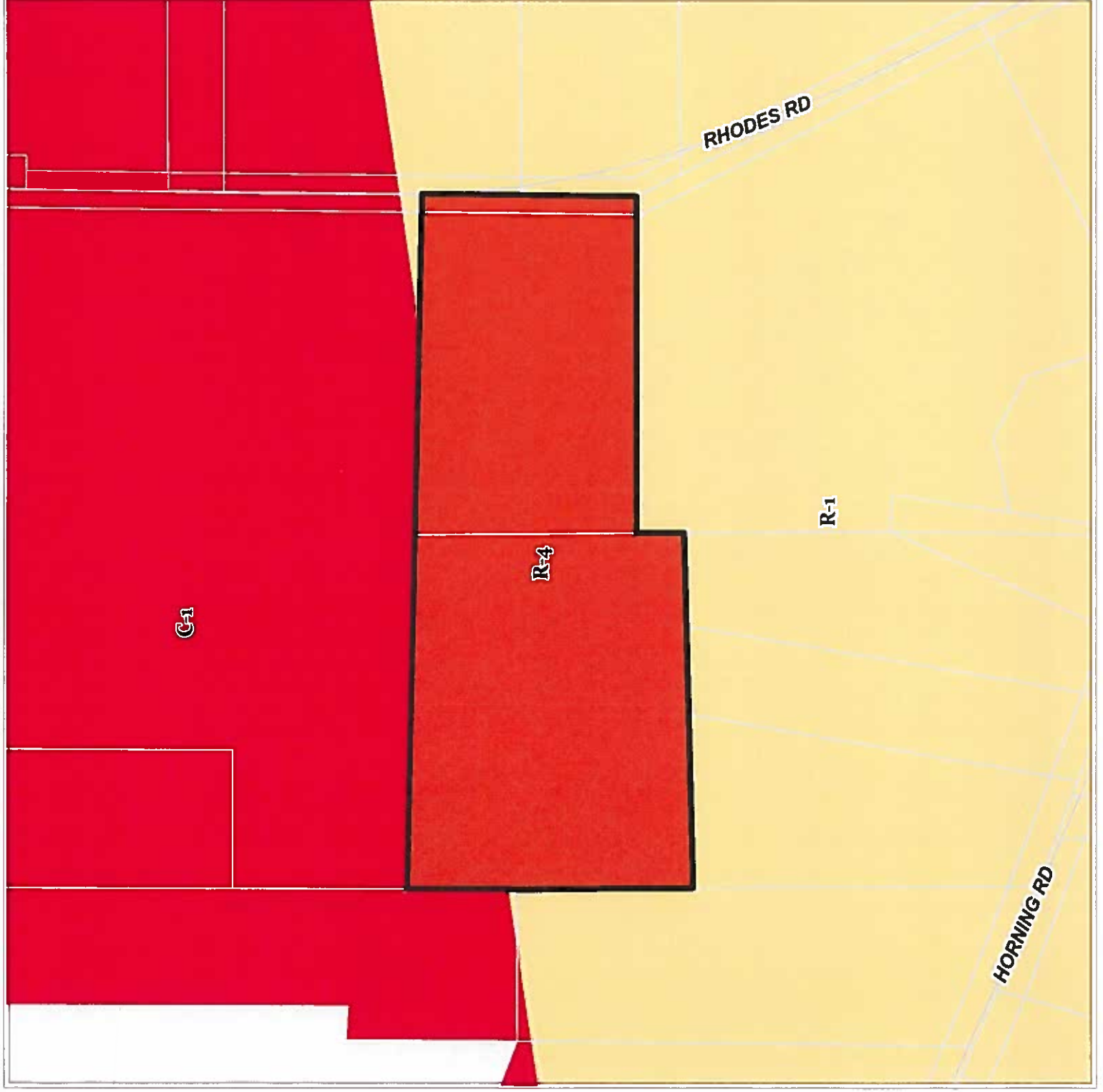
Local Commercial (C-1)



Low Density Residential
(R-1)



Multi-Family Residential
(R-4)



Source: Parcels, Portage County GIS, 2021;
Roads, Portage County GIS, 2020;
Proposed Zoning, PCRPC, 2021;



Map Created August 2021

**SHALERSVILLE TOWNSHIP
ZONING AMENDMENTS
September 2021**

Received: August 13, 2021
Meeting Date: September 8, 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 805 and 805.01
Planning Commission and Design Guideline Board**

Proposed:

Add to Sections 805 and 805.01

Section 805

Planning Commission

**THERE IS HEREBY CREATED A TOWNSHIP PLANNING 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.**

Section 805.01

Design Guideline Board

**THERE IS HEREBY CREATED A TOWNSHIP PLANNING 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.**

Comments:

Oddly there is no call out of who makes up the Zoning Commission or the Design Guideline Board.

Staff Recommendation: Approval as suggested.

Amendment 2
Section 811 (a, c & d)

Proposed:

Section 811 Organization, Meetings, Hearings

A. The Zoning Commission, Board of Zoning Appeals **and Design Guideline Board** shall elect a Chairman from its membership, shall appoint a Recording Secretary, and shall prescribe rules for the conduct of its affairs.

B. A quorum shall consist of at least three members and a concurring vote of at least three members shall be necessary to effect an order.

C. The Zoning Commission, Board of Zoning Appeals **and Design Guideline Board** shall meet at the call of its Chairman or any two members, and at such other regular times as it shall by resolution, determine.

D. The Zoning Commission, Board of Zoning Appeals **and Design Guideline Board** Chairman or acting Chairman shall preside at the meetings, may administer oaths and compel the attendance of witnesses in all matters coming within the purview of this Resolution.

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.

Staff Comments:

This is consistent with the previous amendment and adds responsibilities to the Board's Recording Secretary.

Staff Recommendation:

Staff would recommend approval.

Amendment 3
Section 812

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 resolutions or amendments to the Townships Trustees for recommendations.**
 - B. **All updates, changes or recommendations shall follow procedures as set in Article IX of the Zoning Resolutions.**
- 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 redevelopment 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.**
- 3) The Township Board of Zoning Appeals shall have the following powers:

Staff Comments:

This is consistent with the previous amendments and provides duties for both the Zoning Commission and the Design review Board.

Staff Recommendation:

Staff would recommend approval.

Amendment 4
Shalersville Design Guidelines
Multiple changes in approximately 9 locations (See Attached)

Staff Comment:

There were multiple places where changes were made to add Zoning Commission and Zoning Inspector and referencing the Design Guideline Board, consistent with the previous amendments.

The last proposed change was on page 27 and is the 9th area of amendment. There was a question of taking out or leaving in the language that was struck out. The language attached clearly defines the goals for the Design Guideline Board and probably can be removed.

Staff Recommendation:

Approve as Submitted and taking out the language in the 9th area on page 27.

INTRODUCTION & OVERVIEW

①

Shalersville Township's *Design Guidelines Board*, (which consists of the Zoning Commission members, advised by the Zoning Inspector) have been developed to guide the appearance, form, and function of new development and redevelopment in *all industrial, nonresidential areas of mixed residential, and commercial zoned districts* within Shalersville Township.

In utilizing these guidelines, the applicant, the staff, or any other users should consider the characteristics of the site and its immediate context, applicable plans for an area, the nature of the use, and the intent of the guidelines and performance standards as they apply to the specific project.

In cases in which special conditions exist that are not specifically addressed by the standards, the intent statement should serve as the basis for determining the appropriateness of the proposed design.

What are the objectives of the Design Guidelines?

The application of design standards and guidelines to mixed residential commercial, light industrial, and non-residentially zoned properties will assist Shalersville Township to implement its Comprehensive Plan and other specific plans for areas and other neighborhood business districts in a more effective manner. The main objectives of the guidelines, which will be used in guiding changes and development, and in reviewing plans for development and improvements, are as follows:

1. Assist the planning and design of quality developments and provide for increased opportunities and land use efficiency for redevelopment, new development, and business development expansion.
2. Protect property and private investment.
3. Encourage a viable and compatible mix of commercial, business, office, and residential uses in the Township.
4. Encourage the integration of mixed uses in designated areas through the development of two-to-three story buildings, continuous building forms placed parallel to the street, with minimum setbacks from the right-of-way, and an attractive and viable pedestrian-friendly environment.
5. Encourage creative planning and design in the arrangement and siting of buildings, parking areas, circulation and access, shared parking facilities and ingress/egress arrangements, and elimination of multiple curb cuts.
6. Make the policy of efficient traffic flow compatible with the policy of promoting an attractive and viable, pedestrian-friendly environment through the establishment of a safe, convenient, and attractive pedestrian network of paths and public places.
7. Allow the application of performance standards to development and redevelopment so as to mitigate any adverse impacts on adjacent areas and the business corridors.
8. Avoid piecemeal and fragmented development that detracts from the establishment of a viable business environment and strong neighborhood appearance and character that reflect plans or studies for the subject area.
9. Promote public health, safety and welfare.

How are the Design Guidelines organized?

The Guidelines are presented in five chapters:

- I: Site Planning
- II: Architecture
- III: Landscape
- IV: Lighting
- V: Signage

Each chapter starts with a set of goals that envision what the Township hopes to accomplish by adhering to the *Guidelines*. Individual chapters are divided into sections that deal with specific issues. For each issue the *Guidelines* provide planning objectives and specific design guidelines.

