

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION EXECUTIVE COMMITTEE

WEDNESDAY, FEBRUARY 13, 2019

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

3:30 p.m.

I. **CALL TO ORDER**

II. ***Approval of Meeting Minutes of January 9, 2018**

III. **WORK PROGRAM**

1. January 2019 Work Program Report

2. January 2019 CDBG Program Report

IV. **FINANCE**

*1. January 2019 Financial Statements

*2. Set Appropriations for the 2016 LGIF/LGIP Countywide Parks & Recreation Plan (Resolution No. 19-02)

*3. 2019 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 19-03)

V. **OTHER BUSINESS**

VI. **ADJOURNMENT**

**Needs Action*

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PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, FEBRUARY 13, 2019

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

4:30 P.M.

I. CALL TO ORDER

II. *APPROVAL OF JANUARY 9, 2019 MEETING MINUTES

III. SUBDIVISIONS

- *1. Replat and Variance in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant (Approval of an Extension of Time Until April 10, 2019)**
- *2. Replat of Blocks D-R and the Addition of the Speedway (Block Q") in the "Brimfield Crossings Subdivision" on State Route 43, Lots 32 and 33 in Brimfield Township, Speedway, LLC., applicant (Extension of Time Until March 13, 2019).**
- *3. Replat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road and Maplecrest Parkway, Lot 36 in Brimfield Township, Maplecrest, LLC., applicant.**
- *4. Preliminary Plan of "High Point Hills" on Tallmadge Road, Lot 33 in Brimfield Township, Michael G. Wojno – GREAT Development, LLC., applicant (Accept for Review Only)**
- *5. Preliminary Plan of "Sugar Maple Farms Subdivision" on Meloy Road, Lot 11, Brimfield Township, S and B 33, LLC., applicant (Accept for Review Only)**
- *6. Plat of "Colgrove Allotment #1" on Bolender Road, Lot 50 in Suffield Township, Patricia Colgrove, applicant (Approval of an Extension of Time Until March 13, 2019)**

IV. ZONING

- *1. Rootstown Township Text Amendment Re: Section 440, Section 660.03 (Public Hearing & Notice by Trustees); Section 430.04 (Screening); Section 430.02; Section 350.03; Section 370.02; Section 420.09 (Signs); Section 310.09 (Additional Regulations for Accessory Buildings)**

***Needs Action**

***2. Franklin Township Text Amendment Re: Location of Solar Energy Systems**

V. *RAVENNA CITY LAND USE PLAN

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

1. January 2019 Work Program Report
2. January 2019 CDBG Report

B. FINANCE

- *1. January 2019 Financial Statements**
- *2. Set Appropriations for the 2016 LGIF/LGIP Countywide Parks & Recreation Plan (Resolution No. 19-02)**
- *3. 2019 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 19-03)**

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

Next Meeting – Wednesday, March 13, 2019 (Annual Meeting) – LOCATION TO BE DETERMINED

IX. ADJOURNMENT

****Needs Action***

**Minutes
Portage County Regional Planning Commission
January 9, 2019**

Portage County Regional Planning Commission dated January 9, 2019 at 4:35 p.m. The meeting was held at the Reed Memorial Library, Jenkins Room, 167 East Main Street, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Ciccozzi
Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Twp., Victor Grimm	Nelson Twp., Kevin Cihan
Palmyra Twp., Sandy Nutter	Ravenna City, Frank Seman	Rootstown Twp., Joe Paulus
Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal	Shalersville Twp., Ronald Kotkowski
PARTA, Clayton Popik	Windham Vill., Deborah Blewitt	Water Resources, Tia Rutledge
Portage Park District, Allan Orashan		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Kathleen Clyde		
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Miller
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Members Absent:

Mantua Vill., Paula Tubalkain	Paris Twp., D. Kemble	Randolph Twp., Victoria Walker
Ravenna Twp., Jim DiPaola	Suffield Twp., Adam Bey	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi		

Public Present

R. Costin	S. Skrovan
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The Regional Planning Commission meeting was called to order by Vice Chairman, Sabrina Christian-Bennett.

APPROVAL OF DECEMBER 12, 2018 MEETING MINUTES

The December 12, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by D. Blewitt. Motion carried with 22 Yeas.

APPOINTMENT OF NOMINATING COMMITTEE

A motion was made by D. Blewitt to appoint the following persons to the Nominating Committee:

- A. Orashan
- J. Beal

Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

SUBDIVISIONS

Replat of Blocks D-R and the Addition of the Speedway (Block "Q") in the Brimfield Crossings Subdivision" on State Route 43, Lots 32 and 33 in Brimfield Township, Speedway, LLC., applicant.

A motion was made by K. Cihan to approve an extension of time until February 13, 2019. Motion seconded by R. Dempsey. Motion carried with 22 Yeas.

Replat of Sublot No. 2 in the "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road and Maplecrest Parkway, Lot 36 in Brimfield Township, Maplecrest, LLC., applicant – Report presented T. Peetz

The Maplecrest Parkway Subdivision was approved in June, 2018 as a commercial/industrial mix subdivision. The applicant is requesting approval to create 3 lots.

All items that were found to be in non-compliance with the Portage County Subdivision Regulations has been corrected therefore staff recommends approval of the Replat as corrected. R. Dempsey made a motion to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

ZONING

Ravenna Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Ravenna Township is proposing the following under Section 108.00 (Effective Date):

The effective date of this Zoning Resolution is FEBRUARY 1, 2019.

Staff did not feel the Township Trustees would have the amendment approved by February 1, 2019. Staff recommends approval of the amendment and recommends the Township use the actual effective date the Township Trustees approve the Resolution.

Amendment No. 2

Ravenna Township is proposing to add the following to Section 405.05 (Penalties/Fines):

D. STARTING CONSTRUCTION BEFORE OBTAINING A ZONING CERTIFICATE WILL RESULT IN A DOUBLE THE USUAL AMOUNT OF THE FEE AS A PENALTY.

Staff recommends approval of the proposed amendment as submitted however, Todd said he received an email from someone that if you look under "B" it states that "Whoever violates and provision of this Resolution or the Ohio Revised Code, Section 519.01 – 519.25, inclusive, shall be fined not more than \$500.00 for each offense." Todd said this may need to be adjusted and will recommend the Township re-evaluate this section.

Amendment No. 3

Ravenna Township is proposing to add the following to Section 407.00 (Special Costs):

"WHEN THE ZONING COMMISSION OR BOARD OF ZONING APPEALS FINDS IT NECESSARY TO CAUSE SPECIAL STUDIES TO BE MADE, THE APPLICANT SHALL BARE ALL REASONABLE DIRECT AND RELATED COSTS. REASONABLE REFERS TO STANDARD FEES FOR THE TYPE OF EXPERTISE AND STUDIES FOR THE REGION."

This could be the result of the need for a traffic study or maybe a noise study depending on the situation.

Staff recommends approval of the proposed language. The Township may want to revisit at some point in the future to determine how the scope of the study should be defined.

Amendment No. 4

Ravenna Township is proposing to amend Chapter 5 (Dog Kennels). The language proposed addresses kennels and the issues associated with kennels.

Staff recommends approval of the proposed amendment providing the following change is made to "I":

"All outdoor runs shall be separated by an eight (8) foot wall so an animal in one outdoor run does not see the animal in the adjacent run. The purpose of which is to reduce the tendency of animals to bark or fight with animals if OF the adjacent run."

Amendment No. 5

Ravenna Township is proposing to amend Chapter 5, Height. The Township is proposing to reduce the height of an accessory building from 22 feet to 18 feet in the residential zoning districts.

Staff recommends approval of the proposed amendment as presented.

Amendment No. 6

Ravenna Township is proposing to add "Medical marijuana dispensaries" to Section 605.00(D)(7), Prohibited Uses.

Staff recommends approval of the proposed amendment as presented.

Amendment No. 7

Ravenna Township is proposing to add the following to Section 610.03 (A), Section 610.03(A)4 and Section 610.03:

"4. IT SHALL NOT EXCEED EIGHTEEN (18) FEET IN HEIGHT AT THE PEAK OF THE ROOF IN R-H, R-M AND R-L ZONING DISTRICTS AND NOT EXCEED TWENTY-TWO (22) FEET IN HEIGHT AT THE PEAK OF THE ROOF IN C-R, G-C AND G-I ZONING DISTRICTS."

There are two changes, the first is to further identify detached garages as accessory buildings and then to specifically limit the height to 18 feet in Residential Zoning Districts while allowing 22 feet of height for non-residential Commercial and Industrial Districts.

Staff recommends approval of the proposed amendment as presented.

R. Kotkowski stated that under No. 8 it states "If any dimension is greater than 12 feet by 16 feet and/or under 192 total square feet . . ." R. Kotkowski continued to state that "a lot of the companies that are selling portable buildings are selling 10 X 20 rather than 12 X 16 or 200 square feet." Todd said he would mention it in the letter to the Township as a comment related to the amendment.

Amendment No. 8

Ravenna Township is proposing to amend Section 610.04, Height Regulations as follows:

"Except as otherwise specified in this Resolution, the maximum building height shall be measured from finished grade to the ~~eaves~~ PEAK OF THE ROOF."

Changing the height to roof peak versus the eaves helps to clarify the height.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 9

Ravenna Township is proposing to add the following to section 504.11, Outdoor Storage Yards (C-R Zoning):

"OUTDOOR STORAGE SHALL BE LOCATED IN THE SIDE OR REAR YEARD AND PROVIDE COMPLETE SCREENING FROM ADJOINING PROPERTIES BY A SOLID FENCE OR WALL AND VEGETATIVE LANDSCAPING IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF CHAPTER 8 SHALL BE A MINIMUM OF SIX (6) FEET TO A MAXIMUM HEIGHT OF EIGHT (8) FEET IN HEIGHT AND COMPATIBLE WITH THE PRINCIPLE BUILDING. NO MATERIALS SHALL BE STORED SO AS TO PROJECT ABOVE THE FENCE OR WALL. THERE IS NO MAXIMUM SIZE REQUIREMENT FOR A STORAGE YARD."

The new language is to clarify fence height for outside storage.

Staff recommends approval of the proposed amendment as proposed. J. Paulus stated that the outdoor storage cannot provide screening. J. Paulus recommended change where it says . . . and provide complete screening. J. Paulus recommended that it be changed to say "would be completely screened" because the storage container can provide it.

Amendment No. 10

Ravenna Township is proposing to add "mini-storage" to the conditional uses in the General Commercial District. By adding mini-storage as a conditional use in the General Commercial District it would allow the use with conditions.

Staff recommends approval of the proposed amendment as proposed.

Amendment No. 11

Ravenna Township is proposing to amend Chapter 6, Fences Walls and Hedges in order to make it clear that a zoning certificate is required and clarified the height and differentiation between residential and non-residential uses.

Ravenna Township was also adding the following:

- J. "ALL FENCES, WALLS, HEDGES AND BERMS OR ANY COMBINATION SHALL BE SETBACK FIFTEEN (15) FEET FROM THE ROAD RIGHT-OF-WAY AND ONE (1) FOOT FROM THE PROPERTY LINE. IN ADDITION ALL CORNER LOTS SHALL FOLLOW SECTION 610.01.G.2 (VISIBILITY AT CORNER LOTS).
- K. THE FINISHED SIDE OF THE FENCE SHALL FACE OUTWARD AND THE SUPPORTS AND FRAMING SHALL FACE INWARD."

Staff recommends approval of the proposed amendment as presented. Staff recommends approval of the proposed amendment as proposed. R. Kotkowski felt that it would be a nightmare for the zoning inspector to enforce the maintenance when it comes to hedges and/or plants. R. Kotkowski recommended that hedges be removed as screening.

Amendment No. 12

Ravenna Township is proposing changes in Section 701.10(B), Flag Shaped Lots to better define and provide clarity as to what a flag lot is required to adhere to.

Staff recommends approval of the proposed amendment as proposed. R. Kotkowski said he didn't like the way "G" was written. "G" states "The flag section of the lot shall be considered the building section The front yard setback for the dwelling must be equal to or greater than the required setback of the district and is to be measured from the point where the lot widens to equal the district's minimum lot width requirement." Todd stated that the portion underlined was what Ravenna Township added.

A. Orashan said he was confused about Item "C" and "D". "C" states: "Lot shall not become narrower than sixty (60) feet at any point and Item "D" states: "The pole portion of the lot cannot exceed an

overall length of nine-hundred (900) feet from the road right-of-way. The minimum width of the pole portion shall be no less than twenty (20) feet at any point including road frontage. After further discussed T. Peetz agreed that "C" and "D" were contradicting and recommends that the language be looked at again.

