

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION ANNUAL MEETING

**WEDNESDAY, APRIL 10, 2024
4:30 P.M.**

**UNIVERSITY HOSPITAL PORTAGE MEDICAL ARTS BUILDING
6847 NORTH CHESTNUT STREET, ROOM 150
RAVENNA**

I. **CALL TO ORDER**

II. ***APPROVAL OF MARCH 13, 2024 MEETING MINUTES**

III. ***CONFIRMATION OF THE EXECUTIVE COMMITTEE MEMBERS**

IV. **SUBDIVISIONS**

- *1. Variance to Article 5, All or Part of Sections 502, 503, 504, 512 and 520 for the Replat of Block "D" in "The Cascades Subdivision" on Cascades Blvd., Lot 37 in Brimfield Township, Brimfield Township, applicant.
- *2. Replat of Block "D" in "The Cascades Subdivision" on Cascades Blvd., Lot 37 in Brimfield Township, Brimfield Township, applicant
- *3. Replat of Sublots 43, 44 & 45 in the "Kirkbrides 2nd and 3rd Addition" on Eddy Lane, Lot 3 in Deerfield Township, Andrew Raynor, applicant (Approval of an Extension of Time Until May 8, 2024)
- *4. Replat of Sublots 8, 9 and 10 in the "Village Gate Subdivision" on Village Way Drive, Lot 33 in Hiram Township, Carpentry Works, Inc., applicant (Approval of an Extension of Time Until May 8, 2024)

****Needs Action***

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

- *5. Replat of Sublot 7AR in the "Maplecrest Parkway Subdivision No. 1" on Maplecrest Parkway, Lot 36 in Brimfield Township, Campbell Construction, Inc., applicant (Approval of an Extension of Time Until May 8, 2024)

V. ZONING

- *1. Palmyra Township Text Amendment Re: Solar Power
- *2. Franklin Township Text Amendment Re: Accessory Building Maximum Height; Fences, Walls & Hedges

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

- 1. March 2024 Work Program Report
- 2. March 2024 CDBG Report

B. FINANCE

- *1. March 2024 Financial Statements
- *2. 2024 Appropriation Adjustment for the Portage County Regional Planning Commission (Resolution No. 24-03)

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

Next Meeting – Wednesday, May 8, 2024 – UH Portage Medical Arts Building, 6847 North Chestnut Street, Room 150

IX. ADJOURNMENT

**Needs Action*

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

**Minutes
Portage County Regional Planning Commission
March 13, 2024**

Portage County Regional Planning Commission dated March 13, 2024 at 4:30 p.m. The meeting was held at the University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Room 150, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Freedom, Charlene Walker
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer
Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter	Randolph Twp., Felicia Davies
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Suffield Twp., Adam Bey	Sugar Bush Knolls Vill., Jim Beal	Soil & Water, Anthony Lerch
Windham Twp., Rich Gano	County Engineer, L. Jenkins	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
Commissioner Bennett Alternate, M. Adelman		

Ex-Officio Members Present:

Bob Naymik, University Hospital

Alternates Present:

Garrettsville Village, Mark Brady

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford	N. DeHaven
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Members Absent:

Franklin Twp., Joe Cicozzi	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Paris Twp., David Kemble	Shalersville Twp., Ron Kotkowski	Windham Vill., Nick Bellas
PARTA, Amy Proseus	P.C. Commissioner, Mike Tinlin	
P.C. Commissioner, Anthony Badalamenti		

Public Present:

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

NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS) – Jim Beal

J. Beal announced that the Committee (Allan Orashan, Rick Patrick and Jim Beal) met on February 14, 2024 and it was their recommendation to re-nominate Jim DiPaola for Chairman and Sabrina Christian-Bennett as Vice-Chairman. J. Beal asked if there were any other nominations from the floor and none were given.

T. Meyer made a motion to accept the Nominating Committee's recommendation of Jim DiPaola for Chairman and Sabrina Christian-Bennett for Vice-Chairman. Motion seconded by C. Walker. Motion carried with 19 Yeas and 1 Abstention (S. Christian-Bennett).

APPROVAL OF FEBRUARY 14, 2024 MEETING MINUTES

The February 14, 2024 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by C. Walker. Motion carried with 20 Yeas

SUBDIVISIONS

Variance to Section 407.2B (Drainage Easements) of the Portage County Subdivision Regulations for "Hickory Creek – Phase 2" on Hickory Creek Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant – Report presented by G. Gifford

JIM DIPOLA: "Anybody that wishes to speak, do you solemnly swear to tell the whole truth and nothing but the truth?"

EVERYONE: "I do."

GAIL GIFFORD: "So, this is a variance to Section 407.2B of the Portage County Subdivision Regulations which concerns drainage easements. The current regulations say that the drainage easement needs to be a minimum of 30-feet plus an additional four feet width for every foot of depth of the channel over two feet depth and shall be located within the open space. The variance for this case is on four locations, here, here, here and here. The one labeled "A" are storm sewer easements that are on private lots because they are limited by an adjacent wetland buffer and that wetland buffer according to township regulations should remain natural and in order to do that the easement must go on to the private lot in those locations. These easements run between lots to get to the roadway drainage system before it goes west into this proposed stormwater management basin. That easement is a result because of an approved preliminary plan in order to make that preliminary plan lot layout work that is how the easement had to be run.

So, we talked to the engineer, and they recommended that it be allowed where the wetland buffer is as well as in this location due to the current layout of the lots.

So, staff recommends approval. Do you have anything to add?"

LARRY JENKINS: "The only thing that I will add is we asked the applicant to revise their sketch based on what we would approve on the variance, and they have. You will notice what Exhibit 1 is, it varies from what you see within the packet because, Gail help me with this, I believe they submitted that a little later." GAIL GIFFORD: "Yes. So, the applicant submitted new information on March 7th, which we were unable to get in time for the mailout. So, the report that you were emailed out was the original information. We later

amended the report from this meeting, which is why you see this image instead of what was in the original report.”

LARRY JENKINS: “The only other comment that I would have is, we reached out to the Township and discussed with them to verify the . . . what their feelings were on the wetland setbacks. That is why we recommend that because of what the Township has directed us to do. So, we in the Engineering Department support all three of those that are marked as an “A” and “B” for the reasons, and they recognize that they’ll address the rest of them. I believe.”

JIM DIPOLA: “Any questions of Gail. If not, I will entertain a motion to approve staff recommendations on this variance.” SABRINA CHRISTIAN-BENNETT: So, moved, Sabrina.” RICH GANO: “Second.” Motion carried with 20 Yeas.

Replat of Block “D” in “The Cascades Subdivision” on Cascades Blvd., Lot 37 in Brimfield Township, Brimfield Township, applicant (Approval of an Extension of Time Until April 10, 2024)

A motion was made by S. Christian-Bennett to approve an extension of time until April 10, 2024. Motion seconded by F. Davies. Motion carried with 20 Yeas.

ZONING

Shalersville Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Shalersville Township is proposing to add Dog Kennels under Section 311 (Conditional Use Permits) to address boarding or breeding. The language is similar to Ravenna Township except outdoor dogs were allowed until 9:00 p.m. whereas Ravenna Township’s was until 11:00 p.m.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 2

Shalersville Township is proposing the following change under Section 414.:

~~N. Medical Marijuana cultivation process and retail dispensaries. licensed under the Ohio Revised Code Chapter 3796. This is to prohibit medical marijuana in Shalersville Township.~~

Shalersville Township is also proposing to add “High Volume Dog Breeding under Section 414.P.

Staff recommends the Township add a definition of “high volume breeding.”.

Staff recommends approval of Amendment No. 1 and 2 with the proposed changes noted in the report. A motion was made by R. Gano to follow staff recommendation. Motion seconded by S. Christian-Bennett. Motion carried with 21 Yeas.

Atwater Township Text Amendment - Report presented by T. Peetz

Atwater Township is adding back in the exact language that was taken out back in 2022 and was done in error. Atwater Township is proposing to add back in the following language:

(C) Mobile Homes

The space beneath a mobile home shall be enclosed on all sides with an approved skirting material at the time of setup and such skirting shall be maintained so as not to be readily accessible by children, dogs, cats or other domestic or wild animals.

Staff recommends approval of the amendment as proposed. A motion was made by T. Green to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

Rootstown Township Text Amendment – Report presented by T. Peetz

Rootstown Township is proposing the following:

D. Setback from side and rear lot lines

1. Adjacent to parcels in ~~same~~ NON-RESIDENTIAL district.

Schedule 370.05 only addresses setbacks from parcels in the same district, and parcels in residential districts. It did not address setbacks from parcels that are neither in the same district nor a non-residential district and in residential districts.

Staff recommends approval of the amendment as proposed. A motion was made by J. Paulus. Motion second by S. Christian-Bennett. Motion carried with 21 Yeas.

Nelson Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Nelson Township is proposing the following change to Article IV, Section 1001.2 (Solar Panels):

Section 1001.2 (Solar Panels)

- A. Ground and roof mounted solar energy systems are permitted in all residential districts.
- B. Ground mounted systems may cover no more than one acre of land FOR COMMERCIAL APPLICATIONS. REGARDLESS EACH ~~and~~ must comply with lot coverage maximums specific to the underlying zoning district. Ground mounted systems are conditional use in commercial and industrial zoning district's.
- C. Solar energy systems are conditional use in commercial and industrial zoning districts.
- D. All solar energy systems must be designed for on-site consumption.

Staff recommends approval of the amendment as proposed.

Amendment No. 2

Nelson Township is proposing to add the following to Section 1001.5 (Wind Towers/Turbines):

d. Limit of one wind tower/turbine per property.

The proposed change would limit property owners to one wind turbine. There may be justification for a second on-site turbine, that request could be heard by the BZA. Limiting it to one turbine at a minimum gives all property owners at least an opportunity to consider wind energy. The premise with solar and wind energy in Nelson Township is meant only for on-site usage.

Staff recommends approval.

Amendment No. 3

Nelson Township is proposing The following to Section 502.4 (Prohibited Uses):

- A) Sale, storage and/or processing of marijuana or marijuana related products.
- B) ~~Commercial for profit resale of energy~~ SALE OF WIND AND SOLAR GENERATED ENERGY OFF-SITE.

Joe Paulus questioned whether it would be better worded to say, the sale of wind and solar generated energy USED off site.

Staff recommends approval of the proposed amendment as amended.

A motion was made by M. Kortan to follow staff recommendation and with the minor adjustment. Motion seconded by T. Meyer. Motion carried with 19 Yeas.

SET DATES FOR THE REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION (RESOLUTION NO. 24-02)

A motion was made by R. Patrick to set the 2nd Wednesday of each month at 4:30 p.m. for the Regional Planning Commission Meetings. Motion seconded by T. Green. Motion carried with 19 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

February 2024 Work Program Report – Report presented by T. Peetz

Todd presented the February 2024 Work Program Report.

- P.C. Subdivision Regulations Update – The Steering Committee met on February 27, 2024 and the next meeting is scheduled for April 2, 2024.

- Quarterly Zoning Inspector's Meeting – A meeting was held on January 25, 2024 and the topic was about a variety of ongoing topics. The next meeting will be held on April 18, 2024 at 6:00 p.m. The location and topic are yet to be determined.
- P.C. Storm Water Program-Home Sewage Repair and Replacement Program – Working with the County Engineer on the contract for administration.
- Shalersville Township Land Use Plan - The final draft was submitted to township officials in November 2023. The next township meeting will be held on March 14, 2024. The project will run through to early 2024.
- Portage County Water Resources GIS Assistance – The Resolution to enter into contract with Water Resources is on the agenda for mapping assistance for them.
- Ravenna City Comprehensive Plan – A Steering Committee meeting was held on February 8, 2024. Community meetings have been scheduled for March 20, 2024 and a charette has been scheduled for April 17, 2024. The next Steering Committee meeting will be held on March 27, 2024. The project will run through July 2024.
- Ravenna Township Land Use Plan Update – Staff are working with Jim DiPaola on putting together a steering committee. Staff are looking to complete the update sometime in April/May 2025.