Photographs are used throughout the *Guidelines* to illustrate what would be considered acceptable in Shalersville Township. The photographs are representative samples to make the *Guidelines* more reader-friendly. The *Guidelines* are not meant to stifle creativity; in all situations, there may be many ways to achieve the Township's goals.

Are the Guidelines mandatory?

Though, approval from the Design Guidelines is mandatory, Throughout the document the word "should" is used to denote that these are *flexible standards*. The guidelines in this manual are intended to accompany adopted Township plans and guide the Shalersville Township *Design Guidelines Board* during the review process of applications from business or property owners for improvements, and modifications to existing buildings and for parking and circulation improvements in all of the *industrial non-residential areas of mixed residential and commercial zoned districts within Shalersville Township*. 2

Where do the Design Guidelines apply?

The provisions of the *Guidelines* apply to all *industrial, nonresidential areas of mixed-residential, and commercial zoning districts* in Shalersville Township. It applies to new construction as well as expansions or redevelopment of existing buildings and sites. 3

How will the Guidelines be used?

There are two main functions of the *Guidelines*. First, they will provide guidance to landowners and developers in the early stages of planning and design, to address the question of "What is the Township looking for?".

Secondly, it will be used as a benchmark by the *Design Guideline Board* and peer reviewers to evaluate development proposals as part of the review processes to address the questions of "Does it meet the Township's criteria?" and "What will it look like and how will it function?"

Implementation of the design guidelines relies heavily on the services of architects, civil engineers, and landscape architects working as consultants or developers. The *Guidelines* will be administered by staff through the review process. The *Guidelines* will be applied to development that requires site plan approval from the *Design Guidelines Board and the Zoning Inspector*, but are suggested for all developments in the community.

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What will the ultimate outcome be for Shalersville Township?

The *Guidelines* are not designed to produce immediate results. Like the Comprehensive Plan and other Township plans, they provide a framework for the future. The process is intended to ensure that site plans are reviewed efficiently by the *Design Guideline Board, and the Zoning Inspector* resulting in high quality development that contributes to the Township's overall aesthetics and immediate environment of the subject site.

GENERAL SITE PLANNING PRINCIPLES

OBJECTIVES

Good site planning should result in an attractive, safe, and economically viable relationship between buildings, parking, signage, lighting, landscaping, and the surrounding environment. Site plans should minimize the visual effects of parking and utilities, feature high-quality landscaping, accommodate pedestrian movement, and encourage connections to nearby properties.

DESIGN GUIDELINES

- **Site Analysis.** The site plan should be based upon a careful analysis of existing site conditions that considers topography, wetlands, soil conditions, existing vegetation, drainage, abutting land uses, and other factors that will influence the placement of buildings, roads, and parking areas. The *Design Guidelines Board* may require a graphic presentation to demonstrate how knowledge of site conditions has influenced the site plan.

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- **Preservation of Existing Features.** Site development should minimize disruption to natural and cultural features (e.g., mature trees, wetlands, drainage ways, stone walls) in a manner that would change their existing character.



Preservation of mature trees adds visual interest and reduces the impact of the heat island effect of the paved areas.

- **Open Space.** Open Space areas should be preserved and integrated throughout the development. Where possible, open space should be continuous and used to preserve significant natural and cultural features. Open space should be coordinated with abutting properties to create continuous open space networks for wildlife corridors, riparian buffers, visual screening, etc.
- **Use of Open Space.** Open space should not contain any type of commercial activity, overflow parking, paved surfaces, constructed stormwater management facilities, or active recreation. Uses may include open vegetated areas, picnic areas, planting beds, bioretention areas, naturalistic water features, and similar features.

- The primary entrance or entrances to each building
 - Existing or planned transit stops, stations, and park-n-ride locations
 - Existing or future trail systems or amenities, where determined appropriate by the Shalersville Design Guideline Board.
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- **Maintenance.** All crosswalks and parking area lines should be repainted periodically to ensure their effectiveness.
 - **Transit Connections.** Redevelopment and/or site improvements should plan for access and connectivity to existing and future transit facilities, including, but not limited to, park-and-ride locations, pullouts, stops, and shelters. Transit stops should be incorporated into the layout of the site, and should be protected from automobiles, where feasible, to become safe pedestrian spaces.



Elements such as the striping above can be used for aesthetics as well as traffic calming.
This raised crosswalk is traffic calming for both vehicles and pedestrians.

PUBLIC SIDEWALKS

OBJECTIVES

Public sidewalks and planted esplanades can be a highly desirable part of the streetscape, adding scale in a commercial landscape and creating a safe place for pedestrian movement.

Pedestrian and bicycle friendliness should be a priority when new development occurs. The long-term objective is to provide an interconnected network of sidewalks that provide an alternative to the automobile and encourage exercise for the general population

DESIGN GUIDELINES

- **Coordination with Other Sites.** Where sidewalks are required by the Township, they should be constructed within or near the right-of-way to encourage safe pedestrian movement. Facilities should be coordinated with abutting land uses to create interconnections throughout the commercial area and linkages to surrounding residential neighborhoods. Lighting and other amenities abutting walkways should be at human scale and provide line of sight to other pedestrians, motor vehicles, etc.



Private development should be connected with a public sidewalk wherever possible. This sidewalk and crosswalk connect the roadway to the entrance of the building.

Coordination with Site Plan.

All new sidewalks should be coordinated with the Site Plan to avoid conflicts with landscaping, utilities, grading, drainage structures, signs, and other elements.

- **Material Selection.** Materials selected for curbing and sidewalks should be durable and long-lasting, and consistent with the character of the district.

BUFFERS & SCREENING

OBJECTIVES

Buffering or screening will be required in certain areas to ensure compatibility between incompatible land uses, particularly between commercial, industrial and residential properties. Plantings, earth berms, stone walls, grade changes, fences, distance, and other means can be used effectively to create the necessary visual and psychological separation.

DESIGN GUIDELINES

- **Appropriateness.** The selection of the proper type of buffer should result from a thorough understanding of existing site conditions, distances to property lines, the intensity of the proposed land use, and the degree of concern expressed by the ***Design Guidelines Board***, Zoning Commission, Board of Zoning Appeals, and abutting landowners. 1
- **Design.** Buffers and screens should be considered an integral part of the Site Plan. Stone walls, plantings, fencing, landforms, etc., used for buffers should be similar in form, texture, scale, and appearance to other landscape elements.
- **Maintenance.** Buffers should be maintained throughout the life of the project in a condition that assures continual year-round effectiveness. Where plantings do not survive, or grow to a point where they no longer serve as effective buffers, they should be replaced to meet the intent of the approved plan. Walls, fencing, or earth berms used to screen parking lots and add visual interest to the planter strip should be designed as an integral part of the grading plan.
- **Fencing.** Where fencing or other architectural elements (e.g., screening walls) is installed in a highly visible location, it should be treated as an architectural element, complementing the form, style, color, or detailing of the adjacent building.



A variable height fence provides good visual separation between a convenience store and a residential neighborhood. The fence is attractive on both sides.

pedestrian amenities intended to support these places as gathering areas.

- **Water Feature.** Water features (e.g., fountain), provided the feature is easily accessed by pedestrians and includes or integrates seating areas for pedestrians.
- **Outdoor Public Art.** Outdoor public art, provided the feature is visible to pedestrians or motorists.
- **Other.** Other well-designed areas and/or focal feature may be considered, which the *Design Guidelines Board* finds consistent with the intent of these guidelines, substantially enhances the development, and serves as a gathering place for residents, visitors, customers, and employees.

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DESIGN GUIDELINES

- **Size.** Patios, plazas, mini-parks, squares and greens should be proportionate in size to the development.
- **Visibility.** In order to serve as a focal point, a feature should be visible and easily recognizable as an area that encourages outdoor assembly.
- **Pedestrians.** Pedestrian amenities for patios and plazas, and for landscaped mini-parks, squares or greens may include seating, lighting, special paving, planting, food and flower vendors, and artwork.
- **Nearby Areas.** The presence or absence of complementary pedestrian spaces in adjacent and surrounding parcels, as well as nearby residential areas, should be considered when determining the appropriate location of an outdoor space and/or feature. Open spaces should be designed and sited to minimize any potential negative impact on adjoining properties, and used in a way that does not create disturbances.
- **Visibility.** Providing good public visibility of on-site outdoor amenities should serve to enhance the security of pedestrians. Accordingly, when a building will be adjacent to a pedestrian plaza, patio, mini-park, square or green, the building wall facing such outdoor amenity should contain at least one of the following elements:
 - A building entry
 - Windows facing onto the outdoor amenity
 - Arcades along the edges of the outdoor amenity
 - Outdoor seating areas
- **Lighting.** For safety, nighttime use, to highlight selected elements and comfort.

ARCHITECTURE

INTRODUCTION

Shalersville Township's Design Guidelines establish standards for new or renovated commercial and light industrial buildings that will embrace future design. The guidelines are not intended to dictate building styles; rather they provide a guide that illustrates Shalersville Township's vision for its future.

~~These guidelines are intended to complement, exemplify, and strengthen various sections of the existing Shalersville Township Zoning Resolution adopted sub area plans, or other business districts, which may set forth a unique identity or style of development for the subject area.~~ This was struck out, from prior? Do we leave it or remove it.