T. Rutledge also pointed out a typo under Item "F". Rather than it say . . . potion it should say portion.

Amendment No. 13

Ravenna Township is proposing to add language to Section 901.00, Paving Requirements that clearly identifies what type of developments are being addressed and eliminates design concepts that are harder to maintain and or implement.

Staff recommends approval of the amendment as proposed.

Amendment No. 14

Ravenna Township is proposing to add the following to Section 1000.08, General Requirements for all Signs:

N. ALL SIGNS SHALL BE LOCATED TWENTY (20) FEET FROM THE ROAD RIGHT-OF-WAY.

O. A TEMPORARY SIGN SHALL NOT USE AN ELECTRONIC MESSAGE CENTER.

The proposed new language adds more detail on the type of signs that are permitted and where. It also clarifies that electronic message centers are not permitted as temporary signage.

Staff recommends approval, but recommends the township consider 10 feet of the road right-of-way rather than 20.

Amendment No. 15

Ravenna Township is proposing changes to Section 1000.13, Temporary/Special Event Signs Requiring a Zoning Certificate. The proposed changes are for temporary signs in non-residential areas that can occur twice a year and not more than 30 days, that can be free standing.

Staff recommends approval of the amendment as proposed.

Amendment No. 16

Ravenna Township is proposing changes to Section 1000.15, Permanent Signs Requiring a Zoning Certificate. The proposed amendment is addressing "freestanding" sign heights. The height was raised from 6 feet to 10 feet and the bottom of the sign has to be at least 6 feet from the finished grade to the bottom of the sign.

Staff recommends approved of the amendment as proposed.

Amendment No. 17

Ravenna Township is proposing changes to Section 1000.16, Additional Standards for Specific Types of Permitted Signs. The proposed amendment removed a few zoning districts that off-premise signs may be located and also added that you can only have one type of sign either an on premise sign or an off premise sign

Staff recommends approval of the amendment as proposed.

R. Kotkowski questioned an item under B, Off Premise Signs. R. Kotkowski stated that under B.1.b it states that "an off premise sign shall be setback a minimum of 500 feet from the right-of-way . . ." Todd said the Township was trying to eliminate the bigger signs.

A motion was made by J. Paulus to follow staff recommendations as well as the comments noted by the Board. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

Franklin Township Text Amendment – Report Presented by T. Peetz

Amendment No. 1

Franklin Township is proposing to clarify the definition of "Structure" by establishing a minimum size and adding more examples. The following definition is being proposed:

"Anything constructed or erected, more than 15 square feet, the use of which requires location on the ground or attachment to something having a fixed location on the ground. Among other things, structures include but not limited to roads, buildings, walls, fences, billboards, signs, MOBILE/MANUFACTURED HOMES, SWIMMING POOLS, SHEDS GARAGES, BASKETBALL COURTS, TENNIS COURTS, CARPORTS/GARAGE IN A BOX AND DECKS.

The additional language to the definition is to help the Township better implement the definition of structure. The term "garage in a box" may need to be described or expounded better.

Staff recommends approval of the amendment as proposed. Staff recommends approval of the amendment as proposed. J. Beal recommended the Township distinguish the difference between "driveways" and "walkways" separately from the "structure". Todd said he wasn't sure if they did or not. J. Beal said it has been a problem in their Village and recommends the Township look into it.

Amendment No. 2

Franklin Township is proposing to amend Section 405.06.A.8. The proposed change will allow accessory structures to be up to 5 feet of the side and rear lot lines and 10 feet of the principle building. The change is 5 feet closer than currently permitted.

A motion was made by V. Kline to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

STREETSBORO MASTER PLAN – T. Peetz

Todd presented the final draft of the Streetsboro Master Plan. The Master Plan was made available on RPC's website at www.pcrpc.org. The Streetsboro Planning Commission had their last meeting on January 8, 2019 and now they are going to take it to City Council.

A motion was made by V. Kline to accept the plan as presented. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

Work Program

December, 2018 Work Program Report

Todd presented the December 2018 Work Program Report.

- Update of Portage County Subdivision Regulations – A meeting is scheduled for January 15, 2019 to review and finalize the comments. Todd said he is looking at having a community meeting in February 2019 and then meeting with the Commissioners in March or April 2019.
- Brimfield Township – Staff updated their zoning map. Staff has been working with the Township to reduce the number of zoning districts.
- Ravenna City – Staff has continued to work on finalizing their Land Use Plan. The next meeting will be held with City Council and is to be determined.
- Ravenna Township – Staff is assisting the Township with their JEDD.
- Shalersville Township – Staff assisted with some map updates and other data gathering for their records. Staff attended the Zoning Commission meeting on December 13, 2018.
- City of Streetsboro – The Streetsboro Planning Commission had their last meeting on January 8, 2019 and now they are going to take it to City Council.
- Suffield Township – Todd attended a meeting on December 18, 2018 with their Planning Commission relating to their Land Use Plan. The final draft of the Suffield Township Land Use Plan was presented at the December RPC Meeting.
- Windham Village – Staff has completed the first draft of their Land Use Plan.
- Quarterly Zoning Inspector Meeting – The next meeting is to be determined. The topic is to be determined.

- Portage County Land Reutilization Corporation (Land Bank) – The next meeting will be held on January 14, 2019 at 1:00 p.m. at the Reed Memorial Library.
- Local Government Innovation Fund County-Wide Parks and Recreations Collaboration and Coordination Plan – We are combining financial resources from another grant for the creation of an interactive website. The grant has been extended until June 30, 2019.
- Celebrate Portage!/Visioning In Portage (VIP) – The next meetings will be held on January 11,2 2019.

Grant Report

Todd stated that this may be the last month the grant report will be completed since we no longer have a grant writer. RPC can still assist communities with obtaining any grants that are needed using TA hours that are available.

December 2018 CDBG Report

2015 Community Development Allocation Grant

Mantua Township Elevator

Working is nearing completion for the fire alarm/elevator monitoring devices. The General Contractor will contact the State to request the inspection once all work is completed by the Township.

2018 Community Development Allocation Grant

The grant agreement is in place and an environmental review is nearing completion for each activity. Once completed the release of funds will be requested.

2018 CDBG Critical Infrastructure Grant – Windham Village

The grant agreement is in place and an environmental review is nearing completion for each activity. Once completed the release of funds will be requested.

2018 CDBG Critical Infrastructure Grant - Ravenna City

The application was resubmitted in the amount of \$500,000 in November. The State came back with a question and we are hopeful that it will be funded.

2019 Regional Planning Commission Work Program – T. Peetz

Todd presented the 2019 Portage County Regional Planning Commission Work Program.

A. Orashan requested that staff put together a glossary of terms, acronyms, abbreviations i.e. CDBG? Todd agreed to put together the glossary of terms for the board

J. Paulus made a motion to accept the 2019 Regional Planning Commission Work Program as presented. Motion seconded by R. Kotkowski. Motion carried with 22 Yeas.

Finance

December, 2018 Financial Statement

Todd stated that the Executive Committee reviewed the December, 2018 financial statements and recommends acceptance.

A. Orashan made a motion to approve the December, 2018 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Authorization to Enter into Contract with the Geauga County Planning Commission (Resolution No. 19-01) – T. Peetz

Todd presented Resolution No. 19-01 which is authorization to enter into contract with the Geauga County Planning Commission to assist them with temporary planning services until the Geauga County Planning Commission hires a new Planning Director.

M. Hlad made a motion to approve Resolution No. 19-01 as presented. Motion seconded by R. Kotkowski. Motion carried with 22 Yeas.

OTHER BUSINESS

Next Meeting

S. Bennett announced that the next Regional Planning Commission meeting will be held on February 13, 2019 at 4:30 p.m. and will be held at the Reed Memorial Library.

DIRECTOR'S REPORT

Regional Planning Commission Survey

The survey is completed anyone interested in filling one out can do so today or it can be emailed to you.

ADJOURNMENT

A motion was made by J. Kovacich to adjourn the meeting at 5:35 p.m. Motion seconded by J. Paulus. Motion carried.

Minutes approved at the February 13, 2019 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on January 19, 2018 at: 3:30 p.m.

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

Staff: T. Peetz E. Beeman

Absent: J. DiPaola

Sabrina Bennett opened the meeting at 3:30 p.m. The minutes of December 12, 2018 were presented. J. Beal made a motion to approve the December 2018 minutes as presented seconded by S. Nutter. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Update of Portage County Subdivision Regulations

Todd reported the steering committee met on January 15, 2019 to review and finalize all comments for the updating of the Subdivision Regulations. The first public hearing will be held during February 2019.

Planning Administration

A total of 10 subdivision applications were submitted during the month of December 2018 creating 9 new lots.

Brimfield Township

Staff has been working with the township on the Brimfield Crossing Replat. Staff updated their zoning map. Staff have been asked to look into their zoning districts of which there are 17 and possibly narrow it down to something more manageable.

Hiram Township

Staff continues to actively looking for grant opportunities to support projects.

Mantua Township

Todd reported staff continues to monitor the Mantua Center School development plan.

Ravenna City

Staff finalized the future land use map and plan. The next meeting will be with the City Council and is to be determined.

Ravenna Township

Staff is assisting the city and township officials with their newly established JEDD. Staff is assisting with potential zoning amendments.



Streetsboro City

Todd reported the Master Plan update is pretty much done. They are required to have the updated plan approved by March 2019 by City Council.

Windham Village

Staff has completed the first draft of their newly created Land Use Plan. Todd stated a copy has been sent to the new mayor for review.

Portage County Land Reutilization Corporation (Land Bank)

The next scheduled meeting will be January 14th 2019 at the Reed Memorial Library.

Portage County Storm Water Program

Todd reported there are a total of 17 homeowners that have been helped to replace failing septic systems thus far. Two homeowners have already repaid the funds back to the Stormwater Program. Seven homeowners are currently in process of being funded. Staff continues to take applications to help homeowners replace failing systems.

LGIP County-wide Parks and Recreation Collaboration and Co-ordination Plan

Todd reported talking to a web designer who is working with the Park District. This project is 90% complete. An extension has been requested in conjunction with the Branding Marketing grant until June 17, 2019.

LGIP Branding/Marketing Grant

Todd reported he requested an extension until next year to complete the grant. Todd needs to get input from communities on what they are doing to market themselves. The grant will also look to better market our local schools. We will be looking to develop ideas that will help brand Portage County as well as the cities, villages and townships.

Celebrate Portage

Nothing new to report until next year. The first meeting is scheduled for January 11, 2019.

Todd reported Palmyra Township received a new ambulance.

2015 CDBG Formula Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

The elevator is operating at this time however it is not ready for state inspection. The township needs to have the required fire alarm/elevator monitoring devices installed. The contractor has completed the lobby punch list items. The contractor will contact the state to complete an inspection after the Township completes the required fire alarm/elevator monitoring devices are installed. Lisa continues to check with township officials to see if there is progress being made towards project completion.



2018 CDBG Formula Grant

The grant agreement has been received and signed by the Commissioners. An environmental review is underway for each activity in order to obtain release of funds.

Water Facility Improvements – Ravenna Head Start Waterline

Funds in the amount of \$81,000 are being used to run a waterline that will enable the Ravenna Head Start facility to tap into the City of Ravenna water system due to multiple issues with their current well including not having adequate water pressure and sufficient water to the facility.

Demolition – Windham Township

There is a residential structure and a church located on the same piece of property that is zoned residential. The former church was constructed in the early 1900's and has started to decay and is now to the point of collapse. Funds in the amount of \$52,000 are being used to dismantle and haul the building's structural components to an approved landfill, pump, crush and fill the septic system and fill, grade and seed the site.

Neighborhood Facility/Community Center – Coleman Rehab

Both supportive living sites are residential and clinical service sites and must be maintained in a healthful and safe manner. There are several items that need attention including but not limited to carpeting removal and replacement, replacing kitchen sink, faucet, dishwasher, hot water tank, tube/shower replacements, bathroom sink and faucets, and porch/deck repairs.

Neighborhood Facility/Community Center – F&CS Chiller System

An 80-ton Trane Chiller system that is over 50 years old that provided air conditioning to a 40,000 square foot building needs replaced. Windows in the building do not open causing the building to get very hot and humid with no circulating air. Funds in the amount of \$85,000 will be used to replace the system.

Street Improvements – Highland Avenue Concrete Replacement

Funds in the amount of \$133,300 will be used to replace approximately 565 linear feet of deteriorated 49-year-old concrete roadway on West Highland Avenue.

Fair Housing

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. There were 2 requests for assistance received in December. A new comprehensive Analysis of Impediments study is due by July 2019.

Windham Village Critical Infrastructure Grant was funded in the amount of \$200,000 in CDBG funds and \$85,700 in Revolving Loan Funds. Grant agreement has been received and signed by the Portage County Commissioners. An environmental review is under way to be completed for each activity in order to obtain release of funds.