December 2023 CDBG Report - Report presented by L. Reeves

2022 Community Development Allocation Grant

- Volunteer Park Project – The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held on February 13, 2024. It is anticipated that construction will start on May 6, 2024.
- Coleman Demolition Project – The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held on February 6, 2024. It is anticipated that demolition will be completed in April.
- Freedom Schoolhouse ADA Project – Construction has been completed. Waiting on handrails to be fabricated and to be installed.
- DMRC ADA Project – Construction started on March 12, 2024.
- Streetsboro Senior Assistance Program – Services are ongoing.

- Streetsboro Demolition Program – An amendment is in process moving the funds to the Public Service – Senior Assistance Program.

2022 Downtown Revitalization Target of Opportunity Program

Architectural drawings are being prepared and are anticipating putting project out to bid in April 2024.

2024 Residential Public Infrastructure Grant – Mantua Village – The State has reviewed and approved the income survey.

FINANCE

February 2024 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the February 2024 financial statements and recommends acceptance.

Allan Orashan made a motion to approve the February 2024 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Authorization to Enter into Contract with the Portage County Board of Commissioners/Water Resources for GIS Services (Resolution No. 24-04) – Todd Peetz

Todd presented Resolution No. 24-04 which is authorization to enter into contract with the Portage County Board of Commissioners/Water Resources for GIS services.

A motion was made by T. Meyer to approve entering into a contract with the Portage County Board of Commissioners/Water Resources for an amount not to exceed \$45,000 for GIS services. Motion seconded by M. Hlad. Motion carried with 20 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on April 10, 2024 at 4:30 p.m. Location of the meeting is to be determined.

DIRECTOR'S REPORT

- Former RPC Office – The sale of the property at 122, 124, 126 and 128 North Prospect is out for bid. Minimum bid is \$185,000. An open house has been scheduled for March 23, 2024 from 10:00 a.m. – 2:00 p.m.
- 2023 RPC Annual Report – Todd presented the 2023 Annual Report. The annual report will also be posted on the Regional Planning Commission's website.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:05 p.m. Motion seconded by J. Beal. Motion carried.

Minutes approved at the April 10, 2024, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on March 13, 2024 at: 3:30 p.m.

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

Staff: T. Peetz E. Beeman

Absent: J. DiPaola S. Christian Bennett

Jim Beal, Chairman pro-Tempe opened the meeting at 3:35 p.m. The meeting was held at 6847 North Chestnut Street, Room 150 in the University Hospital Medical Arts Building, in Ravenna. The minutes of February 14, 2024 were presented. Motion made by F. Seman to approve the February 14, 2024 minutes as presented, seconded by A. Orashan. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Planning Administration

A total of 13 subdivision applications were submitted during the month of February 2024 with 16 new lots being created.

Todd gave an overview of the member service activities for the month of February 2024.

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

Staff attended the February Board meeting.

Portage County Housing Services Council

Staff attended the March 12, 2024 meeting.

Quarterly Zoning Inspector Meeting

The next meeting will be held on April 18, 2024 @ 6:00 p.m. Meeting location and topic to be determined.

Portage County Storm Water Program

Staff continue to take applications to help homeowners replace failing septic systems. E. Beeman reported on 1 septic replacement currently in the process of being replaced. A new contract is being prepared for 2024. Staff will work with the Portage County Engineer to compile stats and accomplishments of the program thus far so a presentation can be made to the Portage County Commissioners to allocate additional funds to this program.



Portage County Water Resources GIS Assistance

Staff will provide GIS mapping assistance to fill out the attribute tables or pre-existing water and sewer lines. Our goal is to provide 80+/- hours per month. Todd reported one of the interns who was working on the Kent Historic Structures Story Map was retained to help with the Water Resources project. He is working a steady 27 hours/week on the project. He also received a wage increase to \$20/hour.

Shalersville Township Land Use Plan

Online web presence has been prepared. Todd stated work needs to be done in relation to the Streetsboro JEDD that Shalersville Township is part of. The first community meeting was held on February 16th, 2023. The second community meeting was held on March 25, 2023. The final public hearing was held September 21st. The final draft was submitted to township officials during November 2023. The next township meeting will be held on March 14th, 2024. Ongoing

Brimfield Township Comprehensive Plan update

The 2020 census data was incorporated into the plan. Staff will evaluate the short-term goals and objectives and establish or update them, as necessary. Staff made modifications to the online survey. Staff next meeting with the township Zoning Commission is set for March 14, 2024.

Kent City Historic Structures

Todd stated the interns have begun work on the Kent Historic Structures Story map project. Waiting for funding to start the 2nd phase.

Ravenna City Comp Plan update

Updates to the maps have begun for the comp plan. It would be good to use this document as a marketing tool for the future. Todd stated he would like to talk with city officials to see what they would like to see for the City. The plan will be very community focused and user friendly for the public. Community meetings are planned for March 20 at Ravenna High School and a community workshop on April 17th. The next meeting will be on March 27th with the steering committee. We anticipate this project being completed sometime in July 2024.

Ravenna Township Land Use Plan Major Update

Kick off meeting will occur when the steering committee is in place. Several community meetings are planned. Staff look forward to completing the update sometime in April/May 2025. The contract is now in place.

2022 Residential Public Infrastructure Grant

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1st, 2nd, and 3rd Allotments. The service area currently does not have access to public water or sanitary sewer system. The purpose of this project is to construct a new public wastewater collection system that will address water quality violations encountered by the EPA



and the PC Health Department in the project service area located in Ravenna Township. A permit to install has finally been secured, therefore a full application can be prepared/submitted to OCD. Because OCD has revamped the pre-application and application process OCD has requested a new pre-application be submitted to them during 2024.

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT

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

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

1. Ravenna Hot Stove League for \$125,000 to pave Volunteer Park Road
Environmental review is complete, funds released February 21, 2023. Awaiting revised cost estimate from the Ravenna City Engineer. The estimate to complete the project has increased by \$46,481.75. An application was prepared and submitted to obtain RLF Funds through the City. Revolving loan funds application was approved by the Portage County Commissioners. We are waiting for road specifications from the Ravenna City Engineers Office. Project is out to bid with bids due on 10/11/23. The Portage County Commissioners have awarded the project. Contracts are being prepared. Revolving loan funds received in the amount of \$46,481.75. The contract is now in place and notice to proceed has been issued. Pre-construction meeting held 2/13/24. **UPDATE:** An amendment is being proposed to add an ADA parking area. Construction will start on May 6, 2024.
2. Freedom Township Historical Society for \$53,900 to comply with ADA requirements. An ADA compliant sidewalk and lift area as well as 2 handicapped accessible parking spaces. Environmental review is complete, funds released February 13, 2023. RFP has been prepared for architectural services, advertised on 5/29/23. RFPs are due by 2:30 p.m. on June 14, 2023. Architectural contract in place. The drawings were reviewed by the Freedom Historical Society, Freedom Township trustee and the architect. The project is anticipated to go out to bid in late October. Bids are due by 2:00 11/15/23. An application for RLF Funds was submitted on Freedom Township's behalf for additional funds to cover the estimated cost of construction. The RLF application was approved for \$31,240 on 11/16/23. The Commissioners awarded the project on 11/21/23. The contract is being prepared and circulated for signatures. **UPDATE:** Construction complete. Waiting for handrails to be fabricated and installed.
3. Coleman Professional Services for \$45,600 to demolish a blighted house at 463/465 Chestnut Street. Environmental review is complete. Request for release of funds was signed by the Commissioners on March 9, 2023. Request for release of funds was signed and submitted to OCD. Asbestos survey is in place. Anticipating demolition going out to bid mid-November. Bids are due by 2:30 pm on December 6, 2023 **UPDATE:** Contract is in place. Demolition is slated to be completed by the end of April 2024.



4. Downtown Mantua Revitalization Corporation (DMRC) for \$186,329 to provide ADA accessibility to the fronts of all businesses in the east block of Main Street in downtown Mantua Village. Environmental review is complete, release of funds released February 21, 2023. Met with DMRC to discuss timeline and information needed to move forward with bidding out the construction. Waiting for the updated cost estimate and plans/specifications to be completed. Bid opening was held September 27, 2023. Three bids were received. Bids are being evaluated. Portage County Commissioners have awarded the contract. Notice to proceed is in place. The pre-construction meeting was held. Construction is anticipated to start March 2024.
5. Public Service Senior Assistance Program for the City of Streetsboro. Funds are being utilized to provide senior services such as lawn mowing, leaf cleanup and snow removal to benefit LMI and/or disabled residents within the City. We are currently assisting 91 seniors through the program. Lawn mowing services have ended. **UPDATE:** An amendment is in process to move funds from Streetsboro City demolition to Senior Assistance Program.

2023 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE

The Village of Mantua wastewater collections system consists of approximately 36,065 linear feet of 8-inch to 12-inch vitrified clay pipe (VCP), polyvinyl chloride (PVC) and truss piping. Some water laterals have been found to be tapped improperly, hammer tapped, and without a proper wye connection or grout these connections contribute to the infiltration. Improvements to be completed will be the cleaning and camera of sewer lines, grouting of joints and hammer taps in the system, fixing of cracked pipes, inspection, and possible sealing of failing brick manholes. With the improvements of the inflow in the collection system, this will ultimately send less flow to the Village of Mantua Wastewater Treatment Plant and cost less to treat the Villages wastewater and reduce potential of sanitary sewer overflows into the Cuyahoga River. **UPDATE:** The income survey will begin sometime in March 2024.

2022 CDBG TARGET OF OPPORTUNITY PROGRAM - DOWNTOWN BUILDINGS PROGRAM

10676, 10678, 10682 Main Street in Mantua Village requests \$215,800 to assist with facility improvements that will increase the structural integrity, accessibility, and safety of those entering these buildings. The buildings are over one hundred (100) years old and suffer from mortar joint issues. The Village will rebuild sidewalks and steps with ADA compatible access ramp, continuous handrails for the stairs and ramp, replace entry doors with commercial doors, replace glazing with insulated low energy glazing, rebuild store front columns, cornice, and overhangs, along with cleaning and repairing the brick work and joints on the West, South and East of the building. **UPDATE:** Architect is working on drawings and specifications. It is anticipated that the project will be put out to bid in March 2024.

Todd reviewed the 2024 Work Program Report with all members.



RPC GENERAL FUND

February 1, 2024 Cash Balance	\$88,498.46
Receipts:	\$27,830.10
Expenditures:	\$42,349.33
February 29, 2024 Cash Balance	\$73,979.23

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

February 1, 2024	\$2,877.88
Receipts:	\$0.00
Expenditures:	\$0.00
February 29, 2024	\$2,877.88

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

February 1, 2024	\$83,760.74
Receipts:	\$82,040.00
Expenditures:	\$ 7,705.50
February 29, 2024	\$158,095.24

2024 Financial Statements

E. Beeman presented and reviewed the February 2024 financial statements. A motion was made by A. Orashan to approve the February 2024 financial statements as presented and reviewed and to recommend acceptance to the full Commission, motion seconded by S. Nutter. Motion carried unanimously.

Resolution 24-04 Authorization to enter into contract with the Portage County Board of Commissioners to provide GIS Services necessary for the Portage County Water Resources Department for an amount not to exceed \$45,000. A. Orashan made a motion to enter into a contract with the Portage County Board of Commissioners to provide GIS services to the Portage County Water Resources not to exceed \$45,000, seconded by F. Seman. Motion carried unanimously.

Other Business:

T. Peetz stated the Portage County RPC would like to acknowledge the 40-year anniversary of the agency effective February 2024.

Todd stated the multi-purpose building has been put up for sale with a minimum bid of \$185,000. An open house is scheduled for 3/24/24 with bids being due on 3/27/24 at 2:00 pm.