Architectural Goals:

- Well-designed buildings that reinforce Shalersville Township's sense of place, and/or that of the surrounding area.
- Building designs that thoughtfully consider scale, form, orientation, height, setback, massing, materials, color, and architectural features.
- Buildings that present a 'front door' to the street and make a positive contribution to the streetscape.
- Buildings that are designed to address human scale, comfort, enjoyment, and safety of the users.
- Buildings that are designed as permanent, positive additions to the community, constructed of high quality, long lasting materials.
- Street corners that are treated as special places.
 - Architecture that recognizes diversity of Shalersville Township's zoning districts and geographic areas.
- Sustainable design should be a key consideration in building design.



This office structure uses a variety of durable, high quality materials.

SHALERSVILLE TOWNSHIP ZONING COMMISSION

Maude Bias, Secretary
9090 State Route 44
Ravenna, Ohio 44266
330-221-0847

Nathan Goodell, Chairman
Ben Kotkowski, Vice-Chairman
Todd Brugmann
Dan Denzinger
Maude Bias, Secretary
Todd Lamb /Alternate

.....
August 13, 2021

Todd Peetz
Portage County Regional Planning Commission
128 North Prospect Street
Ravenna, Ohio 44266

RE: Article VIII – Administration Authority

Mr. Peetz;

In the regular meeting on August 12, 2021, the Shalersville Township Zoning Commission passed a motion to review for inclusion into our Zoning Resolution, the following:

Article VIII

NEW:

Section 805 Zoning Commission
Section 805.01 Design Guideline Board

UPDATE:

Section 811 Organization, Meetings, Hearings

ADD into A. C. D.

The Zoning Commission, and Design Guideline Board into

ADD- 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 as required by each board and Township Trustees.

Section 812 Powers and Duties

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 resolutions or amendments to the Townships Trustees for recommendations.
- B. All updates, changes or recommendations shall follow procedures as set in Article IX of the Zoning Resolutions.

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 redevelopment 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.

The public meeting to hear your recommendation is scheduled for Thursday, September 9, 2021 at 7:00 pm. As always, you are welcome to attend, and your attendance is greatly appreciated.

If you could please send me a copy of your recommendations, at your earliest time possible, so our board will have ample time to review it prior to our public meeting it would be appreciated.

Let me know if you have any questions.

Respectfully,
Maude Bias
Zoning Commission Secretary

**ROOTSTOWN TOWNSHIP
ZONING CODE AMENDMENT
September 2021**

Received: August 19, 2021
Meeting Date: September 8, 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 620.02**

Rationale: The proposed changes to 620.02 help to clarify the circumstances in which a Final Development Plan is required. Due to the extent of time, cost and effort involved in this plan review, some smaller-scale projects were determined to be more suitable for review without an entire development plan. The intent of these 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, while still ensuring a complete and thorough review by the zoning department.

Section 620.02 Existing:

Review of a general development plan and/or final development plan shall be conducted in compliance with the following:

- A. General Development Plan. A general development plan that indicates the general concept of development for an entire site; including the general location of use areas, open space and circulation pattern, shall be required for:
 - 1. All Planned Unit Residential Developments;
 - 2. All Planned Commercial Developments.
- B. Conditional Use Approval. When applying for a Planned Commercial Development, all conditional uses shall be applied for and approved by the Board of Zoning Appeals before submission of the final development plan. As part of the final development plan process, the Zoning Commission will include the final site plan for any conditional uses.
- C. Final Development Plan. A final development plan that indicates, among other things, the exact location of buildings, parking areas, access drives, signs, and outdoor storage areas shall be required for the following:
 - 1. Planned Residential and Planned Commercial Developments following review and approval of a general development plan.
 - 2. Platted subdivisions.
 - 3. New construction of all permitted uses in multi-family, commercial, and industrial districts, except single-family dwellings.

4. New construction of all conditional uses.
5. Any existing or previously approved development meeting the criteria of subsections B.1 through B.5 above that proposes to alter, reconstruct, or otherwise modify a use or site; including expanding the floor area of the permitted use greater than 10% of the original approved development plan, increasing the number of dwelling units in a multi-family development, or changing the use which requires an increase in the amount of parking or a change in the site's circulation.

Section 620.02 Proposed (shown in bold):

Review of a general development plan and/or final development plan shall be conducted in compliance with the following:

- A. General Development Plan. A general development plan that indicates the general concept of development for an entire site; including the general location of use areas, open space and circulation pattern, shall be required for:
 1. All Planned Unit Residential Developments;
 2. All Planned Commercial Developments.
- B. Conditional Use Approval. When applying for a Planned Commercial Development, all conditional uses shall be applied for and approved by the Board of Zoning Appeals before submission of the final development plan. As part of the final development plan process, the Zoning Commission will include the final site plan for any conditional uses.
- C. Final Development Plan. A final development plan that indicates, among other things, the exact location of buildings, parking areas, access drives, signs, and outdoor storage areas shall be required for the following:
 1. Planned Residential and Planned Commercial Developments following review and approval of a general development plan.
 2. Platted subdivisions.
 3. New construction of ~~all permitted the following uses or structures~~ in multi-family, commercial, and industrial districts; ~~except single-family dwellings.~~
 - a) All new principal buildings, except single-family dwellings, two-family dwellings, agricultural buildings, or accessory uses associated with those dwellings.
 - b) All new accessory buildings and structures greater than 1200 square feet in size.
 - c) An expansion to an existing building whereby the expansion is greater than 5000 square feet.
 - d) An expansion to an existing building whereby the expansion is greater than 25 percent of the existing floor area.
 - e) An expansion of a parking lot by 10 or more spaces.

4. New construction of all conditional uses not included in subsections C.1 through C.3.
5. ~~Any existing or previously approved development meeting the criteria of subsections B.1 through B.5 above that proposes to alter, reconstruct, or otherwise modify a use or site; including expanding the floor area of the permitted use greater than 10% of the original approved development plan, increasing the number of dwelling units in a multi-family development, or changing the use which requires an increase in the amount of parking or a change in the site's circulation.~~ Alteration or expansion of an existing or previously approved development, including an increase in the number of lots or dwelling units.

Section 620.06 Existing:

Development plans, both general and final, shall be reviewed according to the following procedures.

A. Review by the Zoning Commission, Others.

The Zoning Inspector shall review the submitted application for completeness in accordance with Section 610.04, and when determined complete shall distribute the application according to the following:

1. Review by Zoning Commission.
 - a) The Zoning Inspector shall distribute all applications for development plan review to the Zoning Commission.
 - b) The Zoning Commission may request that the applicant supply additional information deemed necessary to adequately review and evaluate the proposed development.
 - c) The Zoning Commission shall review the proposed general development plan at one or more of its public meetings.
 - d) The Zoning Commission shall hold a public hearing on the application. Notice of such public hearing shall be given by first class mail to property owners within 500 feet of the property line of the property on which the use is proposed and to adjacent property owners other than the applicant regardless of the distance when the applicant owns separate parcel(s) within the 500 feet radius. A "certificate of mailing" shall be obtained from the post office for each mailing. Further notice shall be given in one or more newspapers of general circulation in the Township at least 10 days before the date of said public hearing. All notices shall set forth the time and place of the public hearing and the nature of the proposed development plan. Failure of delivery of such notice shall not invalidate action taken on such application.
2. Review by Rootstown Township Fire Department and Other Public Entities.

The application may be transmitted to appropriate township departments and other public agencies for review and comment. Any reports or comments shall be compiled and reviewed by the Zoning Inspector and transmitted to the Zoning Commission prior to the time of the Commission's review.

3. Review by Consultants.

The application may be transmitted to appropriate professional consultants for review and comment. Any reports, comments, or expert opinions shall be compiled and reviewed by the Zoning Inspector and transmitted to the Zoning Commission prior to the time of the Commission's review. The cost of the review by the consultant shall be the expense of the applicant.

B. Action by Zoning Inspector.

The Zoning Inspector shall take action on applications for all permitted uses requiring review of development plans, except planned residential developments, according to the following:

1. The Zoning Commission shall make a recommendation to the Zoning Inspector within 60 days from the date the application was determined complete or an extended period as may be agreed to by the applicant. In the event the Zoning Commission fails to make a recommendation within 60 days from the date the application was determined complete and the applicant does not agree to an extension, the Zoning Inspector shall make a decision without a recommendation from the Zoning Commission at the end of the 60 day period.
2. The Zoning Inspector shall make a decision based on the advice and recommendation of the Zoning Commission except as otherwise noted in subsection 1 above. The development plan shall be:
 - a) Approved as submitted; or
 - b) Approved subject to specific conditions not included in the plan as submitted, such as, but not limited to, on-site control of access to streets and landscaping specifications; or
 - c) Denied because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Inspector shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.

C. Action By Zoning Commission for Planned Residential Developments. The Zoning Commission shall act on applications for planned residential developments.

1. The Zoning Commission shall:
 - a) Approve the development plan as submitted; or
 - b) Approve the development plan subject to specific conditions not included in the plan as submitted, such as, but not limited to:
 - 1) For General Development Plans - improvements to the general lot layout, open space arrangement or on-site control of access to streets;
 - 2) For Final Development Plans – improvements to the lot layout, open space arrangement, on-site control of access to streets, or landscaping specifications.