Todd presented and reviewed the 2019 RPC Work Program. Discussion held. A motion was made by A. Orashan to accept and present to the full commission the 2019 Work Program as presented, seconded by D. Blewitt. Motion carried unanimously. A. Orashan suggested a glossary would be helpful for all the abbreviations that are used within the document.

FINANCE

RPC GENERAL FUND

December 1, 2018 Cash Balance	\$57,806.48
Receipts:	\$22,426.20
Expenditures:	\$58,422.96
December 31, 2018 Cash Balance	\$21,809.72

LGIP Park Plan/Inventory

December 1, 2018 Cash Balance	\$5,148.83
Receipts:	\$ 0.00
Expenditures:	\$ 7.70
December 31, 2018 Cash Balance	\$5,148.83

B-F-16 Formula Grant

December 1, 2018	\$5,289.36
Receipts:	\$ 0.00
Expenditures:	\$5,289.36
December 31, 2018 Cash Balance	\$ 0.00

LGIP Branding/Marketing

December 1, 2018	\$ 409.29
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
December 31, 2018 Cash Balance	\$ 409.29

B-F-18 Formula Grant

December 1, 2018	\$12,500.00
Receipts:	\$ 0.00
Expenditures:	\$10,167.24
December 31, 2018 Cash Balance	\$ 2,332.76



December 2018 Financial Statements

E. Beeman presented and reviewed the December 2018 financial statements. A motion was made by J. Beal to approve the November 2018 financial statements as presented and to recommend acceptance to the full Commission, motion seconded by A. Orashan. Motion carried unanimously.

Resolution 19-01 presented to authorize RPC to enter into a contract with the Geauga County Planning Commission to assist them with temporary planning services until they hire a new planning director. Discussion held. Todd stated services will be provided at \$135/hour which was a ballpark figure thrown out at a meeting with officials. After doing the actual math it ended up being \$141.00 an hour. The officials were in favor of utilizing the RPC services at the fee of \$135/hour. A. Orashan questioned why we wouldn't charge the going rate of \$141. Streetsboro City is being charged the going rate of \$141 and they should be as well. J. Beal asked if we could include mileage reimbursement as well. Discussion held. It was decided that mileage should be addressed as a reimbursement at the IRS set rate of .58/mile.

Todd presented a survey he would like to use to get feedback from our members on how they perceive the RPC is doing. Todd indicated he would like to do a SWOT on the RPC in 2019. Todd stated all members should fill out the survey electronically or on paper.

Todd reported the last BID seeking a buyer for the 124 N Prospect Building did not have any takers. We would like to get the building ready to rent. The Portage County Commissioners are working to move the USDA office to the Administration building. There is a dilemma as to whether the map file drawers should be removed as that would necessitate some renovations. A. Orashan asked how many maps are being stored at this time? Todd stated we have quite a few community drawers which house maps as well as countywide maps. Any community that would like to view and maybe take their community maps for safekeeping would be welcomed. Do they have to be kept? E. Beeman stated according to the retention schedule the maps are considered historical and are permanent documents. Suggestions were given to have the county recorder keep them, have the communities take possession or possibly have the library or Kent State University archive them.

The old Record Courier building now houses an auction house. They have acquired parking spaces for rent from Jack Kohl and Eric Hummel. It has been reported some people have been parking in our spaces which could become a problem for our tenants.

Todd reported the new tenants for 126 N. Prospect have gone missing. We have tried to contact them due to no rent forthcoming for December and January. They do not answer our phone calls. They did paint the unit which is why they wanted in before the rental agreement was in place. It was asked what the person name is. E. Beeman stated his name is Benjamin Joltin and he's from Youngstown. Todd stated he was advised to do a Letter of Intent to rent the premise until the agreement was in place. This allowed them to do some painting and to get the place ready for business.



Everyone agreed that an eviction process should be started utilizing the prosecuting attorney.

Todd stated we still need to clean the finish moving the boxes that are left there to storage. Todd stated he had a non-profit express an interest in the building however, they have to talk to their board. T. Montz stated he would like to purchase his space because he is still interested in opening a diner. Todd suggested he work with the new owner.

There being no further business to come before the Committee a motion was made by S. Bennett to adjourn the meeting at 4:32 p.m. Seconded by J. Beal. Motion carried unanimously.

Vice Chairman, Sabrina Bennett

Secretary, Todd Peetz, AICP

Minutes submitted for approval by Secretary on February 13, 2019

**PLAT of SUBDIVISION KNOWN AS
MAPLECREST PARKWAY SUBDIVISION" No 1 CREATING LOTS 1A-B, & 1C in
BRIMFIELD TOWNSHIP**

Case No. 19-02
Reviewed By: Todd Peetz
Date Submitted: 1-14-19
Due: 2-13-19

APPLICANT: Maplecrest LLC
1201 S. Main Street #200
North Canton, OH 44720

REQUESTED ACTION & HISTORY:

The applicant requests a review of the replat for Maplecrest Parkway Subdivision, which was approved in June of 2018 as a commercial/industrial mix subdivision along the Western boundary of Brimfield Township. The replat's purpose is to change Lot 1 and divide it up into 2 new lots.

LOCATION: Vicinity Map (Exhibit 1)

The Maplecrest Subdivision is located in the northwest quadrant of Brimfield Township. The proposed replat is off Tallmadge Rd. which runs East to West through the central part of the township into Summit County.

SIZE & ZONING: (Exhibit 2)

Site zoning: Site: The lots are zoned General Commercial (G-C).

General Commercial (G-C)

	<u>Required</u>	<u>Lot 1A-B</u>	<u>Lot 1C</u>
Min. lot size	1 ac.	3.77 ac.	1.15 ac.
Min. frontage	100 ft.	498.79 ft.	233.5 ft.
Min. lot width	100 ft.	498.79 ft.	157 ft.

LAND USE: Site: The has been prepared for development

Surrounding: Land surrounding the platted lots are zoned (G-C) General Commercial and Integrated Commercial to the south.

UTILITIES: Portage County sanitary sewer and central water are available.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

- Soils:** In order from highest percentage of subdivision to lowest soils on the plat site are, Chili loam with 2 to 6 percent slopes, Chili silt loam with 2 to 6 percent slopes, Sebring silt loam with 0 to 2 percent slopes.
- Chili Loam, 2-6% slopes (CnB): This soil type is well drained, formed from outwash. This soil type has no frequency of ponding or flooding and is not a hydric soil.
 - Chili Silt Loam, 6-12% slopes (CpB): This soil type is sloping in rolling areas and can be moderately eroded.
 - Sebring Silt Loam, 0-2% slopes (Sb): This soil type is poorly drained, formed from till. This soil type has no frequency of flooding but does experience a frequency of ponding and is classified as a hydric soil.
- Wetlands:** According to the Portage County Wetland Inventory, there does not appear to be wetlands on the site.
- Flood Hazard:** The FEMA Flood Insurance Rate Map does not show any flood hazard areas on the site.

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

	Approval	Conditional approval	Disapproval	No comment
<i>Chief Building Official:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>County Engineer:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Health Dept.:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Soil & Water Conservation Dist.:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tax Map:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Water Resources Dept.:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Brimfield Township:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

The following changes must be made for the plat to meet Subdivision Regulations:

Tax map has a minor adjustment to the title page.

02/06/19

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The platted lots meet zoning requirements.

ANALYSIS: This is a continuation on the plat that was approved in June, 2018 and we anticipate more replats to build out the commercial area fronting on Tallmadge Road.

RECOMMENDATIONS: Staff recommends approval.

An aerial photograph showing a large, irregularly shaped property outlined in white. The property is situated in a suburban or semi-rural area. To the left of the outlined property is a residential street with several houses and parked cars. To the right is a larger commercial or institutional building with a parking lot. The property itself contains a mix of green grass, trees, and some structures, including a small white building near the center. The overall scene is captured from a high angle, providing a clear view of the property's boundaries and surrounding environment.