A. Orashan stated there will be closing costs that may exceed \$10,000. J. Beal asked how much time is involved between the time the building sells and the title changes hands? Todd stated it may be as much as a month. Security deposits will have to be turned over to the new owner. Todd reported the Open Arms Adoption has given notice they will be moving.

Todd reported a community meeting is being held on March 20, 2024 at Ravenna High School for the Ravenna City Comprehensive Plan update. Everyone is invited.

A community workshop will also be held at Ravenna High School on April 17, 2004 for the Ravenna City Comprehensive Plan update.

The quarterly zoning inspector meeting is scheduled for April 18, 2024. Details are forthcoming.

Todd stated a retired planner contacted him who is available to work. At the present time the RPC does not have the ability/revenue to take him on.

Todd acknowledged work has been completed on the steps and ramp at 124 N Prospect.

Todd reported the RPC tries to mimic the county when it comes to employee handbook policies. Todd was just informed the vacation policy was changed at the county level when it comes to vacation accrual time. We will be looking into this.

There being no further business to come before the Committee a motion was made by F. Seman to adjourn the meeting at 4:10 p.m. seconded by A. Orashan. Motion carried unanimously.

Chairman Pro-Temp, Jim Beal

Secretary, Todd Peetz

Minutes submitted for approval by Secretary on April 10, 2024

**CASCADES SUBDIVISION REPLAT OF BLOCK D
VARIANCE
BRIMFIELD TOWNSHIP, LOT 37
ARTICLE 5, ALL OR PART OF SECTIONS 502; 503; 504; 512; 520**

Case No. 24-13
Reviewed By: Todd Peetz
Date Submitted: 4/03/24
Due: 4/10/24

APPLICANT: Brimfield Township, OH

REQUESTED ACTION:

The applicant requests a variance to Article 5 of the Subdivision Regulations, all or part of Sections 502, 503, 504, 512, and 520. These sections mostly pertain to roadway design criteria as it pertains specifically to the south end of Cascades Blvd.

HISTORY: This site was the entrance to Sutton Crossings Apartments. It is considered a private road and should have been built to County roadway specifications. The roadway exists and has been in operation for approximately 20 years.

Brimfield Township acquired land just south of the Cascades Subdivision and intend to use it as a park for the community to enjoy. The Township worked with Sutton Crossings Apartments to acquire a 40'x 60' piece of Sutton Crossings entrance roadway, and land to build an access driveway for residents to enter the park.

See the Cascades Subdivision Replat report for additional information about the location and development plan.

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

A. Exceptional topographical or other conditions peculiar to this parcel:

Land was acquired to allow a driveway to a proposed park south of the Cascades Subdivision. This included a small 40' x 60' portion of Sutton Crossings Apartments. This road has been built as a private road but has been utilized as the only entrance to Sutton Crossings Apartments.

B. Why a literal interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners:

Literal interpretation of meeting Article 5 may cost Brimfield Township 10's of thousands of dollars for a road that already exists and if anything were to happen with the road condition, the Township would be responsible for fixing. To reconstruct this area to meet any deficiencies would add 10's of thousands to the project for engineering and road replacement.

C. That the peculiar conditions do not result from previous actions of the applicant:

The Applicant did not construct Cascades Blvd. The acquisition of potential park property created a need for access and this variance request will be a more cost-effective means to do that.

D. That the requested variance is the minimum that will allow a reasonable division of the land:

Yes, splitting off just 40' x 60' is the minimum to create an access drive. This is being purchased by Brimfield Township to create the access needed for residents accessing the proposed park.

ANALYSIS: This variance is an amendment to recognize the 40' x 60' extension of Cascades Blvd as a dedicated public road. This variance would essentially wave the engineering requirements of the road dedication. The reason is the road exists and any future problems with the road at this location will be maintained by Brimfield Township. To follow Article 5 of the Subdivision Regulations will add time and cost to opening the park.

RECOMMENDATIONS:

Staff recommends approval of the variance to not require information included in Article 5 of the Subdivision Regulations due to cost.

Dedication inset.

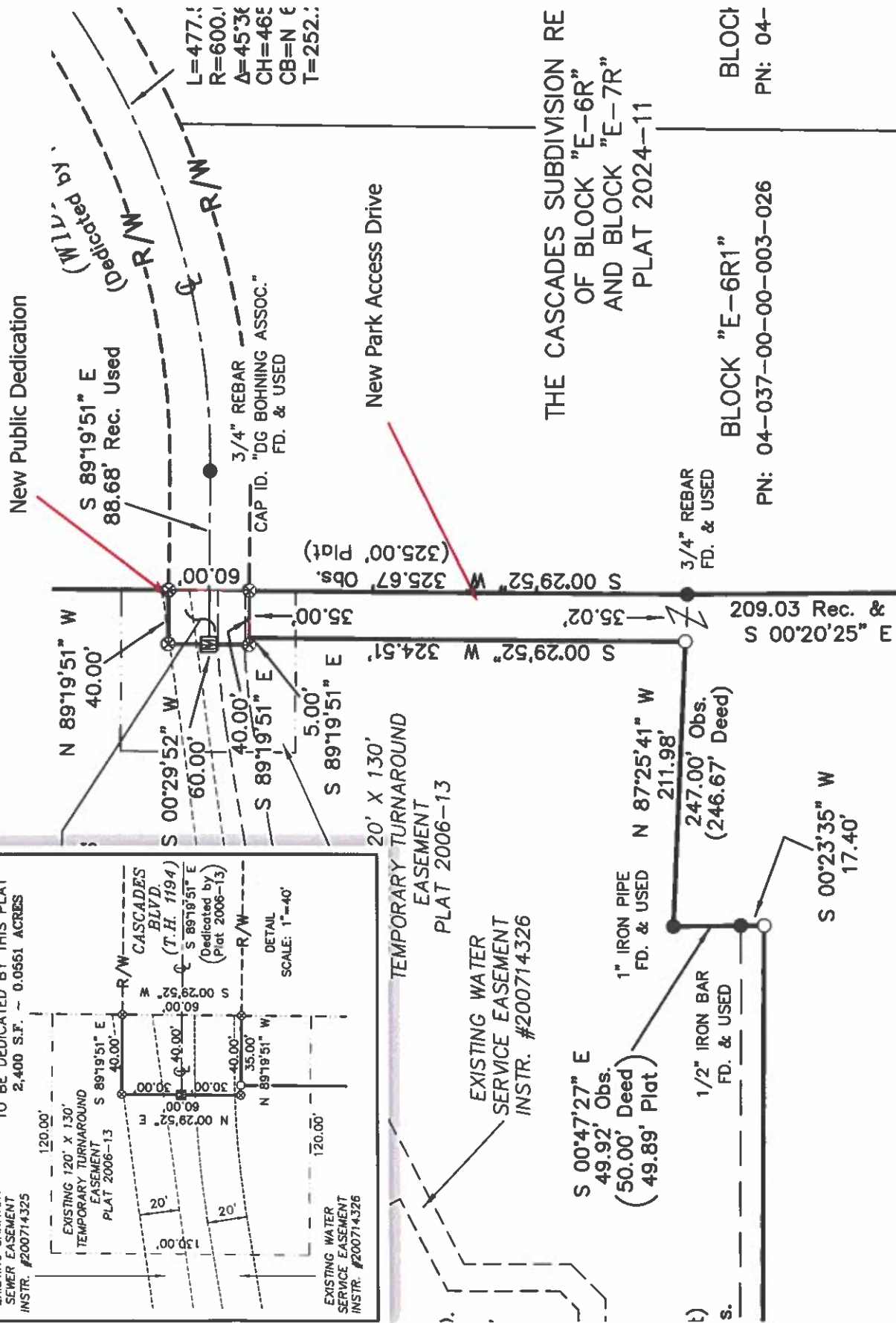


Exhibit 1

The Cascades Subdivision Replat of Block D Brimfield Township



- Railroad
- County Boundary
- Township Boundary
- Water
- Parks

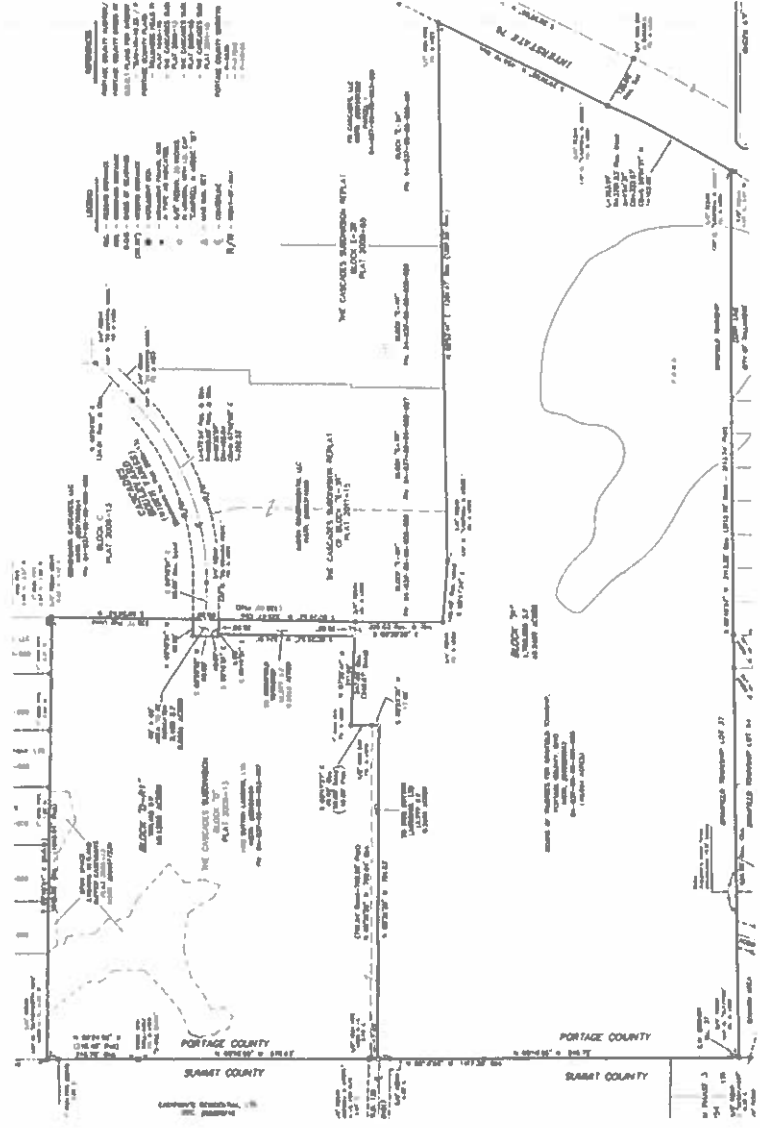


0 0.5 1 Miles

4/3/2024



Exhibit 2 Replat



Data Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR-USGS, 2020; Railroads, ODOT, 2022; Aerial, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022; Subdivisions, PCRPC, 2024.