- c) Deny the development plan because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Commission shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.
- 2. Failure of the Zoning Commission to act within 60 days from the date the application was determined complete, or an extended period as may be agreed upon, shall, at the election of the applicant be deemed a denial of the development plan.

Staff Comments: The new language provides clarity for what I will call a major review. There were, size area and number requirements; however, in C)3(a-e) we were wondering does that mean lesser amount would be an administrative staff review? That was not clear to me. If an administrative review was not intended, it should be.

Staff would recommend: Approval as submitted, maybe add some information/language about projects below these requirements would be an administrative review.

Amendment 2 Section 620.06

Rationale:

The proposed changes to 620.06 help to 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 of these 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, while still ensuring a complete and thorough review by the zoning department.

Section 620.06 Existing:

Development plans, both general and final, shall be reviewed according to the following procedures.

- D. Review by the Zoning Commission, Others.

The Zoning Inspector shall review the submitted application for completeness in accordance with Section 610.04, and when determined complete shall distribute the application according to the following:

- 1. Review by Zoning Commission.
 - a) The Zoning Inspector shall distribute all applications for development plan review to the Zoning Commission.
 - b) The Zoning Commission may request that the applicant supply additional information deemed necessary to adequately review and evaluate the proposed development.

- c) The Zoning Commission shall review the proposed general development plan at one or more of its public meetings.
- d) The Zoning Commission shall hold a public hearing on the application. Notice of such public hearing shall be given by first class mail to property owners within 500 feet of the property line of the property on which the use is proposed and to adjacent property owners other than the applicant regardless of the distance when the applicant owns separate parcel(s) within the 500 feet radius. A "certificate of mailing" shall be obtained from the post office for each mailing. Further notice shall be given in one or more newspapers of general circulation in the Township at least 10 days before the date of said public hearing. All notices shall set forth the time and place of the public hearing and the nature of the proposed development plan. Failure of delivery of such notice shall not invalidate action taken on such application.

2. Review by Rootstown Township Fire Department and Other Public Entities.

The application may be transmitted to appropriate township departments and other public agencies for review and comment. Any reports or comments shall be compiled and reviewed by the Zoning Inspector and transmitted to the Zoning Commission prior to the time of the Commission's review.

3. Review by Consultants.

The application may be transmitted to appropriate professional consultants for review and comment. Any reports, comments, or expert opinions shall be compiled and reviewed by the Zoning Inspector and transmitted to the Zoning Commission prior to the time of the Commission's review. The cost of the review by the consultant shall be the expense of the applicant.

E. Action by Zoning Inspector.

The Zoning Inspector shall take action on applications for all permitted uses requiring review of development plans, except planned residential developments, according to the following:

- 1. The Zoning Commission shall make a recommendation to the Zoning Inspector within 60 days from the date the application was determined complete or an extended period as may be agreed to by the applicant. In the event the Zoning Commission fails to make a recommendation within 60 days from the date the application was determined complete and the applicant does not agree to an extension, the Zoning Inspector shall make a decision without a recommendation from the Zoning Commission at the end of the 60 day period.
- 2. The Zoning Inspector shall make a decision based on the advice and recommendation of the Zoning Commission except as otherwise noted in subsection 1 above. The development plan shall be:
 - a) Approved as submitted; or

- b) Approved subject to specific conditions not included in the plan as submitted, such as, but not limited to, on-site control of access to streets and landscaping specifications; or
 - c) Denied because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Inspector shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.
- F. Action By Zoning Commission for Planned Residential Developments. The Zoning Commission shall act on applications for planned residential developments.
 - 1. The Zoning Commission shall:
 - a) Approve the development plan as submitted; or
 - b) Approve the development plan subject to specific conditions not included in the plan as submitted, such as, but not limited to:
 - 1) For General Development Plans - improvements to the general lot layout, open space arrangement or on-site control of access to streets;
 - 2) For Final Development Plans – improvements to the lot layout, open space arrangement, on-site control of access to streets, or landscaping specifications.
 - c) Deny the development plan because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Commission shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.
 - 2. Failure of the Zoning Commission to act within 60 days from the date the application was determined complete, or an extended period as may be agreed upon, shall, at the election of the applicant be deemed a denial of the development plan.

Section 620.06 Proposed (shown in bold):

Development plans, both general and final, shall be reviewed according to the following procedures.

- A. ~~Review by the Zoning Commission, Others.~~ The Zoning Inspector shall review the submitted application for completeness in accordance with Section 610.04, and when determined complete shall **distribute the application according to the following: be forwarded to the appropriate governmental agencies for their review and recommendations. Incomplete applications shall be returned to the applicant, and the review process shall not continue until the application is determined complete.**
- 1. ~~Review by Zoning Commission.~~ **If the Zoning Inspector determines that a variance is required, then an application to the Board of Zoning Appeals shall be submitted. Variances shall be reviewed and a decision rendered by the Board of Zoning Appeals prior to approval of the Development Plan Review application by the Zoning Inspector.**

- a) ~~The Zoning Inspector shall distribute all applications for development plan review to the Zoning Commission.~~
- b) ~~The Zoning Commission may request that the applicant supply additional information deemed necessary to adequately review and evaluate the proposed development.~~
- c) ~~The Zoning Commission shall review the proposed general development plan at one or more of its public meetings.~~
- d) ~~The Zoning Commission shall hold a public hearing on the application. Notice of such public hearing shall be given by first class mail to property owners within 500 feet of the property line of the property on which the use is proposed and to adjacent property owners other than the applicant regardless of the distance when the applicant owns separate parcel(s) within the 500-foot radius. A "certificate of mailing" shall be obtained from the post office for each mailing. Further notice shall be given in one or more newspapers of general circulation in the Township at least 10 days before the date of said public hearing. All notices shall set forth the time and place of the public hearing and the nature of the proposed development plan. Failure of delivery of such notice shall not invalidate action taken on such application.~~

2. ~~Review by Rootstown Township Fire Department and Other Public Entities. The application may be transmitted to appropriate township departments and other public agencies for review and comment. Any reports or comments shall be compiled and reviewed by the Zoning Inspector and transmitted to the Zoning Commission prior to the time of the Commission's review. Applications for Planned Residential Developments, Planned Commercial Developments, and platted subdivisions shall be forwarded to the Zoning Commission. Other applications may be forwarded to the Zoning Commission if further review is requested by the Zoning Inspector or the applicant.~~

B. ~~3. Review by Consultants.~~ The application may be transmitted to appropriate township departments, public agencies, or professional consultants for review and comment. Any reports, comments, or expert opinions shall be compiled and reviewed by the Zoning Inspector and, if applicable, transmitted to the Zoning Commission prior to the time of the Commission's review appropriate zoning board. Comments from the Zoning Inspector and other review agencies shall be sent to the applicant to make any required revisions. The Any cost of the for review by the a consultant shall be the expense of the applicant. The applicant may request an administrative meeting with the Zoning Inspector to review comments.

C. ~~B. Action by Zoning Inspector.~~ The Zoning Inspector shall take action on applications for all permitted uses requiring review of development plans, except planned residential developments, planned commercial developments, and platted subdivisions, according to the following:

- 1. ~~The Zoning Commission shall make a recommendation to the Zoning Inspector within 60 days from the date the application was determined complete or an extended period as may be agreed to by the applicant. In the event the Zoning Commission fails to make a recommendation within 60 days from the date the application was determined complete and the applicant does not agree to an~~

~~extension, the Zoning Inspector shall make a decision without a recommendation from the Zoning Commission at the end of the 60-day period.~~

1. ~~2.~~ The Zoning Inspector shall make a decision based on the ~~advice and recommendation of the Zoning Commission except as otherwise noted in subsection 1 above~~ comments received by review agencies. The development plan shall be:
 - a) Approved as submitted; or
 - b) Approved subject to specific conditions not included in the plan as submitted, such as, but not limited to, on-site control of access to streets and landscaping specifications; or
 - c) Denied because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Inspector shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.
2. Changes to the approved site plan shall require re-submittal for review pursuant to this Section. The Zoning Inspector shall review the changes and determine if the changes are in conformance with this Resolution. Further review by other agencies may be required.

D. ~~Action By Zoning Commission for Planned Residential Developments.~~ The Zoning Commission shall act on applications for planned residential developments, planned commercial developments, and platted subdivisions.

1. The Zoning Commission shall hold a public hearing on the application. Notice of such public hearing shall be given by first class mail to property owners within 500 feet of the property line of the property on which the use is proposed and to adjacent property owners other than the applicant regardless of the distance when the applicant owns separate parcel(s) within the 500 foot radius. A "certificate of mailing" shall be obtained from the post office for each mailing. Further notice shall be given in one or more newspapers of general circulation in the Township at least 10 days before the date of said public hearing. All notices shall set forth the time and place of the public hearing and the nature of the proposed development plan. Failure of delivery of such notice shall not invalidate action taken on such application.
2. The Zoning Commission may request that the applicant supply additional information deemed necessary to adequately review and evaluate the proposed development.
3. ~~1.~~ The Zoning Commission shall:
 - a) Approve the development plan as submitted; or
 - b) Approve the development plan subject to specific conditions not included in the plan as submitted, such as, but not limited to:
 - 1) For General Development Plans - improvements to the general lot layout, open space arrangement or on-site control of access to streets;

- 2) For Final Development Plans – improvements to the lot layout, open space arrangement, on-site control of access to streets, or landscaping specifications.
 - c) Deny the development plan because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Commission shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.
- 4. ~~2.~~ Failure of the Zoning Commission to act within 60 days from the date the application was determined complete, or an extended period as may be agreed upon, shall, at the election of the applicant be deemed a denial of the development plan.
 - 5. Changes to the approved site plan shall require re-submittal for review pursuant to this Section. The Zoning Commission shall review the changes and determine if the changes are in conformance with this Resolution. Further review by other agencies may be required.