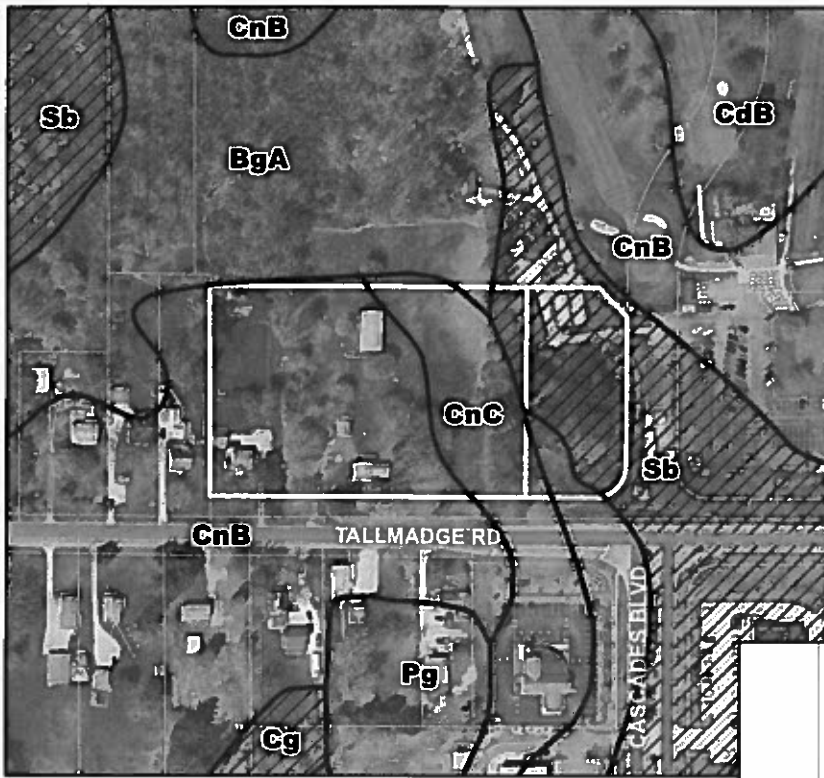
Exhibit 3

Soils, Wetlands, Flood Hazard Areas, & Priority Conservation Areas

Maplecrest Parkway Subdivision 1
Replat of Lot 1

Brimfield Township

Wetlands & Priority Conservation Areas

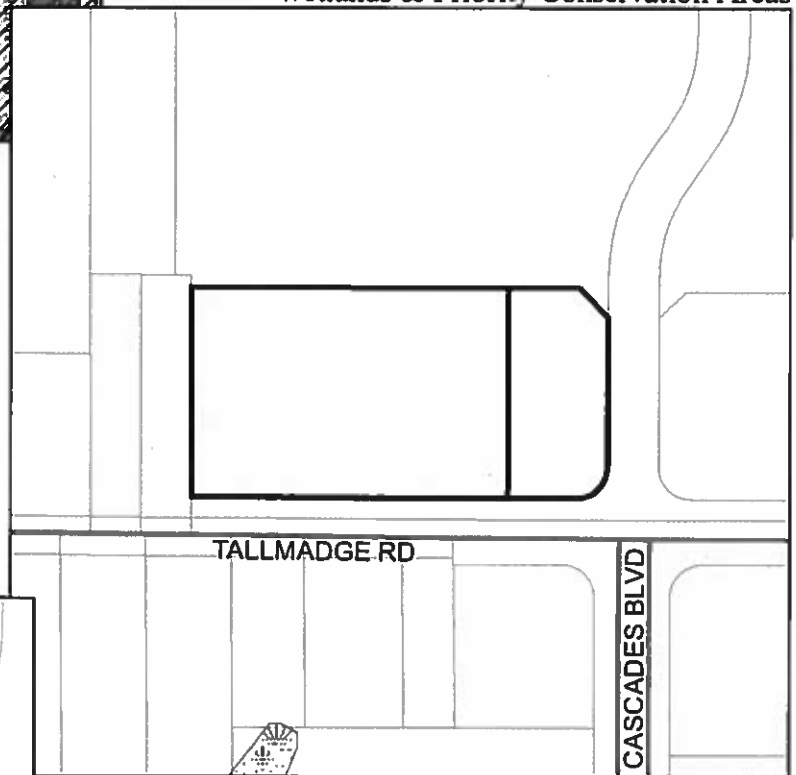


Portage County Soil Survey Digital version, 2006

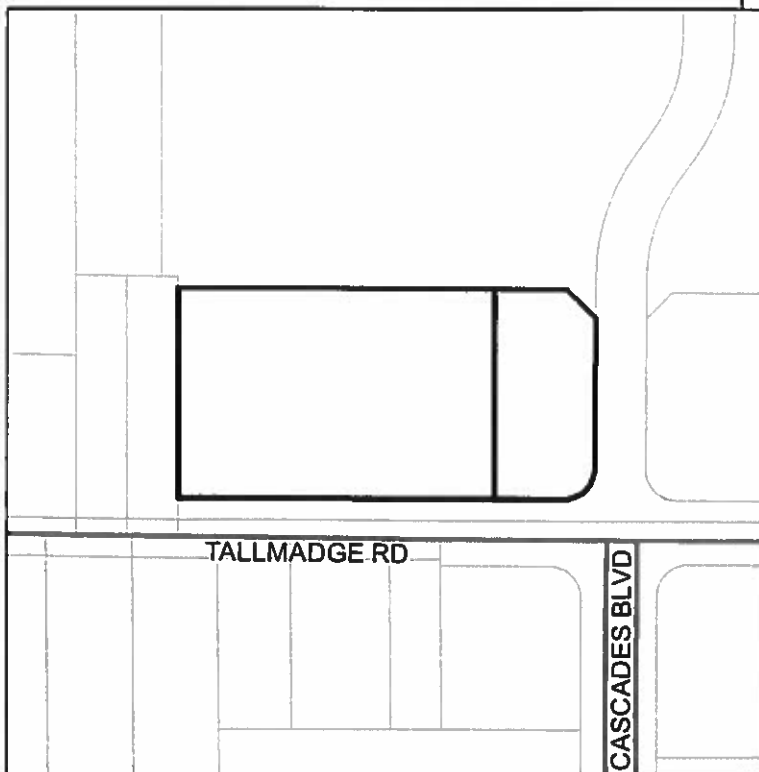
 Hydric Soils



0 150 300 Feet



 Wetlands



 Flood Zone A
 Flood Zone AE

FEMA Flood Insurance Rate Map, 2013

**ROOTSTOWN TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
February 2019**

Received: January 17, 2019
Meeting Date: February 13, 2019

Reviewed by Todd Peetz

~~Bold-Strikethrough~~ is Delete, **Bolded** is new text and ALL CAPITALS are staff recommended revisions.

At Rootstown regular meeting on January 15, 2019, a motion was passed to the following amendments below:

**AMENDMENT 1
Section 440.01**

Rationale: To remove references to the Planned Commercial Overlay District, which was previously removed from the Zoning Resolution.

Section 440.01 Existing:

The purpose of this Section is to control the installation of exterior lighting fixtures in Commercial and Industrial Districts (R-O, V-C, C-1, C-2, C-3, PCOD, L-I, and G-I) to prevent light pollution in the forms of light trespass and glare and to preserve, protect and enhance the character of the Township and the lawful nighttime use and enjoyment of property located within the Township. Appropriate site lighting, including lights for signs, parking areas, buildings and streets, shall be arranged so as to provide safety, utility and security; and to control light trespass and glare on adjacent properties and public roadways.

Section 440.01 Proposed (shown in bold):

The purpose of this Section is to control the installation of exterior lighting fixtures in Commercial and Industrial Districts (R-O, V-C, C-1, C-2, C-3, **PCOD**, L-I, and G-I) to prevent light pollution in the forms of light trespass and glare and to preserve, protect and enhance the character of the Township and the lawful nighttime use and enjoyment of property located within the Township. Appropriate site lighting, including lights for signs, parking areas, buildings and streets, shall be arranged so as to provide safety, utility and security; and to control light trespass and glare on adjacent properties and public roadways.

Staff Comments: This is consistent with the removal of Planned Commercial Development that occurred in 2017.

Staff would recommend: Approval as submitted.

AMENDMENT 2
Section 660.03(I) & (J)

Rationale: To update the term to “township fiscal officer” instead of “township clerk”, and to be consistent with ORC 519.12H, which no longer requires a unanimous vote for the Trustees to deny or modify a recommendation.

Section 660.03 I Existing:

- I. Public Hearing and Notice by Trustees. Upon receipt of the recommendation from the Zoning Commission, the Trustees shall set a time for a public hearing on the proposed amendment, which date shall not be more than 30 days from the date of the receipt of such recommendation from the Zoning Commission. Notice of the public hearing shall be given by the Trustees by at least one publication in one or more newspapers of general circulation in the Township at least 10 days before the date of the required hearing. The published notice shall include the time and place of the public hearing, a summary of the proposed amendment and a statement that opportunity to be heard will be afforded to any person interested. During such 10 days, the text of the proposed amendment, the maps or plans, if applicable, and the recommendations of the Zoning Commission shall be on file for public examination in the office of the Clerk of Township or in such other office as is designated by Trustees.

Section 660.03 I Proposed (shown in bold):

- I. Public Hearing and Notice by Trustees. Upon receipt of the recommendation from the Zoning Commission, the Trustees shall set a time for a public hearing on the proposed amendment, which date shall not be more than 30 days from the date of the receipt of such recommendation from the Zoning Commission. Notice of the public hearing shall be given by the Trustees by at least one publication in one or more newspapers of general circulation in the Township at least 10 days before the date of the required hearing. The published notice shall include the time and place of the public hearing, a summary of the proposed amendment and a statement that opportunity to be heard will be afforded to any person interested. During such 10 days, the text of the proposed amendment, the maps or plans, if applicable, and the recommendations of the Zoning Commission shall be on file for public examination in the office of the ~~Clerk of Township~~ **Fiscal Officer** or in such other office as is designated by Trustees.

Section 660.03 J Existing:

- J. Action by Trustees. Within 20 days after the public hearing required by Subsection H, above, the Trustees shall either adopt or deny the recommendation of the Zoning Commission or adopt some modification thereof. In the event the Trustees adopt the recommendation of the Zoning Commission, concurrence by a majority of the Trustees shall be required. In the event the Trustees elect to overrule or modify the recommendation of the Zoning Commission, the unanimous vote of all three Trustees shall be required. Wherein the Trustees fail to obtain a unanimous vote, the recommendation of the Commission shall be considered as approved.

Any such proposal may be amended prior to the voting thereon by Trustees without further notice or postponement, if such amendment to the proposal shall be germane to the subject matter thereof and is in accordance with the recommendation of the Commission. The Trustees' approval, with modification of the recommendation of the Commission, shall not be considered as overruling such Commission recommendation.

Section 660.03 J Proposed (shown in bold):

- J. Action by Trustees. Within twenty days after its public hearing, the **Board of Township Trustees shall either adopt or deny the recommendations of the Township Zoning Commission or adopt some modification THEREof THEM.** If the board denies or modifies the Commission's recommendations, a majority vote of the board shall be required.

Any such proposal may be amended prior to the voting thereon by Trustees without further notice or postponement, if such amendment to the proposal shall be germane to the subject matter thereof and is in accordance with the recommendation of the Commission. The Trustees' approval, with modification of the recommendation of the Commission, shall not be considered as overruling such Commission recommendation.

Staff Comments: Per the rationale, these changes are to correct the title of the fiscal officer and to allow a majority vote of the trustees instead of a unanimous vote per ORC 519.12(H).

Staff would recommend: Approval as submitted with minor changes

**AMENDMENT 3
SECTION 430.04**

Rationale: The intent is to enforce this requirement when property line or a road serves as the boundary between a Commercial or Industrial district and a Residential district.

Section 430.04 Existing:

When a lot in any Commercial or Industrial District abuts a Residential District screening and buffering along the entire length of the common boundary shall be provided in accordance with the following regulations.

- A. Width of Buffer Yard. Each required buffer yard shall have a minimum width equal to the parking setback required for the district in which the lot is located.
- B. Screening. Screening within the bufferyard shall consist of one (1) or a combination of two (2) or more of the following:
1. A dense vegetative planting incorporating trees and/or shrubs of a variety that shall be equally effective in winter and summer. Trees and/or shrubs shall be adequately spaced to form a solid continuous visual screen within three years after the initial installation.
 2. A non-living opaque structure such as a solid masonry wall, or a solid fence that is compatible with the principal structure.
 3. A fence with openings through which light and air pass together with a landscaped area at least ten feet wide.
 4. A maintained, landscaped earthen-mound at least 5 feet wide.
 5. Maintenance of the existing natural vegetation that, in its natural state, forms a screen with a height not less than six (6) feet.
- C. Height of Screening. The height of screening shall comply with the following:
1. Visual screening walls, fences, or mounds and fences in combination shall be a minimum of 6 feet high measured from the natural grade, in order to accomplish the desired screening effect.

2. Vegetation shall be a minimum of 6 feet high measured from the natural grade, in order to accomplish the desired screening effect. The required height shall be achieved no later than twelve months after the initial installation.
- D. **Placement of Screening.** The location of the wall, fence, or vegetation shall be placed within the bufferyard to maximize the screening effect as determined by the Zoning Commission. The bufferyard plan shall be specific to the type of option to be used.

Section 430.04 Proposed (shown in bold):

When a lot in any Commercial or Industrial District abuts a Residential District screening and buffering along the entire length of the common boundary **and/or roadway** shall be provided in accordance with the following regulations.

- A. **Width of Buffer Yard.** Each required buffer yard shall have a minimum width equal to the parking setback required for the district in which the lot is located.
- B. **Screening.** Screening within the bufferyard shall consist of one (1) or a combination of two (2) or more of the following:
 1. A dense vegetative planting incorporating trees and/or shrubs of a variety that shall be equally effective in winter and summer. Trees and/or shrubs shall be adequately spaced to form a solid continuous visual screen within three years after the initial installation.
 2. A non-living opaque structure such as a solid masonry wall, or a solid fence that is compatible with the principal structure.
 3. A fence with openings through which light and air pass together with a landscaped area at least ten feet wide.
 4. A maintained, landscaped earthen-mound at least 5 feet wide.
 5. Maintenance of the existing natural vegetation that, in its natural state, forms a screen with a height not less than six (6) feet.
- C. **Height of Screening.** The height of screening shall comply with the following:
 1. Visual screening walls, fences, or mounds and fences in combination shall be a minimum of 6 feet high measured from the natural grade, in order to accomplish the desired screening effect.
 2. Vegetation shall be a minimum of 6 feet high measured from the natural grade, in order to accomplish the desired screening effect. The required height shall be achieved no later than twelve months after the initial installation.
- D. **Placement of Screening.** The location of the wall, fence, or vegetation shall be placed within the bufferyard to maximize the screening effect as determined by the Zoning Commission. The bufferyard plan shall be specific to the type of option to be used.

Staff Comment: The purpose of the amendment is to clarify what constitutes a boundary between commercial and industrial from residential. This clarification would put require non-residential to buffer along streets that also front residential.

Staff Recommendation: Staff would recommend approval.

AMENDMENT 4
Section 430.02

Rationale: To limit landscaping requirements to the area of the lot that is being utilized for a multi-family or non-residential use, at the discretion of the Zoning Inspector and Zoning Commission. Currently the code requires landscaping even on undeveloped portions of a lot.

Section 430.02 Existing:

On any lot devoted to a multi-family use or non-residential use, the area within the required building and parking setback, excluding driveway openings, shall be landscaped. The following minimum plant materials shall be provided and maintained.

- A. Five (5) major shade trees, for every 100 linear feet of lot frontage or fraction thereof, not including drive entrances.
 - 1. Each tree, at the time of installation, shall have a clear trunk height of at least 6 feet and a minimum caliper of 2 inches.
 - 2. For the purpose of these regulations, a major shade tree shall be a tree normally growing to a mature height of 20 feet and a mature spread of at least 15 feet.
- B. Twenty (20) shrubs for every 100 linear feet of lot frontage or fraction thereof, not including drive entrances.
- C. Grass, ground covers or other live landscape treatment, excluding paving or gravel.
- D. Trees and shrubs may be aggregated appropriately.

Section 430.02 Proposed (shown in bold):

On any lot devoted to a multi-family use or non-residential use, the area within the required building and parking setback, excluding driveway openings, shall be landscaped. **This requirement may be limited to the street frontage that is part of the project area, as determined by the Zoning Inspector.** The following minimum plant materials shall be provided and maintained.

- A. Five (5) major shade trees, for every 100 linear feet of lot frontage or fraction thereof, not including drive entrances.
 - 1. Each tree, at the time of installation, shall have a clear trunk height of at least 6 feet and a minimum caliper of 2 inches.
 - 2. For the purpose of these regulations, a major shade tree shall be a tree normally growing to a mature height of 20 feet and a mature spread of at least 15 feet.
- B. Twenty (20) shrubs for every 100 linear feet of lot frontage or fraction thereof, not including drive entrances.
- C. Grass, ground covers or other live landscape treatment, excluding paving or gravel.

- D. Trees and shrubs may be aggregated appropriately.

Staff Comment: The rationale implied that to limit the burden on a developer to only landscape the are of the project that is being constructed. Also adding the discretion of the zoning inspector. It would appear that this is adequateable solution to a project that may have a lot of frontage but not necessarily all being developed at once.