Soils

Exhibit 3

The Cascades Subdivision Replat of Block D

Brimfield Township

- Hydric Soils
Soils
Parcels



Wetlands & Floodplains



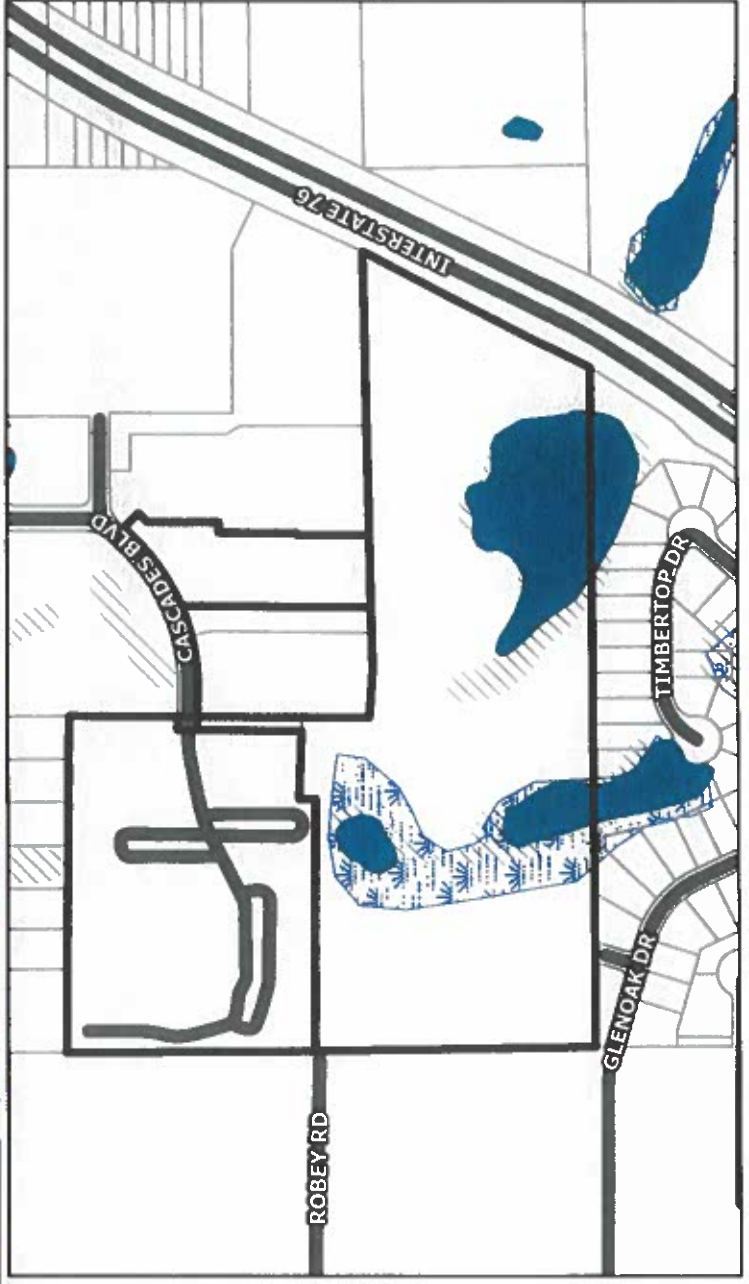
- Water**
Portage County
Wetland Inventory
Wetlands

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

4/2/2024



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



**REPLAT OF BLOCK D
IN THE CASCADES SUBDIVISION
IN LOT 37 OF BRIMFIELD TOWNSHIP**

Case No: 24-08

Reviewed By: Nick DeHaven

Date Received: 2/28/2024

Due: 3/28/2024 (extension of time until 4/10/2024)

APPLICANT(S): Brimfield Township

REQUESTED ACTION & HISTORY: The applicant is replatting Block D to create Block D-R1 and Block P as well as dedicating additional right-of-way to Cascades Boulevard. This is being requested in order to access McGuire Park located on Block P.

LOCATION: Vicinity Map (Exhibit 1): The location of this replat is south of Tallmadge Road on Cascades Boulevard.

SIZE & ZONING: (Exhibit 2):

Site Zoning: The replat is zoned Integrated Commercial (I-C).

	<u>I-C</u>	<u>D-R1</u>	<u>P</u>
Min. Lot Size	Non-residential use: 20,000 sq. ft. Residential use: One (1) dwelling per 0.25 net acres	18.1225 acres	40.2487 acres
Min. Frontage	100 feet	105.00 feet	35 feet
Min. Lot Width	100 feet	1,048.88 feet	2,354.97 feet

Surrounding: The zoning surrounding Block D-R1 and Block P is I-C.

LAND USE: Site: Block D-R1 is a residential apartment property (Sutton Crossings) on Cascades Boulevard. Southeast of Block D-R1 is Block P, which is McGuire Park.

Surrounding: The Blocks are partially surrounded by the Cascades, a commercial subdivision. East of Block P is Interstate 76. West of the Blocks are residential properties in Summit County. South of the Blocks are residential properties and Interstate 76. Robey Road dead ends northwest of Block P.

UTILITIES: Public sewer and public water are available to the property through Portage County Water Resources.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: According to the Portage County Soil Survey, there are 10 soils on the replat site. The soils are Chili silt loam, 2-6% slopes, Chili silt loam, 6-12% slopes, Chili-Oshtemo complex, 12-18% slopes, Bogart silt loam, 2-6% slopes, Damascus loam, Chili-Oshtemo complex, 18-25% slopes, Jimtown loam, 0-2% slopes, Carlisle muck, Chili gravelly loam, 6-12% slopes, and Barnstable sandy loam, 3-8% slopes.

- Chili silt loam, 2-6% slopes (CpB): This soil is found on gently sloping terraces. It has a higher available water capacity and more tendency to crust than Chili loam or Chili gravelly loam. Runoff is medium and the hazard of erosion is moderate if the soil is cultivated. There are few limitations for non-farm uses.
- Chili silt loam, 6-12% slopes (CpC): Runoff is rapid and the hazard of erosion is severe if this soil is disturbed. It has a higher available water capacity than Chili loam. Slope is a major limitation to non-farm uses.
- Chili-Oshtemo complex, 12-18% slopes (CtD): These are moderately steep soils on hilly kames. There can be areas with 30-40% gravel in the subsoil resulting in droughty spots. The hazard of erosion is severe if the surface of this soil is disturbed. Slope is the major limitation to non-farm uses.
- Chili gravelly loam, 6-12% slopes (CoC2): This is a moderately eroded soil and erosion can be severe if the soil is disturbed. It has lower available water capacity than Chili loam or Chili silt loam and water moves into the surface readily. Slope can be a limitation for non-farm uses.
- Carlisle muck (Cg): Wetness is the major limitation of this hydric soil. It is subject to subsidence if drained and is highly unstable for structures.
- Jimtown loam, 0-2% slopes (JtA): This is a nearly level soil with slow runoff and seasonal wetness, which is a moderate limitation to non-farm uses. This soil can have hydric inclusions in low lying areas.
- Damascus loam (Da): In this hydric soil, runoff is slow to ponded. A seasonal high water table is the major limitation of this hydric soil for most non-farm uses.
- Chili-Oshtemo complex, 18-25% slopes (CtE): These are steep soils on hilly kames. The hazard of erosion is severe if the surface of this soil is disturbed. Slope is the major limitation to non-farm uses.
- Bogart silt loam, 2-6% slopes, (BgB): A seasonal high water table may be a limitation for some non-farm uses. Erosion can be a hazard if the soil is disturbed.
- Barnstable sandy loam, 3-8% slopes, (BaB): This very deep, gently sloping, well-drained soil is on the crests and sides of small hills in areas of ground moraine and ice-contact deposits.

Wetlands: According to the National Wetland Inventory and Portage County Wetland Inventory, there are wetlands on Block P. Block D-R1 has wetlands and an existing wetland easement recorded on the plat.

Flood Hazard: According to the FEMA Flood Insurance Rate Map, effective date 2009, there are no floodplains on the replat site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES

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

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

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

- Article 5, need a variance
- Section 402.2.A.4, temporary turn-around easements notation from Portage County Engineers
- Section 305.1, signed mylar copy

ANALYSIS: The applicant is requesting to move property lines on Block D-R1 to make space for a road to access the new park. Currently, the only access to the new park is Robey Road through Tallmadge, with no access through Brimfield. Block D-R1 has wetlands with a wetland easement and Block P has wetlands. The 40' x 60' area of the right-of-way is being dedicated to access the new park. Brimfield Township is requesting a variance for the right-of-way dedication.

RECOMMENDATIONS: Staff recommends conditional approval; based on approval of the variance and corrections to items listed below prior to the RPC Board meeting,

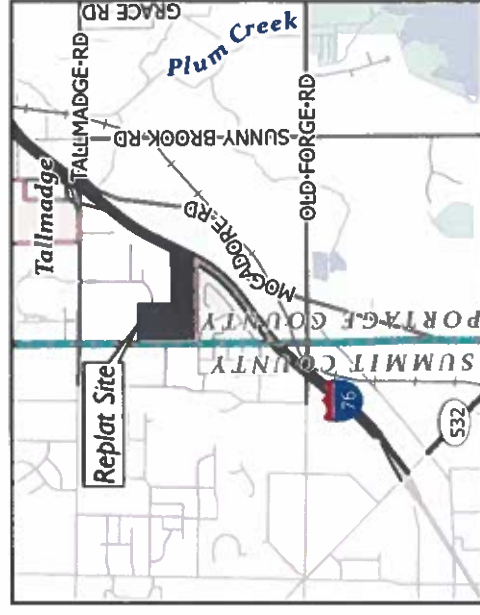
- Approval of Variance to Article 5
- all items under Compliance with Portage County Subdivision Regulations

Exhibit 1

The Cascades Subdivision Replat of Block D Brimfield Township



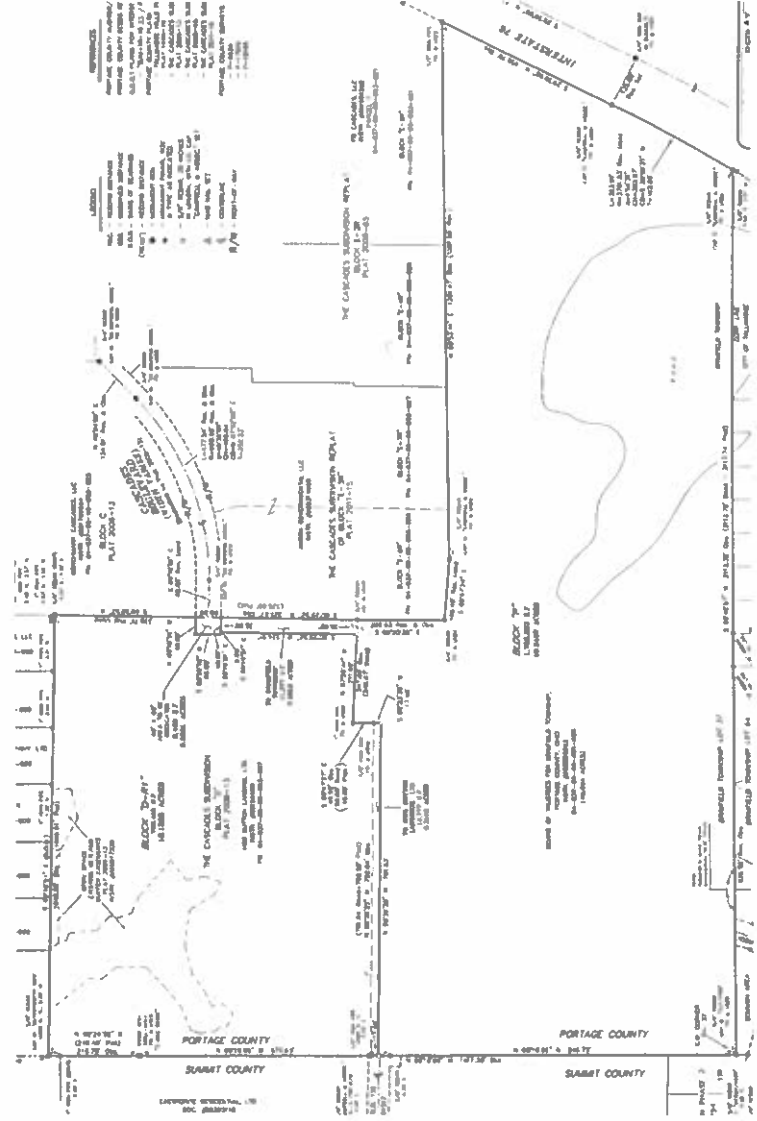
- Railroad
- County Boundary
- Township Boundary
- Water
- Parks



4/3/2024



Exhibit 2 Replat



Data Sources: Roads, Parcels, & Boundaries, Portage County GIS, 2023; Water, NHDPlus HR-USGS, 2020; Railroads, ODOT, 2022; Aerial, Portage County GIS, 2022; Parks, PCRPC & Various Parks Departments, 2022; Subdivisions, PCRPC, 2024.