Staff Comments: The new language appears to be more about the process and requirements for notification and distribution on information to review entities and the public. It also discusses revisions and what those requirements may be. This adds more clarity than the existing code language and is more inclusive for public input.

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.

JM



TO: Portage County Regional Planning Commission
FROM: Zoning Commission
DATE: August 19, 2021
RE: Proposed Amendment to Zoning Resolution – 2021-016

At our regular meeting on August 17, 2021, a motion was passed to amend Sections 620.02 and 620.06 of the Zoning Resolution.

Section 620.02 Existing:

Review of a general development plan and/or final development plan shall be conducted in compliance with the following:

- A. General Development Plan. A general development plan that indicates the general concept of development for an entire site; including the general location of use areas, open space and circulation pattern, shall be required for:
 1. All Planned Unit Residential Developments;
 2. All Planned Commercial Developments.
- B. Conditional Use Approval. When applying for a Planned Commercial Development, all conditional uses shall be applied for and approved by the Board of Zoning Appeals before submission of the final development plan. As part of the final development plan process, the Zoning Commission will include the final site plan for any conditional uses.
- C. Final Development Plan. A final development plan that indicates, among other things, the exact location of buildings, parking areas, access drives, signs, and outdoor storage areas shall be required for the following:
 1. Planned Residential and Planned Commercial Developments following review and approval of a general development plan.
 2. Platted subdivisions.
 3. New construction of all permitted uses in multi-family, commercial, and industrial districts, except single-family dwellings.
 4. New construction of all conditional uses.
 5. Any existing or previously approved development meeting the criteria of subsections B.1 through B.5 above that proposes to alter, reconstruct, or otherwise modify a use or site; including expanding the floor area of the permitted use greater than 10% of the original approved development plan, increasing the number of dwelling units in a multi-family development, or changing the use which requires an increase in the amount of parking or a change in the site's circulation.

Section 620.02 Proposed (shown in bold):

Review of a general development plan and/or final development plan shall be conducted in compliance with the following:

- A. **General Development Plan.** A general development plan that indicates the general concept of development for an entire site; including the general location of use areas, open space and circulation pattern, shall be required for:
 - 1. All Planned Unit Residential Developments;
 - 2. All Planned Commercial Developments.
- B. **Conditional Use Approval.** When applying for a Planned Commercial Development, all conditional uses shall be applied for and approved by the Board of Zoning Appeals before submission of the final development plan. As part of the final development plan process, the Zoning Commission will include the final site plan for any conditional uses.
- C. **Final Development Plan.** A final development plan that indicates, among other things, the exact location of buildings, parking areas, access drives, signs, and outdoor storage areas shall be required for the following:
 - 1. Planned Residential and Planned Commercial Developments following review and approval of a general development plan.
 - 2. Platted subdivisions.
 - 3. New construction of ~~all permitted~~ the following uses or structures in multi-family, commercial, and industrial districts; ~~except single family dwellings.~~
 - a) All new principal buildings, except single-family dwellings, two-family dwellings, agricultural buildings, or accessory uses associated with those dwellings.
 - b) All new accessory buildings and structures greater than 1200 square feet in size.
 - c) An expansion to an existing building whereby the expansion is greater than 5000 square feet.
 - d) An expansion to an existing building whereby the expansion is greater than 25 percent of the existing floor area.
 - e) An expansion of a parking lot by 10 or more spaces.
 - 4. New construction of all conditional uses not included in subsections C.1 through C.3.
 - 5. ~~Any existing or previously approved development meeting the criteria of subsections B.1 through B.5 above that proposes to alter, reconstruct, or otherwise modify a use or site; including expanding the floor area of the permitted use greater than 10% of the original approved development plan, increasing the number of dwelling units in a multi-family development, or changing the use which requires an increase in the amount of parking or a change in the site's circulation.~~ Alteration or expansion of an existing or previously approved

development, including an increase in the number of lots or dwelling units.

Section 620.06 Existing:

Development plans, both general and final, shall be reviewed according to the following procedures.

A. Review by the Zoning Commission, Others.

The Zoning Inspector shall review the submitted application for completeness in accordance with Section 610.04, and when determined complete shall distribute the application according to the following:

1. Review by Zoning Commission.

- a) The Zoning Inspector shall distribute all applications for development plan review to the Zoning Commission.
- b) The Zoning Commission may request that the applicant supply additional information deemed necessary to adequately review and evaluate the proposed development.
- c) The Zoning Commission shall review the proposed general development plan at one or more of its public meetings.
- d) The Zoning Commission shall hold a public hearing on the application. Notice of such public hearing shall be given by first class mail to property owners within 500 feet of the property line of the property on which the use is proposed and to adjacent property owners other than the applicant regardless of the distance when the applicant owns separate parcel(s) within the 500 feet radius. A "certificate of mailing" shall be obtained from the post office for each mailing. Further notice shall be given in one or more newspapers of general circulation in the Township at least 10 days before the date of said public hearing. All notices shall set forth the time and place of the public hearing and the nature of the proposed development plan. Failure of delivery of such notice shall not invalidate action taken on such application.

2. Review by Rootstown Township Fire Department and Other Public Entities.

The application may be transmitted to appropriate township departments and other public agencies for review and comment. Any reports or comments shall be compiled and reviewed by the Zoning Inspector and transmitted to the Zoning Commission prior to the time of the Commission's review.

3. Review by Consultants.

The application may be transmitted to appropriate professional consultants for review and comment. Any reports, comments, or expert opinions shall be compiled and reviewed by the Zoning Inspector and transmitted to the Zoning Commission prior to the time of the Commission's

review. The cost of the review by the consultant shall be the expense of the applicant.

B. Action by Zoning Inspector.

The Zoning Inspector shall take action on applications for all permitted uses requiring review of development plans, except planned residential developments, according to the following:

1. The Zoning Commission shall make a recommendation to the Zoning Inspector within 60 days from the date the application was determined complete or an extended period as may be agreed to by the applicant. In the event the Zoning Commission fails to make a recommendation within 60 days from the date the application was determined complete and the applicant does not agree to an extension, the Zoning Inspector shall make a decision without a recommendation from the Zoning Commission at the end of the 60 day period.
2. The Zoning Inspector shall make a decision based on the advice and recommendation of the Zoning Commission except as otherwise noted in subsection 1 above. The development plan shall be:
 - a) Approved as submitted; or
 - b) Approved subject to specific conditions not included in the plan as submitted, such as, but not limited to, on-site control of access to streets and landscaping specifications; or
 - c) Denied because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Inspector shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.

C. Action By Zoning Commission for Planned Residential Developments. The Zoning Commission shall act on applications for planned residential developments.

1. The Zoning Commission shall:
 - a) Approve the development plan as submitted; or
 - b) Approve the development plan subject to specific conditions not included in the plan as submitted, such as, but not limited to:
 - 1) For General Development Plans - improvements to the general lot layout, open space arrangement or on-site control of access to streets;
 - 2) For Final Development Plans – improvements to the lot layout, open space arrangement, on-site control of access to streets, or landscaping specifications.
 - c) Deny the development plan because the proposed plan does not meet the requirements and purposes of these

regulations. When denied, the Zoning Commission shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.

2. Failure of the Zoning Commission to act within 60 days from the date the application was determined complete, or an extended period as may be agreed upon, shall, at the election of the applicant be deemed a denial of the development plan.

Section 620.06 Proposed (shown in bold):

Development plans, both general and final, shall be reviewed according to the following procedures.