Staff Recommendation: Staff would recommend approval.

Amendment 5 Section 350.02 & 370.02

Rationale: To allow other uses, which are determined to be substantially similar to an already permitted or conditionally permitted in a zoning district, to also be permitted or conditionally permitted in the same zoning district, in accordance with the standards provided.

Section 350.02 Existing:

- A. A use listed in Schedule 350.03 shall be permitted by right as a principal use in a district when denoted by the letter "P" provided that all requirements of other township resolutions and this Zoning Resolution have been met;
- B. A use listed in Schedule 350.03 shall be permitted as a conditional use in a district when denoted by the letter "C", provided the Board of Zoning Appeals first makes the determination that the requirements of Chapter 390 have been met according to the procedures set forth in Chapter 630;
- C. A use listed below shall be permitted as an accessory use in a commercial district. Such use shall be permitted as a subordinate building or use when it is clearly incidental to and located on the same lot as the principal building or use. Accessory uses are further regulated in subsequent sections, as noted below.
 - 1. Off-street parking and loading areas as regulated by Section 350.08 and Chapter 410.
 - 2. Signs as regulated by Chapter 420.
 - 3. Other uses of land or buildings which are clearly incident and subordinate to the principal use.

Although a use may be indicated as a permitted principal, conditional or accessory use in a particular district, it shall not be approved on a parcel unless it can be located thereon in full compliance with all of the standards and other regulations of this Resolution applicable to the specific use and parcel in question. Any use not specifically listed as either a permitted principal or conditional use shall be a prohibited use in these zoning districts and shall only be permitted upon amendment of this Resolution and/or the Zoning Map as provided in Chapter 660.

Section 350.02 Proposed (shown in bold):

- A. A use listed in Schedule 350.03 shall be permitted by right as a principal use in a district when denoted by the letter "P" provided that all requirements of other township resolutions and this Zoning Resolution have been met;

1. **Uses similar to principal permitted uses.** Where a use is proposed that is not listed or provided for in this section, the Zoning Inspector may make a determination that the proposed use is substantially similar to a specific principal use listed in this section, in which case the similar use shall be permitted as a principal use in those districts where the specifically listed use is permitted.

B. A use listed in Schedule 350.03 shall be permitted as a conditional use in a district when denoted by the letter "C", provided the Board of Zoning Appeals first makes the determination that the requirements of Chapter 390 have been met according to the procedures set forth in Chapter 630;

1. **Uses similar to conditionally permitted uses.** Where a use is proposed that is not listed or provided for in this section, the Zoning Inspector may make a determination that the proposed use is substantially similar to a specific conditional use listed in this section, in which case the similar use shall be permitted as a conditional use in those districts where the specifically listed conditional use is permitted. A similar conditional use shall conform to the general standards for all conditional uses in Section 390.02 and any other numerical or specific standards in Chapter 390 for the specifically listed conditional use to which the proposed use is most similar, and shall be approved in accordance with the administrative procedures in Chapter 630.

C. A use listed below shall be permitted as an accessory use in a commercial district. Such use shall be permitted as a subordinate building or use when it is clearly incidental to and located on the same lot as the principal building or use. Accessory uses are further regulated in subsequent sections, as noted below.

1. Off-street parking and loading areas as regulated by Section 350.08 and Chapter 410.
2. Signs as regulated by Chapter 420.
3. Other uses of land or buildings which are clearly incident and subordinate to the principal use.

D. **Standards for consideration of similar uses.** The following standards shall be considered by the Zoning Inspector when making a determination that the proposed use is substantially similar to a specific use listed in this section, in which case the similar use shall be permitted as a main use in those districts where the specifically listed use is permitted.

1. The compatibility of the proposed use with the general classification of uses specified in this Zoning Resolution;
2. The nature, predominant characteristics, and intensity of the proposed use in relation to the similar principal or conditional use in that district;
3. The size, dimensional requirements, parking requirements, traffic generation potential, and other regulatory considerations normally associated with uses specified in this Zoning Resolution.

Any use not denoted as either a permitted principal or conditional use in a particular zoning district, shall be prohibited in that zoning district and shall only be permitted upon amendment of this Resolution and/or the Zoning Map as provided in Chapter 660.

Section 370.02 Existing:

- A. A use listed in Schedule 370.03 shall be permitted by right as a principal use in a district when denoted by the letter "P" provided that all requirements of other township resolutions and this Zoning Resolution have been met;
- B. A use listed in Schedule 370.03 shall be permitted as a conditional use in a district when denoted by the letter "C", provided the Board of Zoning Appeals first makes the determination that the requirements of Chapter 390 have been met according to the procedures set forth in Chapter 630;
- C. A use listed below shall be permitted as an accessory use in any industrial district. Such use shall be permitted as a subordinate building or use when it is clearly incidental to and located on the same lot as the principal building or use. Accessory uses are further regulated in subsequent sections, as noted below.
 - 1. Off-street parking and loading areas as regulated by Sections 370.07 and Chapter 410.
 - 2. Signs as regulated by Chapter 420.
 - 3. Vending area, snack bar or cafeteria primarily for employees.
 - 4. Other uses of land or buildings which are clearly incident and subordinate to the principal use.

Although a use may be indicated as a permitted principal, conditional or accessory use in a particular district, it shall not be approved on a parcel unless it can be located thereon in full compliance with all of the standards and other regulations of this Resolution applicable to the specific use and parcel in question. Any use not specifically listed as either a permitted principal or conditional use shall be a prohibited use in these zoning districts and shall only be permitted upon amendment of this Resolution and/or the Zoning Map as provided in Chapter 660.

Section 370.02 Proposed (shown in bold):

- A. A use listed in Schedule 370.03 shall be permitted by right as a principal use in a district when denoted by the letter "P" provided that all requirements of other township resolutions and this Zoning Resolution have been met;
 - 1. **Uses similar to principal permitted uses.** Where a use is proposed that is not listed or provided for in this section, the Zoning Inspector may make a determination that the proposed use is substantially similar to a specific principal use listed in this section, in which case the similar use shall be permitted as a principal use in those districts where the specifically listed use is permitted.
- B. A use listed in Schedule 370.03 shall be permitted as a conditional use in a district when denoted by the letter "C", provided the Board of Zoning Appeals first makes the determination that the requirements of Chapter 390 have been met according to the procedures set forth in Chapter 630;
 - 1. **Uses similar to conditionally permitted uses.** Where a use is proposed that is not listed or provided for in this section, the Zoning Inspector may make a

determination that the proposed use is substantially similar to a specific conditional use listed in this section, in which case the similar use shall be permitted as a conditional use in those districts where the specifically listed conditional use is permitted. A similar conditional use shall conform to the general standards for all conditional uses in Section 390.02 and any other numerical or specific standards in Chapter 390 for the specifically listed conditional use to which the proposed use is most similar, and shall be approved in accordance with the administrative procedures in Chapter 630.

- C. A use listed below shall be permitted as an accessory use in any industrial district. Such use shall be permitted as a subordinate building or use when it is clearly incidental to and located on the same lot as the principal building or use. Accessory uses are further regulated in subsequent sections, as noted below.
1. Off-street parking and loading areas as regulated by Sections 370.07 and Chapter 410.
 2. Signs as regulated by Chapter 420.
 3. Vending area, snack bar or cafeteria primarily for employees.
 4. Other uses of land or buildings which are clearly incident and subordinate to the principal use.
- D. **Standards for consideration of similar uses.** The following standards shall be considered by the Zoning Inspector when making a determination that the proposed use is substantially similar to a specific use listed in this section, in which case the similar use shall be permitted as a main use in those districts where the specifically listed use is permitted.
1. The compatibility of the proposed use with the general classification of uses specified in this Zoning Resolution;
 2. The nature, predominant characteristics, and intensity of the proposed use in relation to the similar principal or conditional use in that district;
 3. The size, dimensional requirements, parking requirements, traffic generation potential, and other regulatory considerations normally associated with uses specified in this Zoning Resolution.

Any use not denoted as either a permitted principal or conditional use in a particular zoning district, shall be prohibited in that zoning district and shall only be permitted upon amendment of this Resolution and/or the Zoning Map as provided in Chapter 660.

Staff Comment: The Zoning inspector is responsible for determining if a use is similarly permitted or similarly conditional and then in (D) once (A) or (B) have been determined. The Zoning Inspector will use compatibility, intensity and predominant characteristics and finally use size, dimension, parking, traffic generation and other considerations normally associated with that use. If the Zoning Inspector cannot make a similarity determination the proposed use will be considered prohibited. I think this provides the Zoning Inspector a great deal of flexibility in his/her determination. Flexibility, some may say common sense is a good thing. But we are also evaluating the gray areas of the zoning regulations. You may want to do two things, one in cases where the Zoning Inspector makes an administrative approval for a permitted use to let the Zoning Commission know of those circumstances just to bring it to their attention and secondly in cases where you deny a use, you may also want to bring that to the Zoning Commission's attention and/or have an appeal process to the the Board of Zoning Appeals just in case that occurs. Anything deemed as a conditional use would automatically go to the Board of Zoning Appeals. This may be something for legal counsel to weigh in on as far as whether an appeals process is needed.

Staff Recommendation: Staff would recommend approval and suggests working with the Prosecutor's office to determine if an appeal process should be included for these instances in the Zoning Resolution.

**Amendment 6
Section 420.09**

Rationale: To allow real estate signs to be placed on a property longer than the 45 days permitted for temporary signs in a residential district, or the 30 days permitted for temporary signs in a commercial or industrial district.

Section 420.09 Existing:

The following signs shall be exempt from regulation under the Zoning Resolution.

- A. Any public notice or warning required by a valid and applicable federal, state or local law, regulation or resolution.
- B. Any sign inside a building, not attached to a window or door, that is not legible from a distance of more than 3 feet beyond the building in which such sign is located.
- C. Works of art that do not include a commercial message.
- D. Religious and other holiday lights and decorations containing no commercial message when displayed during the appropriate time of the year.
- E. Flags of the United States, the state, foreign nations having diplomatic relations with the United States, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction. These flags must be flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes. Any flag not meeting these conditions shall be considered a sign and shall be subject to regulations as such.
- F. Political signs, as long as they are free from blocking street sight lines.

Section 420.09 Proposed (shown in bold):

The following signs shall be exempt from regulation under the Zoning Resolution.

- A. Any public notice or warning required by a valid and applicable federal, state or local law, regulation or resolution.
- B. Any sign inside a building, not attached to a window or door, that is not legible from a distance of more than 3 feet beyond the building in which such sign is located.
- C. Works of art that do not include a commercial message.
- D. Religious and other holiday lights and decorations containing no commercial message when displayed during the appropriate time of the year.
- E. Flags of the United States, the state, foreign nations having diplomatic relations with the United States, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction. These flags must be flown in accordance with protocol established

by the Congress of the United States for the Stars and Stripes. Any flag not meeting these conditions shall be considered a sign and shall be subject to regulations as such.

- F. Political signs and real estate signs, as long as they are free from blocking street sight lines.

Staff Comment: The rationale about length of time seems to be inconsistent with the proposed change that included real estate signs should not block street sight lines. Street sight lines should never be blocked so this change is about public safety.

Staff Recommendation: Staff would recommend approval.

Amendment 7 Section 310.09D

Rationale: To allow carports to be placed next to a house while maintaining the 20-foot minimum distance for all other detached accessory buildings.

Section 310.09 D Existing:

- A. Additional Regulations for Accessory Buildings.
1. Accessory buildings that are detached from the principal building shall comply with the setback requirements of Schedule 310.09 and shall be located a minimum of 20 feet from the principal building.
 2. All other accessory buildings shall be attached to the principal building, shall be made structurally a part thereof, and shall comply with the setback requirements for principal buildings set forth in Schedule 310.05.
 3. Any building or structure requiring a county building permit shall also require a township zoning permit, and all buildings or structures shall meet all zoning setback requirements.

Section 310.09 D Proposed (shown in bold):

- D. Additional Regulations for Accessory Buildings.
1. Accessory buildings that are detached from the principal building shall comply with the setback requirements of Schedule 310.09 and shall be located a minimum of 20 feet from the principal building, **except carports which have no minimum spacing requirement from the principal building.**
 2. All other accessory buildings shall be attached to the principal building, shall be made structurally a part thereof, and shall comply with the setback requirements for principal buildings set forth in Schedule 310.05.
 3. Any building or structure requiring a county building permit shall also require a township zoning permit, and all buildings or structures shall meet all zoning setback requirements.