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

Palmyra Township
Zoning Code Text Amendment
April 2024

Received: March 6, 2024

Meeting Date: April 10, 2024

Reviewed by Gail Gifford, AICP

Bold text is new text and ~~struck-out~~ text is proposed to be deleted. **UNDERLINED ALL CAPS** are staff suggested language.

Amendment 1
Solar Power

Existing Language: 410 Residential District

410-1 Uses Permitted

F. Small Solar and Wind Energy Systems

1. Purposes

Small solar and wind energy systems shall be permitted in all zoning districts, in accordance with the requirements of this section.

2. Allowable number of towers and wind turbines

A. Towers No more the one wind energy tower may be erected on any single property in accordance with this Section, unless otherwise stipulated in this resolution.

B. Wind Turbines Any number of wind energy system turbines may be in operation on a single property, in accordance with this Section.

C. Solar Panels Any number of solar panels may be in operation on a single property, in accordance with this Section.

3. Height

The total height of small solar and or wind energy systems is measured as the vertical distance from the ground level to the tip of a wind generator blade when the tip is at its highest point, and shall not exceed the following maximum height requirements:

A. Wind Towers

1. Properties less then ½ acre in size-maximum 45 feet.

2. Properties between ½ acre and one acre in size-maximum 80 feet

3. Properties greater than (1) acre to 2 1/2 acres-maximum 100 feet

4. Properties greater than 2 1/2 acres to 5 acres-maximum 120 feet

5. Properties greater than 5 acres in size-maximum 170 feet

6. Properties within 10,000 feet of an Airport must comply with FAA height standards and regulations.

B. Attachments to existing buildings and towers

1. Building Wind Turbine(s) may be affixed to the building or the roof, providing that:
 - a. The total height of the wind turbine is less than 20 feet above the highest point of the building.
 - b. The base of the wind turbine cannot be seen from the road right-of-way in front of the building.
2. Towers

A wind turbine may be attached to an existing tower, provided that:

 - a. Tower is designed to accommodate the wind turbine.
 - b. The tower is in compliance with section 410 – F- 4 A. and B.
4. Location
 - A. Small solar and or wind energy system shall only be located in the rear yard portion of any lot. Exception is when small solar and or wind energy system is attached to a building the base cannot be viewed from the road right-of-way in front of building. Another exception would be for dual purpose solar collectors. See solar energy dual purpose definition.
 - B. Tower set backs
 1. Shall be located at least 110 percent of its height from any public road right of way.
 2. Shall be located at least 110 percent of its height from any overhead utility lines, except those lines directly serving the subject property.
 3. Shall be located at 110 percent of its height from all property boundaries.
 4. If guy wires are utilized as part of the tower design, then the guy wire anchors shall be placed at least 50 feet from any abutting property boundaries.
 - C. Wind Turbine set backs
 1. The minimum distance a wind turbine may be from the property boundaries, if it is located on a building, must equal a distance that is equal to the total height of the wind turbine from the ground.
5. Variances

Subsections “A” and “B” of section 410-F.5 will require a variance from the Palmyra Township Board of Zoning Appeals.

 - A. Small Solar and Wind Energy Systems may be located in the front or side yard of primary structure if because of pre-existing geography, vegetation or built environment would preclude the use of small solar or wind energy systems power in the rear of the primary structure. This would require the property owner to apply for a zoning variance.
 - B. To request more than one tower per site/development the property owner will need to apply for a variance from the zoning board of appeals.
6. Fencing
 - A. If the base of the tower is designed to prohibit climbing for a distance of eight (8) feet, as measured from the ground, then the fencing of the base is not required.

- B. All access doors to the wind turbine and electrical equipment must be locked to prevent unauthorized entry.
- C. If conditions of section 410-F.6 subsection a. and b. are not met a six (6) foot lockable fence must be installed around the perimeter of the tower base.

7. Electrical interference

The small wind energy system shall not cause any radio, television, microwave, or navigation interference. If a signal disturbance problem is identified, the owner must correct the problem immediately.

8. Noise

The wind energy system shall not exceed the sound level (decibels) specified in the schedule Section 410-F.8.1 when measured at the property line.

8.1 Maximum Permitted Sound Levels (decibels) for small wind energy system

Octave band, cycles/seconds	Sound decibel levels measured at the property lines cannot exceed the following
0-75	72
75-150	67
150-300	59
300-600	52
600-1200	40
1200-2400	46
2400-4800	34
Over 4800	32

9. Compliance with FAA regulations

All towers shall be painted a non-contrasting gray, blue, white, green or similar color, minimizing its visibility, unless otherwise required by the Federal Aviation Administration (FAA). The applicant has the responsibility of determining the applicable FAA regulations and securing the necessary approvals. Copies of letters must be included as part of the application process.

10. Lighting

Except as required by law, a tower shall not be illuminated and lighting fixtures or signs shall not be attached to the tower. If lighting is required by the FAA regulations, white strobe lights shall not be permitted at night unless FAA permits no other alternatives. No lighting shall be constructed, placed or maintained in a manner that will constitute a nuisance to any surrounding property and shall in no way impair safe movement of traffic on any street or highway.

11. Advertising

No advertising is permitted anywhere on the facility, with the exception of signage being utilized for product identification and warnings.

12. Warnings

- A. A clearly visible warning sign concerning voltage must be placed at the base of all pad-mounted transformers and substations.
- B. Visible, reflective, colored objects, such as flags, reflectors, or tape shall be placed on the anchor points of guy wires and along the guy wires up to a height of ten (10) feet from the ground.

13. Maintenance

- A. The design and location of the small wind energy system shall ensure that all maintenance can be conducted from the installation site.
- B. A small wind energy system that is not functional shall be repaired by the owner or removed.
- C. When a small solar and wind energy system reaches the end of its useful life and can no longer function, the owner of the system shall remove the system within 120 days of the day on which the system last functioned. The owner is solely responsible for the removal of the system and all cost, financial or otherwise, of system removal.

14. Safety features

- A. The small wind energy system turbine shall be required to have an automatic over-speed control to render the system inoperable when the winds are in excess of the speed the system is designed to accommodate.
- B. The small wind energy system shall be required to have a manually operable method to render the system inoperable in the event of a structural or mechanical failure of any part of the system.

15. Blade clearances

- A. The clearance or the distance between the blades of a wind turbine and the blades of another wind turbine shall be no less than ten (10) feet.
- B. The clearance or the distance between the blades of a wind turbine and the ground shall be no less than fifteen (15) feet.

Proposed Changes:

SECTION 306 ~~F. Small Solar and~~ Wind Energy Systems

1. Purposes

Small ~~solar and~~ wind energy systems shall be permitted in all zoning districts, in accordance with the requirements of this section.

2. Allowable number of towers and wind turbines

- A. Towers No more the one wind energy tower may be erected on any single property in accordance with this Section, unless otherwise stipulated in this resolution.
- B. Wind Turbines Any number of wind energy system turbines may be in operation on a single property, in accordance with this Section.
- ~~C. Solar Panels Any number of solar panels may be in operation on a single property, in accordance with this Section.~~

3. Height

The total height of small solar and or wind energy systems is measured as the vertical distance from the ground level to the tip of a wind generator blade when the tip is at its highest point, and shall not exceed the following maximum height requirements:

- A. Wind Towers
 - 1. Properties less then ½ acre in size-maximum 45 feet.
 - 2. Properties between ½ acre and one acre in size-maximum 80 feet
 - 3. Properties greater than (1) acre to 2 1/2 acres-maximum 100 feet
 - 4. Properties greater than 2 1/2 acres to 5 acres-maximum 120 feet
 - 5. Properties greater than 5 acres in size-maximum 170 feet
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- B. Attachments to existing buildings and towers
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 - 2. Towers

A wind turbine may be attached to an existing tower, provided that:

 - a. Tower is designed to accommodate the wind turbine.
 - b. The tower is in compliance with section 410 – F- 4 A. and B.

4. Location

- A. Small ~~solar and or~~ wind energy system shall only be located in the rear yard portion of any lot. Exception is when small ~~solar and or~~ wind energy system is attached to a building the base cannot be viewed from the road right-of-way in front of building. ~~Another exception would be for dual purpose solar collectors. See solar energy dual purpose definition.~~
- B. Tower set backs
 - 1. Shall be located at least 110 percent of its height from any public road right of way.
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 - 3. Shall be located at 110 percent of its height from all property boundaries.
 - 4. If guy wires are utilized as part of the tower design, then the guy wire anchors shall be placed at least 50 feet from any abutting property boundaries.

C. Wind Turbine set backs

1. The minimum distance a wind turbine may be from the property boundaries, if it is located on a building, must equal a distance that is equal to the total height of the wind turbine from the ground.

5. Variances

Subsections "A" and "B" of **Section 306.5** will require a variance from the Palmyra Township Board of Zoning Appeals.

- A. Small ~~Solar~~ and Wind Energy Systems may be located in the front or side yard of primary structure if because of pre-existing geography, vegetation or built environment would preclude the use of small ~~solar~~ or wind energy systems power in the rear of the primary structure. This would require the property owner to apply for a zoning variance.
- B. To request more than one tower per site/development the property owner will need to apply for a variance from the zoning board of appeals.

6. Fencing

- A. If the base of the tower is designed to prohibit climbing for a distance of eight (8) feet, as measured from the ground, then the fencing of the base is not required.
- B. All access doors to the wind turbine and electrical equipment must be locked to prevent unauthorized entry.
- C. If conditions of **Section 306.6** subsection a. and b. are not met a six (6) foot lockable fence must be installed around the perimeter of the tower base.

7. Electrical interference

The small wind energy system shall not cause any radio, television, microwave, or navigation interference. If a signal disturbance problem is identified, the owner must correct the problem immediately.

8. Noise

The wind energy system shall not exceed the sound level (decibels) specified in the schedule Section 410-F.8.1 when measured at the property line.

8.1 Maximum Permitted Sound Levels (decibels) for small wind energy system

Octave band, cycles/seconds	Sound decibel levels measured at the property lines cannot exceed the following
0-75	72
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1200-2400	46
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Over 4800	32

9. Compliance with FAA regulations

All towers shall be painted a non-contrasting gray, blue, white, green or similar color, minimizing its visibility, unless otherwise required by the Federal Aviation Administration (FAA). The applicant has the responsibility of determining the applicable FAA regulations and securing the necessary approvals. Copies of letters must be included as part of the application process.

10. Lighting

Except as required by law, a tower shall not be illuminated and lighting fixtures or signs shall not be attached to the tower. If lighting is required by the FAA regulations, white strobe lights shall not be permitted at night unless FAA permits no other alternatives. No lighting shall be constructed, placed or maintained in a manner that will constitute a nuisance to any surrounding property and shall in no way impair safe movement of traffic on any street or highway.

11. Advertising

No advertising is permitted anywhere on the facility, with the exception of signage being utilized for product identification and warnings.

12. Warnings

- A. A clearly visible warning sign concerning voltage must be placed at the base of all pad-mounted transformers and substations.
- B. Visible, reflective, colored objects, such as flags, reflectors, or tape shall be placed on the anchor points of guy wires and along the guy wires up to a height of ten (10) feet from the ground.

13. Maintenance

- A. The design and location of the small wind energy system shall ensure that all maintenance can be conducted from the installation site.
- B. A small wind energy system that is not functional shall be repaired by the owner or removed.
- C. When a ~~small solar~~ and wind energy system reaches the end of its useful life and can no longer function, the owner of the system shall remove the system within 120 days of the day on which the system last functioned. The owner is solely responsible for the removal of the system and all cost, financial or otherwise, of system removal.

14. Safety features

- A. The small wind energy system turbine shall be required to have an automatic over-speed control to render the system inoperable when the winds are in excess of the speed the system is designed to accommodate.
- B. The small wind energy system shall be required to have a manually operable method to render the system inoperable in the event of a structural or mechanical failure of any part of the system.