- A. ~~Review by the Zoning Commission, Others.~~ The Zoning Inspector shall review the submitted application for completeness in accordance with Section 610.04, and when determined complete shall ~~distribute the application according to the following;~~ be forwarded to the appropriate governmental agencies for their review and recommendations. Incomplete applications shall be returned to the applicant, and the review process shall not continue until the application is determined complete.
 1. ~~Review by Zoning Commission.~~ If the Zoning Inspector determines that a variance is required, then an application to the Board of Zoning Appeals shall be submitted. Variances shall be reviewed and a decision rendered by the Board of Zoning Appeals prior to approval of the Development Plan Review application by the Zoning Inspector.
 - a) ~~The Zoning Inspector shall distribute all applications for development plan review to the Zoning Commission.~~
 - b) ~~The Zoning Commission may request that the applicant supply additional information deemed necessary to adequately review and evaluate the proposed development.~~
 - c) ~~The Zoning Commission shall review the proposed general development plan at one or more of its public meetings.~~
 - d) ~~The Zoning Commission shall hold a public hearing on the application. Notice of such public hearing shall be given by first class mail to property owners within 500 feet of the property line of the property on which the use is proposed and to adjacent property owners other than the applicant regardless of the distance when the applicant owns separate parcel(s) within the 500 foot radius. A "certificate of mailing" shall be obtained from the post office for each mailing. Further notice shall be given in one or more newspapers of general circulation in the Township at least 10 days before the date of said public hearing. All notices shall set forth the time and place of the public hearing and the nature of the proposed development plan. Failure of delivery of such notice shall not invalidate action taken on such application.~~

2. ~~Review by Rootstown Township Fire Department and Other Public Entities. The application may be transmitted to appropriate township departments and other public agencies for review and comment. Any reports or comments shall be compiled and reviewed by the Zoning Inspector and transmitted to the Zoning Commission prior to the time of the Commission's review.~~ Applications for Planned Residential Developments, Planned Commercial Developments, and platted subdivisions shall be forwarded to the Zoning Commission. Other applications may be forwarded to the Zoning Commission if further review is requested by the Zoning Inspector or the applicant.
- B. ~~3. Review by Consultants.~~ The application may be transmitted to appropriate township departments, public agencies, or professional consultants for review and comment. Any reports, comments, or expert opinions shall be compiled and reviewed by the Zoning Inspector and, if applicable, transmitted to the ~~Zoning Commission prior to the time of the Commission's review~~ appropriate zoning board. Comments from the Zoning Inspector and other review agencies shall be sent to the applicant to make any required revisions. ~~The Any cost of the for~~ review by ~~the a~~ consultant shall be the expense of the applicant. The applicant may request an administrative meeting with the Zoning Inspector to review comments.
- C. ~~8. Action by Zoning Inspector.~~ The Zoning Inspector shall take action on applications for all permitted uses requiring review of development plans, except planned residential developments, planned commercial developments, and platted subdivisions. ~~according to the following:~~
 1. ~~The Zoning Commission shall make a recommendation to the Zoning Inspector within 60 days from the date the application was determined complete or an extended period as may be agreed to by the applicant. In the event the Zoning Commission fails to make a recommendation within 60 days from the date the application was determined complete and the applicant does not agree to an extension, the Zoning Inspector shall make a decision without a recommendation from the Zoning Commission at the end of the 60 day period.~~
 1. 2. The Zoning Inspector shall make a decision based on the ~~advice and recommendation of the Zoning Commission except as otherwise noted in subsection 1 above~~ comments received by review agencies. The development plan shall be:
 - a) Approved as submitted; or
 - b) Approved subject to specific conditions not included in the plan as submitted, such as, but not limited to, on-site control of access to streets and landscaping specifications; or
 - c) Denied because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Inspector shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.

2. Changes to the approved site plan shall require re-submittal for review pursuant to this Section. The Zoning Inspector shall review the changes and determine if the changes are in conformance with this Resolution. Further review by other agencies may be required.

D. Action By Zoning Commission for Planned Residential Developments. The Zoning Commission shall act on applications for planned residential developments, planned commercial developments, and platted subdivisions.

1. The Zoning Commission shall hold a public hearing on the application. Notice of such public hearing shall be given by first class mail to property owners within 500 feet of the property line of the property on which the use is proposed and to adjacent property owners other than the applicant regardless of the distance when the applicant owns separate parcel(s) within the 500 feet radius. A "certificate of mailing" shall be obtained from the post office for each mailing. Further notice shall be given in one or more newspapers of general circulation in the Township at least 10 days before the date of said public hearing. All notices shall set forth the time and place of the public hearing and the nature of the proposed development plan. Failure of delivery of such notice shall not invalidate action taken on such application.

2. The Zoning Commission may request that the applicant supply additional information deemed necessary to adequately review and evaluate the proposed development.

3. ~~1.~~ The Zoning Commission shall:

- a) Approve the development plan as submitted; or
- b) Approve the development plan subject to specific conditions not included in the plan as submitted, such as, but not limited to:

- 1) For General Development Plans - improvements to the general lot layout, open space arrangement or on-site control of access to streets;

- 2) For Final Development Plans – improvements to the lot layout, open space arrangement, on-site control of access to streets, or landscaping specifications.

- c) Deny the development plan because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Commission shall indicate the deficiencies and modifications to the development plan that if made would bring the development plan into compliance.

4. ~~2.~~ Failure of the Zoning Commission to act within 60 days from the date the application was determined complete, or an extended period as may be agreed upon, shall, at the election of the applicant be deemed a denial of the development plan.

5. **Changes to the approved site plan shall require re-submittal for review pursuant to this Section. The Zoning Commission shall review the changes and determine if the changes are in conformance with this Resolution. Further review by other agencies may be required.**

Rationale: The proposed changes to 620.02 help to clarify the circumstances in which a Final Development Plan is required. Due to the extent of time, cost and effort involved in this plan review, some smaller-scale projects were determined to be more suitable for review without an entire development plan. The proposed changes to 620.06 help to 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 of these 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, while still ensuring a complete and thorough review by the zoning department.

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

JM

RAVENNA TOWNSHIP

ZONING TEXT AMENDMENT

SEPTEMBER 2021

Received: August 25, 2021
Meeting Date: September 8th
Reviewed by Todd Peetz

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

Amendment 1

Chapter 15 – Food Trucks

CHAPTER 15

FOOD TRUCKS

Section 1500.00 Mobile Food Trucks

Section 1500.01 Purpose

The purpose of this Section is to establish procedures and standards by which mobile food units, including food trucks, food carts and food stands are permitted to operate within Ravenna Township. This chapter covers foods that are cooked or processed on site. This chapter does not cover farm market or roadside stands which are covered in Chapter 6 of this Zoning Resolution.

Section 1500.02 Requirements

- A. A Zoning Certificate must be obtained by the operator of the mobile food unit or by the property owner where the mobile food unit is to be located prior to its operation. The Zoning Certificate Application shall be signed by the property owner.
- B. The mobile food unit is permitted to be located only in the "CR" Commercial Residential. "GC" General Commercial and "GI" General Industrial zoning districts.
- C. The mobile food unit is located on a single parcel of land with a principal structure.
- D. The mobile food unit is not to be located on a parcel of land with another mobile food unit.
- E. The mobile food unit is not to be located within 25 feet of a residential structure.
- F. The mobile food unit does not block entrance to or exit from the parcel of land on which it's located.
- G. The mobile food unit does not occupy any required parking spaces.
- H. The mobile food unit does not block fire hydrants, fire lanes or the lawful signs of other businesses.
- I. The owner or operator of the mobile food unit has the express written PERMISSION of the property owner.

- J. The mobile food unit is in good repair and does not display obscene or graphic images.
- K. The mobile food unit serves only pedestrians and does not offer outdoor seating.
- L. The mobile food unit is permitted to operate between the hours of 10:00 a.m. and 8:00 p.m.
- M. The mobile food unit shall be licensed by the Portage County Health Department.
- N. The mobile food unit shall have proof of adequate insurance.
- O. The mobile food unit shall possess a valid vendors license obtained from the Portage County Auditor.
- P. The mobile food unit offers trash receptacles for customer use located no more than 10 feet from the mobile food unit.
- Q. The mobile food unit shall have no more than one sign (1) displayed, it shall not exceed sixteen (16) square feet and have a maximum of two (2) display faces.
- R. The mobile food unit shall have no exterior lighting.
- S. The mobile food unit shall not generate excessive noise that is plainly audible at twenty-five (25) feet.
- T. The mobile food unit shall be in compliance with the Ohio Fire Code and shall be inspected by the Ravenna Township Fire Department.

Staff Comment: This is all new language and even a new chapter in the zoning book. It would appear that virtually every aspect of a food truck is mentioned here in the requirements. There was only one suggested change and that was to add “permission” in line “i”. Otherwise we had no additional comments.

Staff Recommendation: Approval as submitted with the minor wording addition.

Amendment 2

Chapter 7 - Conditional Uses

62. Commercial Events or Event Centers

A. Purpose

These regulations are to address commercial events and event centers who charge a fee for entry or use of their property or facilities in Ravenna Township as it relates to conditionally permitted uses and limitations.

B. Definition

A. “Commercial Event Center” means a facility located on private property that primarily functions to provide a facility for any type of social gathering and consisting of multi-purpose meeting and/or recreational facilities, typically consisting of one or more meeting or multi-purpose room and a kitchen and/or barbecue facilities, that are available for use by various private groups for such activities as, but not limited to, meetings, parties, weddings, receptions and dances.

C. Permits Required/Health Department Certification

1. Permits required and Event Centers booking more than two (2) events per year and/or more than 150 attendees at a single event.
2. A valid Portage County Health Department license is required.
3. A valid maximum Occupancy Certificate issued by the Ravenna Township Fire Department.
4. For events with more than 150 attendees the event organizer shall coordinate with the Ravenna Township Fire Department and the Portage County Sheriff's Department. This includes traffic control.

D. Parking

1. There shall be 1 parking space for every 3 attendees. Size as specified in Chapter 9 of this Zoning Resolution.
2. There shall be 1 parking space for each employee. Size as specified in Chapter 9 of this Zoning Resolution.
3. Off-site parking requires a Conditional Use Zoning Certificate from the Board of Zoning Appeals.
4. Ingress/Egress must comply with State, County and/or local fire safety requirements as determined by the Ravenna Township Fire Department.