Staff Comment: This exception would allow carports to be within 20 feet of a home. This probably would help homeowners meet setback requirements with this type of temporary structure. The nature of carports may present less of a fire hazard versus a fully enclosed detached garage. Carports typically provide the ability to see into the structure and what flammable materials may be stored in the carport, if any.

Staff Recommendation: Staff would recommend approval.

**FRANKLIN TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
February 2019**

Received: January 22, 2019
Meeting Date: February 13, 2019

Reviewed by: Todd Peetz

~~Strike through~~ means delete, Italics is new language

**Amendment 1
Section 405.06E – Location**

Rationale for change:

These changes were made so as to eliminate unnecessary restrictions on the placement of solar energy systems on buildings, allowing citizens to orient them so as to capitalize on the maximum hours of available sunlight. The changes are appropriate to encourage the use of solar power, especially since the current design of solar panels is much sleeker and more unobtrusive to the look of a home or business.

Proposed Change:

Section 405.06(E) Location

~~A solar energy system shall only be located in the rear yard portion on any lot. An exception is when the solar energy system is attached to a building; in that case the base cannot be viewed from the front yard roadway.~~

A free standing solar energy system shall only be located in the rear yard portion on any lot. Solar energy systems attached to buildings shall have no such location regulations.

Staff Comment: The requirement not to be seen from the roadway can make locating solar panels difficult depending on the lot and home configuration in relation to optimum sun angles. The requirement for free standing solar energy systems will still be located in the rear yard, but those solar energy systems that can be attached to the house can be seen from the road. This proposed change makes sense to be able to better utilize solar energy systems.

Staff Recommendation: Staff would recommend approval.

Ravenna Land Use Plan Summary

The City of Ravenna is completely surrounded by the Township of Ravenna and is impacted by the growing needs of the Township as well as the neighboring communities of Kent and Streetsboro. The land use planning process provides an opportunity to develop a vision for the future of Ravenna to ensure that anticipated growth is properly managed while being responsive to current needs.

Summary of Existing and Future Land Use

Ravenna encompasses nearly 5.7 square miles and is located in the center of Portage County. Residential and vacant land uses comprise 44% of the city. The large amount of vacant land in the city indicates there is room for growth. Residential areas are spread evenly throughout the city. Commercial land use is concentrated around Main Street with the exception of the Windmill Lakes Golf Course located in the northeast corner of Ravenna. Industrial areas are located along rail corridors.

The future land use map created for the city retains the core commercial area along Main Street as well as expanding it to the northwest area of the city along Chestnut Street. Industrial uses remain concentrated along the railroad corridors and State Route 14. The remainder of Ravenna is shown as future residential and park land uses.

Implementing the Plan

Purpose and Goal of the Plan

The City of Ravenna will be an outstanding community where the demand for quality and affordable growth is met, economic development and opportunity is enhanced, environmental quality and cultural heritage is maintained and all of the following objectives are balanced with protecting property rights of landowners.

Goal: Encourage the future development and revitalization for the City with sound planning policy and quality design for utilization of land to its highest and best use for a livable community.

Highlights of Objectives and Strategies

- **Objective 1:** Develop areas that favorable in attracting residents and business.
 - Establish a comprehensive marketing campaign
 - Capitalize on the historic town center's accessibility
 - Proactively identify underutilized areas and evaluate options for redevelopment
- **Objective 2:** Plan for orderly and efficient land use
 - Maintain a balanced mix of integrated land uses
 - Identify sites for development, particularly brownfield sites and areas with existing utilities/infrastructure
 - Develop policies for fringe areas to encourage joint intergovernmental coordination
- **Objective 3:** Develop the historic town center with a mixture of residential and commercial uses
 - Develop a town center master plan
 - Promote downtown pride by utilizing pedestrian friendly streetscapes and landscapes
 - Evaluate potential partnerships with regional educational programs to develop facilities downtown
 - Strongly encourage Main Street Ravenna and the Ravenna Area Chamber of Commerce

- **Objective 4: Encourage the concept of mixed-use development to create self-sufficient neighborhoods where appropriate**
 - Through zoning, promote a compatible mix of land uses that create a diverse urban environment, where shopping, employment, recreation opportunities blend together
 - Promote incentives to bring mixed-used to historic downtown and commercial districts
 - Promote opportunities for neighborhood commercial centers that assure compatibility with residential property
 - Promote projects that create more livable and vibrant neighborhoods.
- **Objective 5: Support local business through concentrated commercial development**
 - Maintain an inventory of businesses, infrastructure, and potential expansion sites and identify infrastructure needs
 - Create a Downtown Redevelopment District and identify potential tax credits
 - Market and promote commercial opportunities
- **Objective 6: Plan for office research, business park, and medical research development**
 - Consider partnerships with KSU, NEOMED, and others in creating a business or technology incubator for developing new ventures
 - Identify potential sites that would be able to accommodate the needs of an office research, business park, and medical research park while seamlessly integrating into the existing urban fabric
- **Objective 7: Provide sufficient opportunities for industrial development within the community**
 - Promote industrial development, where appropriate, to encourage compatibility with residential and commercial uses
 - Support a rail hub to maximize development near the city
 - Consider infill of existing underutilized parking with buildings and greenspace
- **Objective 8: Encourage redevelopment and revitalization of existing areas before building new where feasible**
 - Assist and encourage owner to apply for historic tax credits to redevelop existing buildings
 - Market vacant storefronts to developers and businesses by providing incentives
 - Champion redevelopment or adaptive reuse of vacant or underutilized buildings and sites
- **Objective 9: Provide a safe, efficient, connected, and location appropriate transportation network that supports walking, biking, and transit**
 - Complete road and infrastructure improvements by implementing complete streets policy that ensures streets are created for all users
 - Evaluate the feasibility of traffic calming features on high volume corridors
 - Develop comprehensive parking plan with local parking lot owners
- **Objective 10: Increase homeownership opportunities**
 - Provide potential homebuyers with information about the fiscal responsibilities of buying a home by providing budget and credit counseling seminars on the home buying process
 - Educate the community on the benefits of homeownership including tax deduction benefits
- **Objective 11: Deliver a balance of housing types that will meet the needs of all members of the community while maintaining or improving the viability of existing housing**
 - Consider the expansion or utilization of housing options within the historic town center.
 - Develop multi-family housing with transit-oriented development patterns
 - Encourage rehabilitation over new construction where appropriate.

- **Objective 12: Improving existing neighborhoods through better block initiatives**
 - Construct streetscape improvements where the pedestrian atmosphere is currently unfriendly when resurfacing projects take place
 - Identify potential neighborhood commercial zones where small scale retail can serve the needs of a limited geographic area
 - Implement design review to promote principles of good urban design

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
WORK PROGRAM REPORT
January 2019**

A. COMPREHENSIVE PLANNING

1. Farmland Preservation Plan Update

- The State is looking for local government representatives. We have notified the Western Reserve Land Conservancy that we would like to partner with them as the local representative. Assisted Western Reserve with "Living the Dream" farm in Atwater.

2. Portage County Parks, Trails, and Greenways Plan

- Working with the Park District as needed.

3. Portage County Comprehensive Economic Development Strategy Update (CEDS) 2019 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.

B. PLAN IMPLEMENTATION/SHORT TERM PLANNING

1. Update of Portage County Subdivision Regulations

- We are in the process of merging subdivision regulations that work in surrounding communities. The idea is to implement good ideas that can also work here in Portage County.
- We completed our final draft reviews of the proposed Subdivision Regulations. We had a steering committee meeting in January to review and finalize our comments. The next meeting is tentatively scheduled in March for public feedback from engineering, realtors and home builders association..

C. INFORMATION SYSTEMS

1. Database Acquisition and Updates

2. Web Site

Check out the website at www.pcrpc.org.

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plan	2 Applications	198 Lots Proposed
Plats	0 Applications	0 Lots
Replats	1 Application	2 Lots
Exceptional Replats	0 Applications	0 Lots
Variance	0 Applications	
Minor Subdivisions	2 Application	2 Lots created 3 Lots reviewed/not approved

b. Divisions of Land

5+Acre Lots Divisions	3 Applications	3 Lots
Transfers to Adj Prop	<u>0 Applications</u>	<u>0 Transfers</u>
Total	8 Applications	7 Lots Created 198 Proposed

2. Zoning Text and Map Amendments

- See community/member services

3. Community and Economic Development Administration and Implementation

- See CDBG Report

E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES

1. Other Member Services as Requested

- Atwater Township
Assisted with the Submittal of a Trails grant
- Brimfield Township
We worked on a Brimfield Crossing Replat. Updated zoning map. Looking at the zoning districts to determine an opportunity to reduce or realign them so they do not have so many Zoning districts.
- Franklin Township
Zoning text amendments for February and US Census corrections (remove Brady Lake Village).
- Freedom Township
- Garrettsville Village
- Hiram Township
- Hiram Village

- Mantua Township
Continue to help coordinate the Mantua Center School development plan.
- Mantua Village
- Nelson Township
- Palmyra Township
- Paris Township
- Randolph Township
- Ravenna City
We finalized their land use plan. The next meeting will be held with City Council to accept the plan.
- Ravenna Township
We are assisting Ravenna Township and the City of Ravenna with their JEDD. Met with City Council and Township Trustees to discuss JEDD rules and requirements with an attorney from Columbus who administers JEDDs around Ohio on January 15th. We are assisted with zoning amendments for the January meeting.
- Rootstown Township
- Shalersville Township
Helped with map updates.
- City of Streetsboro
The next meeting will be held with their City Council in February. We also provided them a cost estimate to do GIS mapping assignments.
- Suffield Township
- Sugar Bush Knolls
- Windham Township
- Windham Village
We have completed the first draft of their land use plan. We will be meeting with the Mayor to determine the next steps.

2. Non-Member Technical Assistance

3. Intergovernmental Reviews-Applications Received

Local-0
Areawide-0
Statewide-0

4. Akron Metropolitan Transportation Study (AMATS)

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

6. Portage County Housing Services Council

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

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

8. Portage Development Board (PDB)

- Staff met with Brad Ehrhart to discuss a potential project in Portage County. We also met with them to discuss the Portage County Airport and evaluate funding for new hangers.

9. Quarterly Zoning Inspectors (QZI) Meeting

- The County Building Official and Water Resources Director presented their suggestions on how to coordinate with their offices. The next meeting TBD.

10. Portage County Land Reutilization Corporation (Land Bank)

- Contracts for PCRPC to coordinate the meetings and assist in the preparation of any mapping and possibly some planning for the Land Bank. The land bank had a meeting on October 10th at Reed Memorial Library. The next meeting with the Land Bank is January 7th at Reed Memorial Library.

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

- The Portage County Storm Water Program has set aside \$500,000 to repair and replace home sewer systems. This is part of a three-pronged program to help homeowners with the problem of high costs to repair and replace the home sewer system. The contract for implementation is in place and we are taking applications.

12. Ravenna City Land Use Plan

- We have finalized the land use plan. The next meeting will be with the Ravenna City Council to be determined in February.

**13. Local Government Innovation Fund County-wide Parks and Recreations
Collaboration and Coordination Plan.**

- Portage County Regional Planning Commission received a \$50,000 grant to work with all the parks and park-related facilities in the County to do the following basic tasks:
 - 1) Foster Collaboration
 - 2) Inventory all park amenities/facilities in Portage County
 - 3) Discuss opportunities for resource sharing i.e. purchase of playground equipment, maintenance of equipment
 - 4) Discuss opportunities to coordinate park services i.e. leagues, events, and other social activities,
 - 5) Compile facility and programming information to share with each community with a master list to be provided online for public use.
- A steering committee meeting will be held on March 7th at the RPC office.
- We are combining financial resources from another grant for the creation of an interactive website. The grant has been extended until June 30, 2019.

14. Local Government Innovation Fund Marketing and Branding (planning) Grant.

- This is a planning grant for the purpose of Marketing and Branding Portage County. This is not an implementation grant.
- We hope to develop dozens of ideas that will help brand Portage County and the Cities, Villages, and Townships.
- We are exploring what other communities across the nation have done to market themselves and create a list of ideas that would be made available to everyone to utilize.
- We hope to add a Live/Work/Play section to the County's website
- We also are looking to better market our local schools regionally to establish the quality of our local schools.

F. COMMISSION MANAGEMENT/ADMINISTRATION

1. Marketing/Customer Service/Public Relations

2. 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. The next meeting is February 15th.

CDBG REPORT
February, 2019
Work Through January, 2019

2015 COMMUNITY DEVELOPMENT ALLOCATION GRANT

Neighborhood Facility/Community Center – Mantua Township Elevator – \$75,000

The Mantua Restoration Society, Inc. mission is to seek and develop funding to preserve historic buildings and sites in order for them to be vibrant, integral parts of Township government and civic life.