15. Blade clearances

- A. The clearance or the distance between the blades of a wind turbine and the blades of another wind turbine shall be no less than ten (10) feet.
- B. The clearance or the distance between the blades of a wind turbine and the ground shall be no less than fifteen (15) feet.

Section 410-1-G 307 Solar Power – Photovoltaic (PV):

1. PURPOSES

SMALL SOLAR ENERGY SYSTEMS SHALL BE PERMITTED IN ALL ZONING DISTRICTS, IN ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION.

Accessory Solar Energy Systems are smaller systems that are commonly found as an accessory use to a residential or commercial use. For the purposes of this document accessory SMALL solar energy systems are systems that do not exceed 200% 120% of the property's ~~ies~~ monthly electricity consumption.

2. Design and Installation

A. Code Compliance

The SMALL Solar Energy System shall comply with all applicable CURRENTLY ADOPTED CODES INCLUDING THE OHIO BUILDING CODE, RESIDENTIAL CODE OF OHIO, ELECTRIC CODE, OR OTHER CONSTRUCTION CODE. ~~Ohio building and construction codes.~~

1. Conformance with Industry Standards

The design and installation of accessory SMALL solar energy systems shall conform to applicable industry standards, including those of the American National Standards Institute (ANSI), Underwriters Laboratories (UL), the American Society for Testing and Materials (ASTM) or other similar certifying organizations, and shall comply with the RESIDENTIAL CODE OF OHIO, THE Ohio Building Code and with all other applicable fire and life safety requirements.

2. Manufacturer Specs

The manufacturer specifications shall be submitted as part of the application.

2. Site Requirements

A. Buried Lines

All exterior electrical and/or plumbing lines must be buried below the surface of the ground and be placed in a conduit.

B. Building Mound

Whenever practical, all accessory SMALL solar energy systems shall be attached to a building or located on an impervious surface. If not designed to be attached to a building, the applicant shall demonstrate by credible evidence that such systems cannot feasibly be attached to a building due to structural Limitations of the building.

C. Glare Control

Accessory ~~SMALL~~ solar energy systems shall be designed ~~and located in order to~~ prevent reflective glare ~~toward any~~ TOWARD OR ON inhabited structure\$ on adjacent properties as well as adjacent street right-of-way\$.

D. Yard Requirements

No portion of ~~an accessory~~ A SMALL solar energy system shall be located within or above any front yard, along any street frontage, nor within any required setback of any property. EXEMPTIONS:

1. DUAL PURPOSE SOLAR COLLECTORS. SEE SOLAR ENERGY DUAL PURPOSE DEFINITION.
2. THE BASE OF A SMALL SOLAR ENERGY SYSTEM ATTACHED TO A BUILDING CANNOT BE VIEWED FROM THE ROAD RIGHT-OF-WAY IN FRONT OF THE BUILDING.

E. Height Restrictions

~~Active~~ Solar energy systems must meet the following requirements

1. **Building- or roof-mounted**
Solar energy systems shall not exceed the maximum allowed height in any zoning district. For purposes ~~for~~ OF the height measurement solar energy systems other than building-integrated systems shall be considered to be mechanical devices and are restricted consistent with other building-mounted mechanical devices.
2. **Ground or pole mounted solar energy systems**
Shall not exceed the minimum accessory structure height within the underlying district.

F. Setback

~~Active~~ Solar energy systems must meet the accessory structure setback for the zoning district and primary land use associated with the lot on which the system is located.

1. **Roof-mounted**
In addition to the building setback, the collector surface and mounting devices for roof-mounted solar energy systems shall not extend beyond the exterior perimeter of the building on which the system is mounted or built. Exterior piping for solar hot water systems shall be allowed to extend beyond the perimeter of the building on a side yard exposure. SOLAR COLLECTORS MOUNTED ON THE SIDES OF BUILDINGS AND SERVING AS AWNINGS ARE CONSIDERED TO BE SOLAR ENERGY DUAL PURPOSE SYSTEMS AND ARE REGULATED AS AWNINGS.
2. **Ground-mounted**
Ground-mounted solar energy systems may not extend into the side-yard or rear setback when oriented at minimum design tilt.

3. Plan Approval Required

All solar energy systems shall require administrative plan approval by the Palmyra Township Zoning Inspector.

A. Plan Applications.

Plan applications for solar energy systems shall be accompanied by to-scale horizontal and vertical (elevation) drawings. The drawings must show the location of the system on the building or on the property for a ground-mount system, including the property lines. Applicants must use an installer who is on the Ohio Public Utilities Commission approved list.

a. Pitched Roof Mounted Solar Energy Systems

For all roof-mounted systems other than a flat roof the elevation must show the highest finished slope of the solar collector and the slope of the finished roof surface on which it is mounted.

b. Flat Roof Mounted Solar Energy Systems

For flat roof applications, a drawing shall be submitted showing the distance to the roof edge and any parapets on the building and shall identify the height of the building on the street frontage side, the shortest distance of the system from the street frontage edge of the building, and the highest finished height of the solar collector above the finished surface of the roof.

B. Plan Approvals

Applications that meet the design requirements of this ordinance and do not require a conditional use permit, shall be granted administrative approval by the zoning official **INSPECTOR**, and shall not require Planning Commission review. Plan approval does not indicate compliance with ANY CURRENTLY ADOPTED the Ohio Building Code, RESIDENTIAL CODE OF OHIO, or Electric Code.

C. Utility Notifications

The owner of the small solar energy system shall provide written authorization that the public utility company has been informed of the customer's intent to install an interconnected customer-owned generator and also approves of such connection. Off-grid systems shall be exempt from this requirement.

4. Decommissioning

- A. The property owner shall be responsible for the removal of any abandoned Accessory SMALL Solar Energy Systems. An abandoned system is considered any system that has not been in operation within FOR six (6) months. The owner will then have a period of six (6) months in which to dismantle and remove the system from the property. THE OWNER IS SOLELY RESPONSIBLE FOR THE REMOVAL OF THE SYSTEM AND ALL COST, FINANCIAL OR OTHERWISE, OF SYSTEM REMOVAL.**

Staff Comments:

The current Small Solar and Wind Energy System section (410-1 F) and the proposed text amendment appear to permit small energy systems in all districts. These sections are currently being housed under Section 410 Residential District. If the intent is truly to permit small energy systems in all districts, staff suggests moving both 410-1 F and proposed section G to Article III General of the Palmyra Township Zoning Resolution.

Changes were made to the wording of the proposed language to mesh with the existing zoning code and remove inconsistencies. As small solar energy systems are defined in the Palmyra Township Zoning Resolution as accessory structures, accessory was removed throughout the proposed language and replaced with the existing terminology.

Staff agrees that it is appropriate to mention compliance with industry standards as well as the residential building code (Residential Code of Ohio), the commercial code (Ohio Building Code) and the Electric Code. After receiving administrative approval from the zoning inspector, applicants would need to submit plans to the Portage County Building Official, who would check for compliance with these codes among other things. Staff suggests changing 200% of a property's monthly energy consumption to 120% to be in line with the Ohio Public Utility Commission's net metering standards (found at <https://puco.ohio.gov/utilities/electricity/resources/net-metering>).

Due to new terminology contained in the proposed text amendment, staff suggests changes to Article II Definitions (see Amendment 2).

Staff Recommendations: Staff recommends approval as amended.

Amendment 2 Definitions

Existing Language:

SMALL ENERGY SYSTEM - Is a renewable energy system to provide for energy needs, designed to serve single subject development or property. The purpose of a small energy system is to be an accessory use of the property. A small energy system should not have the ability to generate more than 100kW h per day of the subject property or units of a development. (Effective Oct. 8, 2010)

SMALL SOLAR ENERGY SYSTEM - Any solar collector or other solar energy device, or any structural design feature whose primary purpose is to provide for the collection, storage and distribution of solar energy for space heating or cooling, for water heating or for electricity that may be mounted on a building or on the ground and is not the primary use of the property. (Effective Oct. 8, 2010)

SMALL WIND ENERGY SYSTEM - A wind energy system consists of a wind turbine. A tower, and associated controls or conversion electronics, which has a rated capacity of not more than 100kW h which is intended to primarily, reduce on-site consumption of utility power. The purpose of a small energy system is to be an accessory use of the property. (Effective Oct. 8, 2010)

SOLAR ENERGY - Radiant energy (direct, diffuse, and reflected) received from the sun. (Effective Oct. 8, 2010)

SOLAR ENERGY DUAL PURPOSE - Solar energy is collected to create energy from structures that are generally permitted. This would include exterior lighting for patios and walkways. Dual purpose structures should look primary like fences, walls or light fixtures and not the opposite for the

purpose of generating electricity while blending into the landscape or roof top. The appearance of the structure should be commonly recognizable with the production of electricity interwoven or embedded into the structure not to dominate the appearance. (Effective Oct. 8, 2010)

Proposed Changes:

BUILDING-INTEGRATED SOLAR ENERGY SYSTEM- A SOLAR ENERGY SYSTEM THAT IS AN INTEGRAL PART OF A PRINCIPAL OR ACCESSORY BUILDING, RATHER THAN A SEPARATE MECHANICAL DEVICE, REPLACING OR SUBSTITUTING FOR AN ARCHITECTURAL OR STRUCTURAL COMPONENT OF THE BUILDING. BUILDING INTEGRATED SYSTEMS INCLUDE, BUT ARE NOT LIMITED TO, PHOTOVOLTAIC OR HOT WATER SOLAR ENERGY SYSTEMS THAT ARE CONTAINED WITHIN THE ROOFING MATERIALS, WINDOWS, SKYLIGHTS, AND AWNINGS.

SMALL ENERGY SYSTEM - Is a renewable energy system to provide for energy needs, designed to serve single subject development or property. The purpose of a small energy system is to be an accessory use of the property. A small energy system should not have the ability to generate more than ~~120% OF A 100kW h per day of the~~ subject property or units of a development's **MONTHLY ELECTRICITY CONSUMPTION**. (Effective Oct. 8, 2010)

SMALL SOLAR ENERGY SYSTEM - Any solar collector or other solar energy device, or any structural design feature whose primary purpose is to provide for the collection, storage and distribution of solar energy for space heating or cooling, for water heating or for electricity that may be mounted on a building or on the ground and is not the primary use of the property. (Effective Oct. 8, 2010)

SMALL WIND ENERGY SYSTEM - A wind energy system consists of a wind turbine. A tower, and associated controls or conversion electronics, which has a rated capacity of not more than 100kW h which is intended to primarily, reduce on-site consumption of utility power. The purpose of a small energy system is to be an accessory use of the property. (Effective Oct. 8, 2010)

SOLAR ENERGY - Radiant energy (direct, diffuse, and reflected) received from the sun. (Effective Oct. 8, 2010)

SOLAR ENERGY DUAL PURPOSE - Solar energy is collected to create energy ~~from~~ **FOR** structures that are generally permitted. This would include exterior lighting for patios and walkways. Dual purpose structures should look ~~primarily~~ like fences, walls or light fixtures ~~and not the opposite~~ for the purpose of generating electricity while blending into the landscape or roof top. The appearance of the structure should be commonly recognizable with the production of electricity interwoven or embedded into the structure not to dominate the appearance. (Effective Oct. 8, 2010) **SEE ALSO BUILDING INTEGRATED SOLAR ENERGY SYSTEM.**

Staff Comments: Staff proposes the above changes to the definitions to bring the definitions in line with Amendment 1. Staff thinks it is appropriate to add a definition of building-integrated solar as this terminology is becoming more and more common when referring to awnings and shingles that generate electricity.

Staff Recommendation: Staff recommends approval.