E. Hours of Operation/Noise Restrictions

1. Operation from 8 a.m. to 11 p.m. Friday and Saturday. Noise ending at 11 p.m.
2. Operations from 8 a.m. to 9 p.m. Sunday thru Thursday. Noise ending at 9 p.m.

F. Acreage and Setbacks

1. A minimum of 10 acres is required for a permitted event center.
2. The minimum required setback for an event structure from all property lines is 200 feet.

G. Notifications

1. Permitted event centers shall post a schedule of future events on ~~on~~ their website or other conspicuous locations.
2. Neighboring properties within 100 feet of the event center property line shall be notified in writing of a permitted event at least two (2) WEEKS prior to the event.

H. Fee Schedule and Permit Application

1. Permit fees as established and listed in the Ravenna Township Zoning Fee Schedule.
2. Application form as established by Ravenna Township.

I. Agritourism

1. Agritourism providers, as defined by Ohio Revised Code 901.80 and 929.01 are recognized as exempt from conflicting zoning requirements of this Zoning Resolution.
2. Restrictions permitted under Ohio law remain in effect.

Staff Comment: This is a new conditional use section dealing with commercial events centers. Much of this is similar to what we approved for Windham Township, but reorganized for Ravenna Township. Requirements for events centers has become increasingly in demand and people try to reutilize old barns or build brand new events centers mostly in rural residential areas. These event centers have created problems for communities and especially for neighbors of these facilities. We only had minor grammar changes in “B” and “G”.

Staff Recommendation: Approve with corrections as appropriate.

Chapter 15 – Food Trucks

**CHAPTER 15
FOOD TRUCKS****Section 1500.00 Mobile Food Trucks****Section 1500.01 Purpose**

- A. The purpose of this Section is to establish procedures and standards by which mobile food units, including food trucks, food carts and food stands are permitted to operate within Ravenna Township. This chapter covers foods that are cooked or processed on site. This chapter does not cover farm market or roadside stands which are covered in Chapter 6 of this Zoning Resolution.

Section 1500.02 Requirements

- A. A Zoning Certificate must be obtained by the operator of the mobile food unit or by the property owner where the mobile food unit is to be located prior to its operation. The Zoning Certificate Application shall be signed by the property owner.
- B. The mobile food unit is permitted to be located only in the "CR" Commercial Residential, "GC" General Commercial and "GI" General Industrial zoning districts.
- C. The mobile food unit is located on a single parcel of land with a principal structure.
- D. The mobile food unit is not to be located on a parcel of land with another mobile food unit.
- E. The mobile food unit is not to be located within 25 feet of a residential structure.
- F. The mobile food unit does not block entrance to or exit from the parcel of land on which it's located.
- G. The mobile food unit does not occupy any required parking spaces.
- H. The mobile food unit does not block fire hydrants, fire lanes or the lawful signs of other businesses.
- I. The owner or operator of the mobile food unit has the express written of the property owner.
- J. The mobile food unit is in good repair and does not display obscene or graphic images.
- K. The mobile food unit serves only pedestrians and does not offer outdoor seating.
- L. The mobile food unit is permitted to operate between the hours of 10:00 a.m. and 8:00 p.m.
- M. The mobile food unit shall be licensed by the Portage County Health Department.
- N. The mobile food unit shall have proof of adequate insurance.

Chapter 15 – Food Trucks

- O. The mobile food unit shall possess a valid vendors license obtained from the Portage County Auditor.
- P. The mobile food unit offers trash receptacles for customer use located no more than 10 feet from the mobile food unit.
- Q. The mobile food unit shall have no more than one sign (1) displayed, it shall not exceed sixteen (16) square feet and have a maximum of two (2) display faces.
- R. The mobile food unit shall have no exterior lighting.
- S. The mobile food unit shall not generate excessive noise that is plainly audible at twenty-five (25) feet.
- T. The mobile food unit shall be in compliance with the Ohio Fire Code and shall be inspected by the Ravenna Township Fire Department.

Chapter 7 - Conditional Uses

waste shall be detectable by odor or visually seen from any adjoining lot of record. Proper measures shall be taken to ensure such waste does not affect any well water of adjoining lots of record and any surface water (i.e. streams, ponds, lakes, drainage channels, etc.).

M. Kennel owner shall obtain all required County and State Permits.

N. Kennel owner shall obtain a Zoning Certificate.

62. Commercial Events or Event Centers

A. Purpose

These regulations are to address commercial events and event centers who charge a fee for entry or use of their property or facilities in Ravenna Township as it relates to conditionally permitted uses and limitations.

B. Definition

A. "Commercial Event Center" means a facility located on private property that primarily functions to provide a facility for any type of social gathering and consisting of multipurpose meeting and/or recreational facilities, typically consisting of one or more meeting or multipurpose room and a kitchen and/or barbecue facilities, that are available for use by various private groups for such activities as, but not limited to, meetings, parties, weddings, receptions and dances.

C. Permits Required / Health Department Certification

1. Permits required and Event Centers booking more than two (2) events per year and/or more than 150 attendees at a single event.
2. A valid Portage County Health Department license is required.
3. A valid maximum Occupancy Certificate issued by the Ravenna Township Fire Department.
4. For events with more than 150 attendees the event organizer shall coordinate with the Ravenna Township Fire Department and the Portage County Sheriff's Department. This includes traffic control.

D. Parking

1. There shall be 1 parking space for every 3 attendees. Size as specified in Chapter 9 of this Zoning Resolution.
2. There shall be 1 parking space for each employee. Size as specified in Chapter 9 of this Zoning Resolution.

Chapter 7 - Conditional Uses

3. Off-site parking requires a Conditional Use Zoning Certificate from the Board of Zoning Appeals.

4. Ingress / Egress must comply with State, County and/or local fire safety requirements as determined by the Ravenna Township Fire Department.

E. Hours of Operation / Noise Restrictions

1. Operation from 8 a.m. to 11 p.m. Friday and Saturday. Noise ending at 11 p.m.

2. Operations from 8 a.m. to 9 p.m. Sunday thru Thursday. Noise ending at 9 p.m.

F. Acreage and Setbacks

1. A minimum of 10 acres is required for a permitted event center.

2. The minimum required setback for an event structure from all property lines is 200 feet.

G. Notifications

1. Permitted event centers shall post a schedule of future events on their website or other conspicuous locations.

2. Neighboring properties within 100 feet of the event center property line shall be notified in writing of a permitted event at least two (2) prior to the event.

H. Fee Schedule and Permit Application

1. Permit fees as established and listed in the Ravenna Township Zoning Fee Schedule.

2. Application form as established by Ravenna Township.

I. Agritourism

1. Agritourism providers, as defined by *Ohio Revised Code 901.80 and 929.01* are recognized as exempt from conflicting zoning requirements of this Zoning Resolution.

2. Restrictions permitted under Ohio law remain in effect.

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
AUGUST 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. 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	0 Applications	0 Lots
Plats	0 Applications	0 Lots
Replat	0 Applications	0 Lots
Exceptional Replats	1 Application	0 Lots
Variances	0 Applications	
Minor Subdivisions	2 Applications	4 Lots

b. Divisions of Land

5+ Acre Lot Divisions	9 Applications	9 Lots
<u>Transfers. To Adj. Prop.</u>	<u>4 Applications</u>	<u>4 Transfers</u>
	16 Applications	13 Lots Created

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.
- Brimfield Township
- Franklin Township
Reviewing Germaine Reserve Plat and 2 map amendments
- 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. Kailey has attended a webinar about the details on those grants.
- 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
- Paris Township
- Randolph Township
- Ravenna City
Helped to amend their CRA district.
- Ravenna Township
Reviewed a zoning text amendment
- Rootstown Township
Processed a text amendment in August and for the September RPC meeting.
- Shalersville Township
Reviewed a zoning text amendment.
- Suffield Township
- Sugar Bush Knolls
- Windham Township
Prepared nonconforming use and lot maps. Also creating a address map for the Fire District.
- Windham Village

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 August Board meeting.

5. Portage County Housing Services Council

- E. Beeman attended the meeting held on July 13, 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 24th. The topic was about the subdivision regulation updates. The next meeting will be held on **September 29th**, 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 five (5) 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 Kick-Off meeting for the Vision-Plan on August 31st.

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 th	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	Applicants can use CESF funds for preparation and response to the Coronavirus for any one of the following Program Purpose Areas: Law Enforcement Programs, Adult and Juvenile Corrections, Community Corrections Probation and Parole Programs, Court Programs, and Victim Services Programs	\$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.	Grant approx. \$3 million Loan approx. \$250,000	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
September 2021
Work Through August 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.

To date 228 linear feet of sewer has been constructed and approximately 635 linear feet of 12" water main and 220 linear feet of 8" water main has been constructed.

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 1st 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 architect and the structural engineer have requested additional time to prepare the drawings and specifications therefore, the bid opening has been extended to 2:00 p.m. on September 8, 2021. An addendum will be provided to the contractors who have picked up bid specifications giving them more detailed information to use in order to be able to bid on the project.

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 to bid and bids are due by 2:00 p.m. on September 1, 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 two (2) requests for assistance received in August. One (1) was in Brimfield Township and one (1) was in the City of Ravenna.