The 2-1/2 story building located at 11741 Mantua Center Road (formerly the Mantua Center School) was constructed in 1914 and was recently placed on the National Register of Historic Places. The building is currently being occupied by the Township Zoning Inspector and the Fiscal Officer. The annex portion (former gym/cafeteria) of the building is rented out almost every night to agencies/organizations.

At this time, persons who rely on wheelchairs to get around are only able to access the annex portion of the building. Funds are being requested to remove the barriers that exist for elderly and handicapped individuals that prevent them from entering the Mantua Township Administration and the Community Building's main building. In an effort to remove the barriers to the elderly and handicapped individuals in the Mantua Township Community, funds will be used to place an elevator in the building, which would provide access to all floors. By removing the barriers to all of the levels of the historic building the entire community can use it and it would be more attractive too for profit and non-profit entities that are looking for a place to set up their business.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$130,000. Mantua Township Trustees, Mantua Restoration Society, Inc. has agreed to leverage \$55,000 of their funds to complete the project.

Work has been completed for the fire alarm/elevator monitoring devices. We are waiting for the Township to complete the venting of the AC unit for the machine room. The plumbing inspection has been completed and the electrical inspection has been scheduled. The general contractor will contact the State to request the elevator inspection once the Township completes the venting for the AC unit.

2018 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$486,000 (September 1, 2018 – October 31, 2020)

Water Facility Improvements – Ravenna Head Start Waterline - \$81,000 (CDBG) + \$507 (Portage Private Industry Council)

Portage Learning Center serves 240 Head Start children and 84 Early Head Start children and pregnant women.

Portage Learning Center owns this facility and currently the water to the facility is provided via a well. Over the past few years Portage Learning Center has experienced many issues with their well, including not having adequate water pressure and sufficient water to the facility. According to a well contractor the well isn't deep enough and a new well would need to be drilled or they need to tap into the City of Ravenna's water system. In addition, in order to operate a well, Portage Learning Center must maintain a Certified Class "A" Operator and abide by the Ohio EPA as it relates to water testing.

Funds in the amount of \$81,000 are being used to run a water line that will enable the Ravenna Head Start facility, located at 4833 Harding Avenue in Ravenna Township to tap into the City of Ravenna water system. Portage Learning Center will provide \$507 toward the total project cost of \$81,500.

At least 121 Head Start children and their families will benefit. Eighty-five children attend preschool at the facility on a daily basis and 36 children attend socializations at the facility.

Demolition/Clearance – Windham Township Demolition - \$52,000

Currently at 10352 Silica Sand Road in Windham Township there is a residential structure and a former church located on one piece of property that is zoned residential. The residential structure on the site is being occupied by one household.

The former church also located on the property was constructed in the early 1900's and has started to decay, is now to the point of collapse and now is a blight to the neighborhood. Due to the unsafe nature of the structure the entire structure must be considered Regulated Asbestos Containing Material (RACM) as an environmental survey cannot be performed given the state of the structure.

The Township Trustees has also declared the building on the site a blight.

Funds in the amount of \$55,000 are being used to dismantle and haul-off the building's structural components to an approved landfill, pump, crush and fill the septic system and fill, grade and seed the site in order to eliminate a blight to the neighborhood.

Neighborhood Facility/Community Center – Coleman Rehab - \$37,500

The supportive living site (Edinburg House) located at 4155 State Route 14 in Edinburg Township is home to 5 aging adults with severe and persistent mental illness and may have other disabilities, including mobility or medical concerns. The other supportive living facility (Rhodes House) located at 5982 Rhodes Road in Franklin Township has 6 individuals with similar demographics.

Both supportive living sites are residential and clinical service sites and must be maintained in a healthful and safe manner. Residents receive multiple visits each day by both clinicians and housing technicians.

The funds will be used as follows:

Edinburg House

1. Remove all carpeting from the living area and bedrooms. Install new plank flooring and new base trim all over.
2. Replace kitchen sink and faucet.
3. Replace dishwasher.
4. Replace front porch decking surface, install new hangers and repair hand rail.
5. Replace hot water tank with 50 gallon electric and install new sub panel for power.
6. Replace tub/shower and faucet in both bathrooms.
7. Replace bathroom sink with new sink and vanity, faucets and shut-off valves.
8. Replace supply lines, toilets, grab bars, new fans and paint both bathrooms.
9. Replace upper bath sink with new handicap wall sink and faucet.
10. Install grab bars in showers.
11. Install new plywood decking on the ramp/porch.

Rhodes Road House

1. Demo decking and ramp and dispose of the old wood.
2. Install new decking, ramp and steps using existing post and joist.

At the Edinburg house this request would serve 5 adults with severe and persistent mental illness and at the Rhodes Road house the request would serve 6 adults with mental health disabilities and are low to very low-income.

Neighborhood Facility/Community Center – F&CS Chiller System - \$85,000 (CDBG) + \$5,000 (Family & Community Services)

The facility located at 705 Oakwood Street, Ravenna City has a number of major repairs that are imminent. The largest of the repairs is an 80-ton Trane Chiller system that is over 50 years old that provides air conditioning to 40,000 square foot building. The current system is built to function with two compressors; of these two required compressors, one is completely inoperable. Therefore, the whole load of the chiller system is running off of one side of the completely inoperable. As a result, the functioning compressor gets overheated from being overworked, which increases the risk of it completely breaking down. For nearly 4 years, the functioning compressor has been held together by bungee straps to keep it running. Two years ago, an additional bungee strap was added for further support; however it is on the brink of complete failure which could happen any time. Once it breaks, the entire unit will become inoperable. Furthermore, because of its age, the chiller unit cannot be repaired. To make matters worse, most of the windows do not open at the building and it gets very hot and humid inside the building with no circulating air. If the system fails, the building will be without air

conditioning or air flow, affecting hundreds of staff and visitors that occupy the building on a daily basis.

Funds in the amount of \$85,000 will be used to replace the 80-ton chiller system to prevent the inevitable unit failure and replace it before it breaks down completely, leaving the building without air conditioning.

The estimated project costs include:

- a. Drain the water from the existing 80-ton TRANE Chiller split system
- b. Reclaim the refrigerant from the system as per EPA guidelines
- c. Remove the outdoor condensing unit
- d. Place an 80-ton CARRIER packaged air-cooled chiller on the old condensing unit's pad
- e. Install 4" piping and fittings to connect to the existing supply and return pipes
- f. Insulate the necessary piping
- g. Re-use the existing chiller pump(s)
- h. Fill the system with water containing 20% glycol
- i. Power and control wiring
- j. Crane
- k. Permit
- l. Start/Check

A \$5,000 asbestos abatement allowance is included in the budget price. The asbestos abatement will be performed by a licensed contractor.

A meeting is being scheduled in January with the project manager for Family & Community Services to discuss the bid process.

Street Improvements – Highland Avenue Concrete Replacement - \$133,300 (CDBG) + \$5,565 (Ravenna City)

Funds in the amount of \$133,300 will be used to replace approximately 565 linear feet of deteriorated concrete roadway on West Highland Avenue between North Diamond Street and Franklin Street. The concrete is approximately 49 years old, well exceeding its 30 year design life.

The project will involve removal of the existing concrete roadway and aprons and replacement with 7" thick concrete which dowel bars to tie the concrete slabs together and maintain roadway integrity. The existing concrete drive aprons will be replaced with 6" thick concrete. The estimated cost of the project is \$138,865 and the City of Ravenna will contribute \$5,665. This project will increase the safety of the neighborhood by providing a smooth, safe concrete roadway and aprons that have a design life of 30+ years.

This project will serve an area that is 60.76% LMI and will directly benefit 16 households.

Lisa met with the Ravenna City Engineer to go over the draft specifications and to discuss the County bid process. Staff is working on merging the Ravenna City specifications into the County's specifications. Once the grant funds are certified and appropriated then a purchase order will be opened to publish the Advertisement for Bid and then the project will go out to bid.

Fair Housing - \$10,000

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

Over the course of 2 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 10 public events, agencies or organizations each quarter through the grant program period.

In addition to the above, all grantees will be required to complete a new, comprehensive Analysis of Impediments (AI) by July 2019.

There was one request for assistance received in January.

Administration - \$87,200

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

An environmental review has been completed for the following activities:

- *Water Facility Improvements – Ravenna Head Start Waterline*
- *Neighborhood Facility/Community Center – F&CS Chiller System*

Also, the Release of Funds for the above 2 activities was submitted to OCD.

Received release of funds for the following activities:

- *Street Improvements – Highland Avenue Concrete Replacement*
- *Neighborhood Facility/Community Center – Coleman Rehab*

The environmental review is nearing completion for the following activity:

- *Windham Township Demolition*

The environmental review will be completed for the Windham Township Demolition Project once confirmation is received from the Ohio History Connection the structure is not eligible for listing on the National Register of Historic Places. Once confirmation is received then the Release of

Funds can be published for a 15 day public comment period, then signed by the Commissioners and then can be forwarded to OCD for another 15 days comment period and for release of the funds.

2018 CDBG CRITICAL INFRASTRUCTURE GRANT (WINDHAM VILLAGE) - \$285,700

Sidewalk Improvements - \$30,500 (CDBG)

It is anticipated that 752 LF of sidewalks will be replaced and 3 ADA ramps will be replaced and spot curb repairs will be completed, which provide ADA access along Bauer Avenue.

Street Improvements - \$124,600 (CDBG) + \$30,000 (Windham Village)

It is anticipated that 752 LF of roadway base will be rebuilt up to the subgrade and the roadway rebuilt with 6" of stone and 6" of asphalt.

Water Facility Improvements - \$110,600 (CDBG)

Approximately 752 LF of waterline will be replaced including service and fire hydrants along Bauer Avenue.

Administration - \$20,000

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

The environmental review has been completed for all 3 activities and the Commissioners have signed the Request for Release of Funds. The Request for Release of Funds has been forwarded to OCD for release of the funds.

The Village is in the process of obtaining the engineer needed for the preparation of the specifications/drawings for the project.

2018 CDBG CRITICAL INFRASTRUCTURE GRANT (RAVENNA CITY) - \$500,000

The application was re-submitted to OCD on November 15, 2018. It is anticipated that it will be January 2019 before we will hear whether or not the application was funded or not.

The activities proposed are as follows:

Flood and Drainage Facilities - \$8,400 (CDBG)

It is anticipated that 6 catch basins will be installed and 3 manholes will be replaced along Vine and Gill Street in the City of Ravenna.

Water Facility Improvements - \$369,500 (CDBG) + \$30,000 (Ravenna City)

The waterlines along Vine and Gill Street have experienced 14 breaks in the last 25 years. These breaks are mostly due to corrosion of the cast iron with which the lines were constructed. It is anticipated that 1,560 linear feet of waterlines will be replaced. The 1 fire hydrant is insufficient for fire protection and the low pressure is likely due to the corrosion. One fire hydrant will be removed and 3 fire hydrants will be installed.

Sidewalk Improvements - \$18,800 (CDBG)

There are numerous deteriorated and uneven sidewalk sections along Vine and Gill Street that exceed the threshold for ADA accessibility. Two of the curb ramps do not meet ADA accessible guidelines and need upgrading. It is anticipated that 575 LF of 4" sidewalk and 150 LF of 6" sidewalk will be replaced.

Street Improvements - \$73,300 (CDBG) + \$48,800 (Ravenna City)

The roadways were last resurfaced in 2006 and thus have met their 12 year anticipated lifespan. It is anticipated that 1,750 linear feet of concrete curb will be replaced and 882 LF of asphalt resurfacing will be done on Vine Street and 622 LF of chip and seal resurfacing will be done on Gill Street.

Administration - \$30,000

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

Because chip and seal is not an eligible CDBG expense the award was reduced by \$4,700. The application was funded in the amount of \$495,300 and grant agreements are forthcoming. The City of Ravenna has agreed to contribute the additional \$4,700 towards the project. Once the grant agreement is received and signed by the Commissioners an environmental review will be completed for each activity and then the release of funds will be requested.