**FRANKLIN TOWNSHIP
ZONING RESOLUTION UPDATE WITH AMENDMENTS
April 2024**

Received: March 22, 2024
Meeting Date: April 10, 2024

Reviewed by: Todd Peetz

**Amendment 1
Regulations of Accessory Buildings and Structures - Section 405.06.A.6**

Rationale:

The Zoning Commission's reasoning behind the proposed text amendments is that this topic results from excessive variance requests for people who were building accessory buildings that needed to be over 16 feet in height. Franklin Township's Zoning Inspector Mr. Joe Ciccozzi said the Portage County building standards are for accessory buildings to be a maximum of 20 feet in height. The Zoning Commission agreed that it makes sense to parallel the county standards. After considering several ways to make the text amendment, the Zoning Commission decided the most practical way was to amend the text as follows:

Proposed Change:

- Eliminate Section 405.06.A.6, and renumber the remaining numbers 7, 8, and 9 to become numbers 6, 7, and 8.

~~6. It shall be limited to sixteen (16) feet in height.~~

67. If any dimension is greater than 12 feet by 16 feet and/or 192 total square feet, then it shall be placed on a permanent frost-free foundation.

78. It shall be setback a minimum of ten (10) feet from the rear and side lot lines, and shall not be located closer than fifteen (15) feet from the principal building.

89. For lots less than 11,000 square feet, it shall be setback a minimum of five (5) feet from the rear and side lot lines and shall not be located closer than fifteen (15) feet from the principal building.

Staff Comment: Staff has minor comments are minor based on the rationale rather than delete 405.06A.6 with adding back a reference to height:

Revise 6. It shall be limited ~~to sixteen (16)~~ to twenty (20) (then 24 feet, see next amendment) feet in height.

Staff Recommendation: Staff would recommend approval as amended.

Amendment 2
Regulations of Accessory Buildings and Structures - Section 405.06.A.2

2. The total combined gross floor area maximum height of the accessory buildings and/or structures shall meet the following requirements.

- a. Accessory I – in all districts for lots up to one and one-half (1-1/2) acres in size, the aggregate gross floor area shall not exceed 768 square feet and shall be limited to a maximum height of twenty (20) feet.
- b. Accessory II - in all districts for lots greater than one and one-half (1-1/2) acres in size, the aggregate gross floor area shall not exceed 2,000 square feet and shall be limited to a maximum height of twenty-four (24) feet.

Staff Comment: Our comments are minor but adding back height to 20 feet as suggested would take care of Section 405.06.A.2(a) and for lots over 1 ½ acres having a height of 24 feet maximum may make a difference. Another alternative is to just change the height to not exceed twenty-four (24) feet. Adding back 405.06A.6 with adding back a reference to height: i.e.;

6. It shall be limited to sixteen (16) to twenty-four (24) feet in height.

So rather than 3 areas of the zoning resolution being changed it would just be one amendment.

Staff Recommendation: Staff would recommend approval as amended.

Amendment 3
Section 410.00 Fences, Walls, and Hedges

Fence Rules - Section 410.00.E

Rationale:

The purpose of changing the language is to prevent excessively high fencing in areas of the property that are located anywhere in the side or rear property areas, not just along the property lines. After considering many options, the commission amended Section 410.00.E to read as follows:

Proposed Change:

- E. Any fence, wall, hedge, and berm, or any combination ~~along any side or rear property lines~~ **located in the side or rear** of any property in any zoning district may be permitted according to the following standards:
(There were no changes to the following standards)
 1. Any fence, wall, hedge, and berm, or any combination shall not exceed six (6) feet in height above the finished grade in all zoning districts, except districts designated for industrial uses.
 2. Fences in residential districts shall be of a decorative design to include wrought iron, wood and chain link, but to exclude barbed wire, chicken wire, and similar type fences, and shall be designed so that 25% of the surface shall be open to light and air. Decorative posts shall not exceed a height of five (5) feet in height.
 3. In districts designated for industrial uses, any fence, wall, hedge, and berm, or any combination shall not exceed twelve (12) feet in height above the finished grade.

Staff Comment: This is a straightforward change and do not have any additional comments.

Staff Recommendation: Staff would recommend approval as submitted.

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
March 2024**

A. COMPREHENSIVE PLANNING

1. Portage County Comprehensive Economic Development Strategy Update (CEDS) 2022 CEDS

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

B. PLAN IMPLEMENTATION/SHORT TERM PLANNING

1. Update of Portage County Subdivision Regulations

- The updated version is available on our website.
- Annual updates will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.
- Met on February 27th on proposed changes moving forward.
- Next Steering Committee meeting is scheduled for May 14th.

C. INFORMATION SYSTEMS

1. Database Acquisition and Updates

2. Web Site

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

Check out the:

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

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plans	0 Applications	0 Lots
Plats	0 Applications	0 Lots
Replat	0 Applications	0 Lots
Exceptional Replats	1 Application	0 Lots
Variances	1 Application	
Minor Subdivisions	2 Applications	4 Lots

b. Divisions of Land

5+ Acre Lot Divisions	0 Applications	0 Lots
<u>Transfers To Adj. Prop.</u>	<u>3 Applications</u>	<u>3 Transfers</u>
	7 Applications	4 Lots Created

E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES

1. Other Member Services as Requested

- Atwater Township
Processed a text amendment.
- Brimfield Township
Finalizing the update to their comprehensive plan. Working on a variety of zoning issues and map amendments
- Deerfield Township
- Franklin Township
Finalized income survey of the Brady Lake area. Assisted with a text amendment.
- Freedom Township
Adminstrating a CDBG grant for the old schoolhouse on SR 303. Coordinating recreational grants.
- Garrettsville Village
- Hiram Township
- Hiram Village
Met with their new mayor and would like us to give cost estimates for Mixed-Use Zoning, update their Zoning Regulations and a Cost for an updated comprehensive plan.

- Mantua Township
- Mantua Village
We are kicking off an income survey on April 15th based on a randomized list for the entire Village. Administering a CDBG grant for sidewalk improvements and a “target of opportunities” grant for the façade.
- Nelson Township
Processed text amendment.
- Palmyra Township
Assisted with a text amendment.
- Paris Township
- Randolph Township
Prepared a cost estimate for an updated Land Use Plan.
- Ravenna City
Continue to work on their Comprehensive Plan. Held a Community Meeting on March 20th.
- Ravenna Township
RPC will have a kick-off meeting once the steering committee has been established.
- Rootstown Township
Finalized a neighborhood income survey.
- Shalersville Township
Provided a final draft of their Land Use Plan update.
- Suffield Township
- Sugar Bush Knolls
- Windham Township
Assisting with a text amendment.
- Windham Village
Assisting the Village for potential infrastructure CDBG grant.

Non-Member Technical Assistance

1. Akron Metropolitan Area Transportation Study (AMATS)

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

3. Portage County Housing Services Council Staff attended a housing Council Meeting in March.

4. Data/Information/Graphics to Developers, Businesses, Private Sector upon Request

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

5. Portage Development Board (PDB)

6. Quarterly Zoning Inspectors (QZI) Meeting

- We held a meeting on January 25th. The topic was an update on a variety of ongoing topics. **The next meeting will be held on April 18th @ 6:00 pm.** The meeting location and topic is to be determined.

7. Portage County Storm Water Program – Home Sewage Repair and Replacement Program

- The Portage County Storm Water Program originally set aside \$550,000 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 one (1) septic system is in process and one pending owner information.

Working with the Portage County Engineer's Office to evaluate options to help rotate the monies quicker so the program has funding available.

8. Shalersville Land Use Plan

- Online web presence has also been prepared.
- Final Draft submitted in November 2023.
- Next meeting with the Township is April 11th.
- The project will run through to early 2024.

9. Portage County Water Resources GIS Assistance

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

10. Brimfield Comprehensive Plan Update

- Incorporate 2020 census data into the plan.
- Evaluate the short-term goals and objectives and establish or update as necessary.
- Make modifications to the on-line summary as needed.
- Met on March 14th with the Zoning Commission.
- Next Meeting will be on April 11th.

11. City of Ravenna Comprehensive Plan

- The plan will be very community focused.
- Interactive Map/marketing by describing Ravenna's opportunities and quality of life.
- Community Meeting is planned for April 17th.
- Should be completed in September- October of 2024.
- Met with the steering committee on March 27th.
- Next meeting will be on April 17th, 2024.

12. Ravenna Township Land Use Plan Major Update

- Kick-Off meeting will occur when the steering committee is in place.
- Very Community Focused.
- Several community meetings are planned.
- Completion in April/May of 2025.

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. Looking forward to another great year!!

CDBG REPORT
April 2024
Work Through March 2024

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$630,000.00 (Portage County - \$480,000 + City of Streetsboro - \$150,000) (September 1, 2022 – October 31, 2024)

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

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

The contract is in place and a Notice to Proceed has been issued. A Pre-construction meeting was held on February 13, 2024. Depending on cost, an amendment is being proposed to put in an ADA parking area. It is anticipated that construction will start on May 6, 2024.

Clearance Activities – Coleman Demolition Project - \$45,600 (CDBG)

The funds will be used to demolish a blighted house owned by Coleman Professional Services at 463/465 South Chestnut Street, Ravenna City to eliminate a blight to the area.

Demolition is scheduled for May 15, 2024.

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

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

Construction has been completed. Waiting on handrails to be fabricated and to be installed.

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

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

Construction started on March 12, 2024.

Fair Housing - \$10,000 (CDBG)

Fair housing services including landlord/tenant information, discrimination complaints, training, posters, and brochures will be provided for the residents of Portage County, excluding the City of Kent.

Over the course of two years presentations will be made to 12 agencies/organizations targeted for CDBG assistance and/or special populations affected by CDBG assisted project.

Also, staff will be required to distribute to a minimum of ten public events, agencies or organizations each quarter through the grant program period.

There were two (2) requests for assistance received in March. The one (1) call received was in the City of Ravenna and one (1) call was in the City of Aurora.

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

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

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

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

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

Services are ongoing. An addendum is in process to allow for additional households to be assisted as well as increase the frequency of the lawn mowing.

Clearance Activities – Citywide Demolition Program - \$52,500 (CDBG)

Funds will be used for a Citywide Demolition Program in the City of Streetsboro to eliminate a slum and blight where needed within the City of Streetsboro.

An amendment is in process moving the funds to the Public Service - Senior Assistance Program.

Administration of the City of Streetsboro Projects - \$22,500 (CDBG)

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

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM - \$240,000 (CDBG) + \$24,200 (DMRC on behalf of property owners) (July 1, 2023 – August 31, 2025)

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

Improvements are being proposed to a small block of buildings located on the east side of Main Street, North of Prospect Street in the Village of Mantua (10676, 10678, 10682 Main Street). Renewal of the store fronts and façade of the building, including masonry restoration of the store front. Five of the entrance doors have been changed over time and have undersized, cheap residential entrance doors. These will be replaced with new aluminum covered wood doors with low E tempered glazing and commercial hardware. The two existing

doors that are original will be reglazed with low E tempered glazing and will be refurbished. The upper windows in all of the storefronts are currently boarded up and painted over. The windows will be opened back up and reglazed with 1" insulating low E glazing. All woodwork will be painted on the exterior face. Above the storefronts are cornice roofs. These will be repaired and re-roofed. All the cornice trim work will be painted and refurbished. The masonry face of the building will be cleaned and tuckpointed with brick repairs as needed.

Architectural drawings are being prepared.

Administration - \$15,000 (CDBG)

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

2023 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE - \$750,000 (Includes RPC Administration) (CDBG) + \$750,000 (50% Match – Surcharge)

The Village of Mantua wastewater collections system consists of approximately 36,065 linear feet of 8-inch to 12-inch vitrified clay pipe (VCP), polyvinyl chloride (PVC) and truss piping. Approximately 21,331 linear feet of the collection system is VCP, consisting of sections ranging from 2-feet to 5-feet. Over the years, the VCP joints have grown old and have separated, allowing root intrusions which is leading to infiltration of ground water into the collection system. Some water laterals have been found to be tapped improperly, hammer tapped, and without a proper wye connection or grout these connections contribute to the infiltration. The improvements that will be completed will be the cleaning and camera of sewer lines, grouting of joints and hammer taps in the system, fixing of cracked pipes, inspection, and possible sealing of failing brick manholes.