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 54 applications.

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

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 11 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 1st, 2nd and 3rd Allotments. This area was developed in the 1950 – 1970 and comprises of 170 residential homes that have on site treatment systems and wells.

The service area currently does not have access to a public water or sanitary sewer system. The purpose of this project is to construct a new public wastewater collection system that will address water quality violations encountered by the EPA and the P.C. Health Department in the project service area located in Ravenna Township.

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

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) (APPLICATION PENDING)

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.

A full application was submitted on June 16, 2021.

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

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.

A full application was submitted on June 16, 2021.

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 projects and they are as follows:

1. **Permanent Supportive Housing Facility Improvement Project** – Funds are being requested for hard surface flooring and HVAC updates at their Supportive Housing Program funded, Permanent Supportive Housing. 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. The improvements will help Family & Community Services to better prevent the spread of COVID-19 and more effectively respond to the pandemic.

The buildings to be renovated are as follows:

- 1019 – 1033 Graham Road, Kent City
- 1548/1550 Benjamin Court, Kent City

The estimated cost is as follows:

- Hard surface flooring \$ 94,000
- HVAC systems \$ 95,000
- \$189,000

2. **Transitional Housing Facility Improvement Project** – Funds are being requested for hard surface flooring and HVAC updates at its their Supportive Housing Program funded, Transitional Housing. 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 improved air filtration and purification. The improvements will help Family & Community Services to better prevent the spread of COVID-19 and more effectively respond to the pandemic.

The buildings to be renovated are as follows:

- 161/163 Currie Hall, Kent City
- 1540/1542 Benjamin Court, Kent City
- 1536/1538 Benjamin Court, Kent City

The estimated cost is as follows:

- | | |
|-------------------------|-----------------|
| • Hard surface flooring | \$36,000 |
| • HVAC systems | <u>\$ 8,000</u> |
| | \$44,000 |

The first of two public hearings has been scheduled for September 2nd at 10:00 a.m. The second public hearing will be held on September 23rd 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. 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 \$180,041.00
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 \$175,016.00

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.

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

**PORTAGE COUNTY RPC
FINANCIAL STATEMENT
August 31, 2021**

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 65,197.06	<-- Aug 1st-->	\$ 49,140.36	<-- Jan. 1st
Total All Receipts	\$ 33,808.98		\$ 299,279.53	
Total All Expenditures	\$ 39,023.64		\$ 288,437.49	
Ending Cash Balance	\$ 59,982.40	<--Aug 31st -->	\$ 59,982.40	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	229,228.00	-	184,872.33	1,525.38	44,355.67	81%
Subdivisions	18,000.00	1,140.00	14,080.00	-	3,920.00	78%
Copies/Misc.(community over hrs)	2,000.00	64.25	6,486.11	1,346.38	(4,486.11)	324%
Grant (State)	-	-	-	-	-	0%
Rental Income	-	-	-	-	-	0%
Contracts	53,000.00	15,327.30	26,724.60	2,764.98	26,275.40	50%
Contract Portage County	82,000.00	11,852.54	26,986.87	8,423.70	55,013.13	33%
Other (Grantwriter)	62,500.00	5,424.89	40,129.62	4,273.82	22,370.38	64%
Refund/Reimbursement	-	-	-	-	-	0%
Donation	-	-	-	-	-	0%
TOTAL REVENUE	446,728.00	33,808.98	299,279.53	18,334.26	147,448.47	67%
January 1, 2021 Unencumbered						
Cash Balance	49,140.36					
TOTAL CERTIFICATE OF RESOURCES	495,868.36					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	293,324.00	24,657.62	178,651.74	-	114,672.26	61%
3 PERS	40,565.00	3,452.06	25,011.17	-	15,553.83	62%
3 Medicare	4,202.00	336.47	2,421.35	-	1,780.65	58%
3 Workers Comp	4,926.00	419.17	3,036.97	-	1,889.03	62%
3 Unemployment	-	-	-	-	-	0%
3 Health Insurance	92,800.00	7,139.66	56,479.40	-	36,320.60	61%
4 Travel/Training	1,500.00	-	-	26.88	1,473.12	2%
4 Dues	726.00	-	715.00	-	11.00	98%
4 Publications	250.00	-	249.60	-	0.40	100%
4 Utilities	12,160.00	362.95	5,240.83	2,582.37	4,336.80	64%
4 Advertising	350.00	-	171.25	178.73	0.02	100%
4 Telephone	1,600.00	97.99	784.96	-	815.04	49%
4 Postage	1,000.00	-	450.00	50.00	500.00	50%
4 Repairs	3,400.00	1,650.00	2,115.00	325.00	960.00	72%
4 Equip/Copier/Postage meter Leases	4,200.00	-	1,700.02	755.40	1,744.58	58%
4 Professional & Technical Services	1,700.00	-	-	-	1,700.00	0%
4 Photocopying/Printing	2,200.00	32.41	1,358.70	551.30	290.00	87%
4 Audit Services	-	-	-	-	-	0%
4 Legal Services	10,000.00	833.33	6,666.68	3,333.32	(0.00)	100%
4 Indirect Cost Allocation	2,000.00	-	-	-	2,000.00	0%
5 Supplies	3,500.00	41.98	1,551.17	660.17	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%
TOTAL 2020 EXPENDITURES	484,903.00	39,023.64	288,437.49	10,310.69	186,154.82	62%
2020 Carryover Encumbrances						
	-	-	-	-	-	100%
Total 2020 Encumbrances	-	-	-	-	-	
GRAND TOTAL	484,903.00	39,023.64	288,437.49	10,310.69	186,154.82	

CDBG FUNDS
08/31/21

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Formula 2020 Grant (BF-20)	102,594.74	7,100.00	15,338.82	94,355.92
TOTAL	102,594.74	7,100.00	15,338.82	94,355.92

08/31/21

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
01)	Windam Village Community Center	\$ 148,000.00	\$ -	\$ 183.00	\$ 147,817.00	\$ -	\$ 500.00	\$ 147,500.00
02)	Fair Housing Program	\$ 10,000.00	\$ 2,199.81	\$ 5,260.30	\$ 4,739.70	\$ 500.00	\$ 5,800.00	\$ 4,200.00
03)	Streetsboro City Home Repair	\$ 82,500.00	\$ -	\$ -	\$ 82,500.00	\$ -	\$ -	\$ 82,500.00
04)	Streetsboro City Public Services	\$ 45,000.00	\$ -	\$ 87.25	\$ 44,912.75	\$ 4,600.00	\$ 4,600.00	\$ 40,400.00
05)	Water/Sewer for Haven of Portage County	\$ 225,200.00	\$ -	\$ 384.75	\$ 224,815.25	\$ 2,000.00	\$ 62,400.00	\$ 162,800.00
06)	Freedom Twp Hall ADA	\$ 24,800.00	\$ -	\$ -	\$ 24,800.00	\$ -	\$ 1,000.00	\$ 23,800.00
07)	Streetsboro City Administration	\$ 22,500.00	\$ 3,448.28	\$ 9,146.71	\$ 13,353.29	\$ -	\$ 9,500.00	\$ 13,000.00
00)	Portage County Administration	\$ 72,000.00	\$ 9,690.73	\$ 31,045.07	\$ 40,954.93	\$ -	\$ 31,900.00	\$ 40,100.00
	RLF FUNDS FOR HAVEN OF PORTAGE COUNTY	\$ 24,763.00	\$ -	\$ -	\$ 24,763.00	\$ -	\$ 24,763.00	\$ -
	TOTALS	\$ 654,763.00	\$ 15,338.82	\$ 46,107.08	\$ 608,655.92	\$ 7,100.00	\$ 140,463.00	\$ 514,300.00

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

2015-2020 PORTAGE COUNTY HOME SEWAGE DISPOSAL PROGRAM

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	4,485.73	\$ -	
Draw	3	1,985.79	\$ -	
Draw	4	4,269.31	\$ -	
Draw	5		\$ 52,755.11	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
				481 Arehart Drive, Mogadore
			\$ -	
			\$ 328,648.87	
		47,090.69	\$ 121,351.13	
		2,909.31		
TOTAL				

court papers filed

Waiting for grading invoice

Contractor payment request

Health Department

Preparing Contract

left to draw	
\$	124,260.44
GRAND TOTAL RECVD	
\$	375,739.56

\$51,319.95 TOTAL RECAPTURED THROUGH 09/03/2021

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	2018
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	2019
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	2020
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	

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

R E S O L U T I O N 21-11

RE: Entering into contract for lease of color copier with ComDoc

It was moved by _____ and seconded by
_____ to adopt the Following Resolution:

WHEREAS: The Portage County Regional Planning Commission is in need of a copier with current technology and low-cost operation; and

WHEREAS: ComDoc can provide a copier that meets the needs of the Portage County Regional Planning Commission; NOW THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission approves entering into a contract with ComDoc to provide a Xerox AltaLink C8155 Color Copier for a period of 5 years at a monthly cost of \$239.00 plus copy costs of .0050 for black/white and .0450 for color copies.

UPON CALL FOR VOTE BY CHAIRMAN, 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
September 8, 2021.

Jim DiPaola, Chairman

Todd Peetz, Secretary