This will alleviate the deterioration of sewer lines and joints. In doing so, it will improve the infiltration and inflow that is currently in the system from these joints. With the improvement of the inflow in the collection system, this will ultimately send less flow to the Village of Mantua Wastewater Treatment Plant and cost less to treat the Villages wastewater and reduce potential of sanitary sewer overflows into the Cuyahoga River.

The income survey will begin in April. The Office of Community Infrastructure will start accepting applications starting in July, 2024 until all 2024 funds are awarded.

CHINN SEWER CONSTRUCTION

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.

Construction is anticipated to start on September 1, 2024 and it is anticipated construction will be completed by October 15, 2025.

Staff is looking into possible grant funds to assist homeowners into tying into sewer.

**PORTAGE COUNTY RPC
FINANCIAL STATEMENT
March 31, 2024**

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 73,979.23	<-- Mar 1st-->	\$ 51,755.43	<-- Jan. 1st
Total All Receipts	\$ 172,210.62		\$ 278,830.71	
Total All Expenditures	\$ 72,038.59		\$ 156,434.88	
Ending Cash Balance	\$ 174,151.26	<--Mar 31st -->	\$ 174,151.26	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	262,616.00	146,415.38	214,096.42	1,944.45	48,519.58	82%
Subdivisions	20,000.00	955.00	4,695.00	-	15,305.00	23%
Copies/Misc.(community over hrs)	4,000.00	90.00	5,421.80	-	(1,421.80)	136%
Rental Income	30,900.00	2,325.00	8,500.00	1,300.00	22,400.00	28%
Contracts	219,000.00	11,438.26	26,447.52	11,829.57	192,552.48	12%
Contract Portage County	56,500.00	9,538.98	18,221.97	10,188.41	38,278.03	32%
Other	-	-	-	-	-	-
Refund/Reimbursement	-	1,448.00	1,448.00	-	(1,448.00)	-
TOTAL REVENUE	593,016.00	172,210.62	278,830.71	25,262.43	314,185.29	47%
January 1, 2024 Unencumbered						
Cash Balance	51,756.00					
TOTAL CERTIFICATE OF RESOURCES	644,772.00					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	323,128.00	37,284.01	86,800.41	-	236,327.59	27%
3 PT Salaries	28,922.00	3,625.20	8,074.80	-	20,847.20	28%
3 Retirement/Termination Pay Off	14,000.00	-	-	-	14,000.00	0%
3 PERS	49,287.00	5,727.30	13,282.55	-	36,004.45	27%
3 Medicare	5,105.00	569.64	1,320.76	-	3,784.24	26%
3 Workers Comp	5,985.00	695.43	1,612.82	-	4,372.18	27%
3 Health Insurance	99,550.00	11,486.55	26,801.95	-	72,748.05	27%
4 Contract Service	-	-	-	-	-	0%
4 Travel/Training	5,000.00	-	399.00	-	4,601.00	8%
4 Dues	726.00	-	175.00	185.00	366.00	50%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,900.00	539.99	1,979.73	961.64	1,958.63	60%
4 Advertising	350.00	22.75	22.75	97.25	230.00	34%
4 Telephone	1,300.00	-	202.46	-	1,097.54	16%
4 Postage	1,200.00	-	-	-	1,200.00	0%
4 Repairs	2,000.00	-	334.00	25.00	1,641.00	18%
4 Equip/Copier/Postage meter Leases	4,200.00	478.00	1,786.04	1,912.00	501.96	88%
4 Professional & Technical Services	2,085.00	-	-	-	2,085.00	0%
4 Photocopying/Printing	2,500.00	860.94	866.69	557.50	1,075.81	57%
4 Audit Services	6,200.00	-	-	-	6,200.00	0%
4 Legal Services	10,000.00	833.33	2,500.03	7,499.97	(0.00)	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	3,672.00	227.69	588.13	561.87	2,522.00	31%
5 Equipment/Software	-	-	-	-	-	0%
5 Food Supplies	-	52.76	52.76	-	(52.76)	0%
6 Building Improvements	10,000.00	9,635.00	9,635.00	-	365.00	96%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
TOTAL 2023 EXPENDITURES	595,360.00	72,038.59	156,434.88	11,800.23	427,124.89	28%
2023 Carryover Encumbrances	-	-	-	-	-	0%
Total 2023 Encumbrances	-	-	-	-	-	0%
GRAND TOTAL	595,360.00	72,038.59	156,434.88	11,800.23	427,124.89	

CDBG FUNDS
03/31/24

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
	-	-	-	-
	-	-	-	-
Target of Opportunity	2,877.88	-	2,219.52	658.36
Formula 2022 Grant (B-F-22)	158,095.24	-	75,035.11	83,060.13
TOTAL	160,973.12	-	77,254.63	83,718.49

03/31/24

Target of Opportunity Cares Act B-D-22-1CJ-1

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Façade Improvements MV	\$ 200,800.00		\$ -	\$ 200,800.00	\$ -	\$ -	\$ 200,800.00
General Administration	\$ 15,000.00	\$ 2,219.52	\$ 4,341.64	\$ 10,658.36	\$ -	\$ 5,000.00	\$ 10,000.00
TOTALS	\$ 215,800.00	\$ 2,219.52	\$ 4,341.64	\$ 211,458.36	\$ -	\$ 5,000.00	\$ 210,800.00

01
02

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

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

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Mantua Village ADA Accessibility	\$ 173,500.00	\$ -	\$ 174.20	\$ 173,325.80	\$ -	\$ 200.00	\$ 173,300.00
Freedom Twp School house ADA	\$ 85,140.00	\$ 63,000.00	\$ 68,282.05	\$ 16,857.95	\$ -	\$ 53,900.00	\$ -
Fair Housing Program	\$ 10,000.00	\$ 1,674.95	\$ 6,016.03	\$ 3,983.97	\$ -	\$ 6,700.00	\$ 3,300.00
Ravenna City Demolition	\$ 45,600.00	\$ -	\$ 1,108.25	\$ 44,491.75	\$ -	\$ 1,300.00	\$ 44,300.00
Streetsboro Senior Public Services	\$ 75,000.00	\$ 4,110.00	\$ 50,113.55	\$ 24,886.45	\$ -	\$ 52,500.00	\$ 22,500.00
Ravenna City Volunteer Park Street Improvements	\$ 125,000.00	\$ -	\$ 169.85	\$ 124,830.15	\$ -	\$ 200.00	\$ 124,800.00
Streetsboro City Demolition	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00	\$ -	\$ 200.00	\$ 52,300.00
Streetsboro City Administration	\$ 22,500.00	\$ 585.65	\$ 20,067.89	\$ 2,432.11	\$ -	\$ 21,900.00	\$ 600.00
RPC Administration	\$ 72,000.00	\$ 5,664.51	\$ 60,449.80	\$ 11,550.20	\$ -	\$ 62,000.00	\$ 10,000.00
RLF FUNDS for activity #06		\$ -	\$ -	\$ 46,481.75	\$ -	\$ 46,481.75	\$ -
RLF FUNDS for activity #01		\$ -	\$ -	\$ 12,820.00	\$ -	\$ 12,820.00	\$ -
RLF FUNDS for activity #02		\$ -	\$ -	\$ 31,240.00	\$ -	\$ 31,240.00	\$ -
Totals	\$ 661,240.00	\$ 75,035.11	\$ 206,381.62	\$ 454,858.38	\$ -	\$ 289,441.75	\$ 431,100.00

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

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

RESOLUTION

NO. 24-03

Re: 2024 Appropriation Adjustment for the Portage County
Regional Planning Commission

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

WHEREAS: The Portage County Regional Planning Commission finds it necessary to
transfer an amount of \$5,750 in appropriations as noted below NOW
THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission does hereby approve
amending appropriations by \$5,750 for the Portage County Regional
Planning Commission operating expenses for 2024.

INCREASE 85009064 \$2,500

DECREASE 85009065 \$2,500

INCREASE 85009065 \$850

INCREASE 85009067 \$2,400

DECREASE 85009068 \$3,250

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

YEAS ____ NAYS ____ ABSTENTIONS ____

I certify the foregoing is a true copy of a Resolution passed and action
taken on April 10, 2024.

Chairman, Jim DiPaola

Secretary, Todd Peetz

PORTAGE COUNTY REGIONAL PLANNING
Appropriations for 2024
RPC Resolution #24-03 BUDGET AMENDMENT APRIL 10, 2024

code	EXPENDITURES	December		April	
		2023 Amended	Increase / Decrease	2024 Amended	Appropriations
		Appropriations		Appropriations	
8500-906-3-311200	Salaries (Full time)	\$ 323,128.00	\$ -	\$ 323,128.00	
8500-906-3-311300	Salaries (Part time/Seasonal)	\$ 28,922.00	\$ -	\$ 28,922.00	
85009063-3-314000	Retirement/Termination	\$ 14,000.00	\$ -	\$ 14,000.00	
8500-906-3-321010	PERS	\$ 49,287.00	\$ -	\$ 49,287.00	
8500-906-3-321200	Medicare	\$ 5,105.00	\$ -	\$ 5,105.00	
8500-906-3-321300	Workers Comp	\$ 5,985.00	\$ -	\$ 5,985.00	
8500-906-3-321500	Health Insurance	\$ 99,550.00	\$ -	\$ 99,550.00	
8500-906-4-400000	Contract Services	\$ -	\$ -	\$ -	
8500-906-4-400170	Travel/Training	\$ 5,000.00	\$ -	\$ 5,000.00	
8500-906-4-400180	Dues	\$ 726.00	\$ -	\$ 726.00	
8500-906-4-400190	Publications/Periodicals	\$ 250.00	\$ -	\$ 250.00	
8500-906-4-410000	Utilities	\$ 4,900.00	\$ -	\$ 4,900.00	
8500-906-4-412000	Advertising	\$ 350.00	\$ -	\$ 350.00	
8500-906-4-412100	Telephone	\$ 1,300.00	\$ -	\$ 1,300.00	
8500-906-4-412400	Postage	\$ 1,200.00	\$ -	\$ 1,200.00	
8500-906-4-413000	Repairs	\$ 2,000.00	\$ -	\$ 2,000.00	
8500-906-4-414100	Equipment Rental (copier, postage meter)	\$ 4,200.00	\$ -	\$ 4,200.00	
8500-906-4-420000	Professional & Technical Services	\$ 2,085.00	\$ -	\$ 2,085.00	
8500-906-4-420050	Printing Services	\$ -	\$ 2,500.00	\$ 2,500.00	
8500-906-4-420100	Audit Services	\$ 6,200.00	\$ -	\$ 6,200.00	
8500-906-4-422000	Legal Services	\$ 10,000.00	\$ -	\$ 10,000.00	
8500-906-4-461000	Insurances (Bldg & Bonds)	\$ -	\$ -	\$ -	
8500-906-5-500000	Supplies	\$ 3,672.00	\$ -	\$ 3,672.00	
8500-906-5-550000	Catering/Food	\$ -	\$ 250.00	\$ 250.00	
8500-906-5-521000	Photocopying/Printing	\$ 2,500.00	\$ (2,500.00)	\$ -	
8500-906-5-596300	Equipment	\$ -	\$ 600.00	\$ 600.00	
8500-906-5-596410	Software	\$ -	\$ -	\$ -	
8500-906-6-621000	Capital Reserve & Improvements	\$ 10,000.00	\$ -	\$ 10,000.00	
8500-906-8-830000	Debt Service	\$ 15,000.00	\$ (3,250.00)	\$ 11,750.00	
8500-906-7-710000	Other/Refunds	\$ -	\$ 2,400.00	\$ 2,400.00	
	TOTALS	\$ 595,360.00	\$ -	\$ 595,360.00	