PORTAGE COUNTY RPC
FINANCIAL STATEMENT
January 31, 2019

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 21,809.72	<-- Jan 1st-->	\$ 21,809.72	<-- Jan. 1st
Total All Receipts	\$ 63,741.21		\$ 63,741.21	
Total All Expenditures	\$ 25,714.56		\$ 25,714.56	
Ending Cash Balance	\$ 59,836.37	<--Jan 31st-->	\$ 59,836.37	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	224,413.00	53,834.59	53,834.59	2,749.65	170,578.41	24%
Subdivisions	12,500.00	6,180.00	6,180.00	-	6,320.00	49%
IGR's	100.00	-	-	-	100.00	0%
Copies/Misc.(community over hrs)	1,000.00	3,056.82	3,056.82	-	(2,056.82)	306%
Publications	-	-	-	-	-	0%
Grant (State)	-	-	-	-	-	0%
Rental Income	-	400.00	400.00	1,262.00	(400.00)	
Contracts	22,000.00	227.80	227.80	133.00	21,772.20	1%
Contract Portage County	98,600.00	-	-	8,617.48	98,600.00	0%
Annual Contribution	-	-	-	-	-	0%
Refund/Reimbursement	-	42.00	42.00	-	(42.00)	0%
Donation	-	-	-	-	-	
TOTAL REVENUE	358,613.00	63,741.21	63,741.21	12,762.13	294,871.79	18%
January 1, 2019 Unencumbered						
Cash Balance	20,328.11					
TOTAL CERTIFICATE OF RESOURCES	378,941.11					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	206,752.00	15,904.00	15,904.00	-	190,848.00	8%
3 PERS	28,945.00	2,226.58	2,226.58	-	26,718.42	8%
3 Medicare	2,998.00	220.11	220.11	-	2,777.89	7%
3 Workers Comp	4,135.00	270.38	270.38	-	3,864.62	7%
3 Health Insurance	66,348.00	4,672.62	4,672.62	-	61,675.38	7%
4 Contract Services	-	-	-	-	-	0%
4 Travel/Training	3,000.00	10.36	10.36	289.64	2,700.00	10%
4 Dues	590.00	125.00	125.00	185.00	280.00	53%
4 Publications	250.00	236.99	236.99	-	13.01	95%
4 Utilities	6,285.00	1,077.49	1,077.49	3,770.51	1,437.00	77%
4 Advertising	300.00	-	-	150.00	150.00	50%
4 Telephone	1,600.00	-	-	-	1,600.00	0%
4 Postage	1,600.00	-	-	-	1,600.00	0%
4 Repairs	1,500.00	-	-	-	1,500.00	0%
4 Copier Maintenance	1,700.00	-	-	-	1,700.00	0%
4 Equip/Copier Rental	3,550.00	485.72	485.72	494.28	2,570.00	28%
4 Professional & Technical Services	3,118.00	-	-	-	3,118.00	0%
4 Audit Services	-	-	-	-	-	0%
4 Computer Services	-	-	-	-	-	0%
4 Legal Services	10,000.00	-	-	-	10,000.00	0%
4 Insurances (Bldg & Bonds)	354.00	354.00	354.00	-	-	0%
5 Supplies	3,500.00	7.97	7.97	2,012.03	1,480.00	58%
5 Photocopying/Printing	2,200.00	113.58	113.58	526.42	1,560.00	29%
5 Equipment/Software	-	-	-	-	-	0%
5 Furniture	-	-	-	-	-	0%
6 Building Improvements	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,897.00	9.76	9.76	-	15,887.24	0%
TOTAL 2019 EXPENDITURES	364,622.00	25,714.56	25,714.56	7,427.88	331,479.56	9%
2018 Carryover Encumbrances						
All My Sons Moving	1,481.61	-	-	1,481.61	-	0%
Total 2018 Encumbrances	1,481.61	-	-	1,481.61	-	
GRAND TOTAL	366,103.61	25,714.56	25,714.56	8,909.49	331,479.56	

CDBG FUNDS
01/31/19

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Critical Infrastructure WV	-	-	-	-
Formula 2018 Grant (BF-18)	2,332.76	-	-	2,332.76
TOTAL	2,332.76	-	-	2,332.76

01/31/19

2018 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
Portage Private Industry waterline	\$ 81,000.00	\$ -	\$ -	\$ 81,000.00	\$ -	\$ -	\$ 81,000.00
City of Ravenna concrete removal	\$ 133,300.00	\$ -	\$ -	\$ 133,300.00	\$ -	\$ -	\$ 133,300.00
Replace 80-ton Trane Chiller Syst	\$ 85,000.00	\$ -	\$ -	\$ 85,000.00	\$ -	\$ -	\$ 85,000.00
Housing Repairs	\$ 37,500.00	\$ -	\$ -	\$ 37,500.00	\$ -	\$ -	\$ 37,500.00
Demolition of church	\$ 52,000.00	\$ -	\$ -	\$ 52,000.00	\$ -	\$ -	\$ 52,000.00
Fair Housing	\$ 10,000.00	\$ -	\$ 325.93	\$ 9,674.07	\$ -	\$ 500.00	\$ 9,500.00
Administration	\$ 87,200.00	\$ -	\$ 9,841.31	\$ 77,358.69	\$ -	\$ 12,000.00	\$ 75,200.00
TOTALS	\$ 486,000.00	\$ -	\$ 10,167.24	\$ 475,832.76	\$ -	\$ 12,500.00	\$ 473,500.00

01)
02)
BF 18
03)
04)
05)
06)
07)

Grant Period 09-01-18/09-30-20

2018 CRITICAL INFRASTRUCTURE GRANT (WV) B-X-18-1CJ-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
Bauer Street Improv sidewalks	\$ 30,500.00	\$ -	\$ -	\$ 30,500.00	\$ -	\$ -	\$ 30,500.00
Bauer Street Improvements	\$ 38,900.00	\$ -	\$ -	\$ 38,900.00	\$ -	\$ -	\$ 38,900.00
Bauer Street Improv Water Facility	\$ 110,600.00	\$ -	\$ -	\$ 110,600.00	\$ -	\$ -	\$ 110,600.00
General Administration	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
TOTALS	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00

02-1
BX 18 02-2
02-3
1-1

LGIP Fund 8520
01/31/19

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
LGIP Parks & Rec/Plan	5,148.83	-	-	5,148.83
				-
TOTAL	5,148.83	-	-	5,148.83

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend In Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Administration RPC	\$ 44,500.00	\$ -	\$ 44,500.00	\$ -	\$ -	\$ 44,500.00	\$ -
Administration Park District	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	
Copies/Printed Materials	\$ 500.00	\$ -	\$ 351.17	\$ 148.83	\$ -	\$ 500.00	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -	
Totals	\$ 50,000.00	\$ -	\$ 44,851.17	\$ 5,148.83	\$ -	\$ 50,000.00	\$ -

SBIG
20160609

Grant period 5-19-16/5-19-18
Extension granted 12-31-18
Extension requested 6-30-2019

LGIP Fund 1266
01/31/19

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
LGIP Marketing/Branding	409.29	-	-	409.29
TOTAL	409.29	-	-	409.29

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Administration RPC	\$ 22,500.00	\$ -	\$ 13,416.72	\$ 9,083.28	\$ -	\$ 13,830.00	\$ 8,670.00
Consulting Contract	\$ 25,000.00	\$ -	\$ 5,600.00	\$ 19,400.00	\$ -	\$ 5,600.00	\$ 19,400.00
Copies/Printed Materials/Prep	\$ 2,500.00	\$ -	\$ 73.99	\$ 2,426.01	\$ -	\$ 70.00	\$ 2,430.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -		\$ -	\$ -	
Totals	\$ 50,000.00	\$ -	\$ 19,090.71	\$ 30,909.29	\$ -	\$ 19,500.00	\$ 30,500.00

SBIG
20170346

Grant period 11-17-16/11-17-18
Extension granted until 6/17/19

Description	Draw	RPC Admin	Stomwater Funds	ADDRESS	Recorder Fees	Admin Fees
Budget amount -->		\$ 50,000.00	\$ 450,000.00			
Draw	1	6,372.71	\$ 10,776.00	5666 Unger Road, Atwater	\$ 76.00	\$ -
Draw	2	4,465.73	\$ -			
Draw	3	1,985.78	\$ -			
Draw	4	4,268.31	\$ -			
Draw	5		\$2,755.11	1088 Waterloo Road, Mogadore	\$ 92.00	\$ 250.47
Draw	6		\$ 6,589.55	6753 Berry Road, Ravenna	\$ 76.00	\$ 599.05
Draw	7		\$ 2,285.69	2083 Pontius Road, Mogadore	\$ 84.00	\$ 207.79
Draw	8		\$ 2,481.60	6764 Sprott Avenue, Ravenna	\$ -	\$ 225.60
Draw	9		\$ 2,343.67	10720 Woodard, Deerfield	\$ 76.00	\$ 213.07
Draw	10		\$ 2,651.06	328 Industry Road, Atwater	\$ 76.00	\$ 241.06
Draw	11		\$ 7,651.60	1367 Laura Lane, Mogadore	\$ 76.00	\$ 695.60
Draw	12	2,912.28	\$ -			
Draw	13	6,082.43	\$ -			
Draw	14		\$ 1,969.00	6601 St. Rt. 225, Ravenna	\$ 92.00	\$ 179.00
Draw	15		\$ 15,757.50	11054 Center Road, Garrettsville	\$ 76.00	\$ 1,432.50
Draw	16		\$ 13,530.00	3859 Industry Road, Rootstown	\$ 100.00	\$ 1,230.00
Draw	17		\$ 9,230.00	2296 Bixler Drive, Mogadore	\$ 100.00	\$ 830.00
Draw	18		\$ 2,304.40	1331 Martin Road, Mogadore	\$ 100.00	\$ 200.40
Draw	19		\$ 12,371.05	4271 Mahoning Road, Diamond	\$ 100.00	\$ 1,115.55
Draw	20		\$ 8,654.15	2111 Meloy Road, Kent	\$ 76.00	\$ 777.65
Draw	21		\$ 7,335.80	4157 Lynwood Drive, Kent	\$ 100.00	\$ 657.80
Draw	22		\$ 32.00	Lien release	\$ 32.00	\$ -
Draw	23		\$ 7,558.00	81 Pontius Road, Mogadore	\$ 100.00	\$ 678.00
Draw	24	3,324.69	\$ -			
			\$ -			
			\$ 116,276.18			
		29,412.95	\$ 333,723.82		\$ 1,432.00	\$ 9,533.54
		20,587.05				

Address	Program income received	Date	Accumulated Revenue
5764 Spratt Avenue	\$ 2,481.60	4/12/2018	\$ 2,481.60
5666 Unger Road	\$ 10,776.00	10/30/2018	\$ 13,257.60

67

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

RESOLUTION 19-02

RE: SET APPROPRIATIONS FOR 2016 LGIF/LGIP Countywide Parks & Recreation Plan

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

WHEREAS: The Budget Commission certified funds and provided a certificate of resources in the amount of \$5,149.00 for the Countywide Parks & Recreation Plan and

WHEREAS: It is now necessary to appropriate the funds as follows:

85209064-427000	\$5,149	Project Expenses
-----------------	---------	------------------

AND NOW THEREFORE BE IT

RESOLVED: The certificate of resources provided by the Portage County Auditor's office totaling \$5,149 shall be appropriated as noted above.

Upon call for vote by Jim DiPaola the vote was as follows:

Yeas _____ Nays _____ Abstentions _____

I certify the foregoing is a true copy of a Resolution passed and action taken on February 13, 2019.

Jim DiPaola, Chairman

Todd Peetz, Secretary RPC

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

RESOLUTION 19-02

RE: SET APPROPRIATIONS FOR 2016 LGIF/LGIP Countywide Parks & Recreation Plan

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

WHEREAS: The Budget Commission certified funds and provided a certificate of resources in the amount of \$5,149.00 for the Countywide Parks & Recreation Plan and

WHEREAS: It is now necessary to appropriate the funds as follows:

85209064-427000	\$5,149	Project Expenses
-----------------	---------	------------------

AND NOW THEREFORE BE IT

RESOLVED: The certificate of resources provided by the Portage County Auditor's office totaling \$5,149 shall be appropriated as noted above.

Upon call for vote by Jim DiPaola the vote was as follows:

Yeas _____ Nays _____ Abstentions _____

I certify the foregoing is a true copy of a Resolution passed and action taken on February 13, 2019.

Jim DiPaola, Chairman

Todd Peetz, Secretary RPC

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Rev. Code Sec 5705.38

1st Amendment

Office of Budget Commission, Portage County, Ravenna, Ohio

The Taxing Authority of: Regional Planning Commission

The following is the amended official certificate of estimated resources for the year beginning January 01, 2019 as revised by the Budget Commission of said County, which shall govern the total appropriations made at any time during the year.

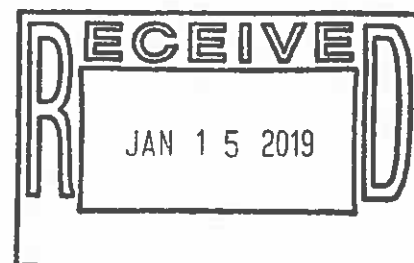
FUND	Unencumbered Balance January 01, 2019	Taxes	Other Sources	Total	Current Amendment
GOVERNMENTAL FUND TYPE	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
8500 General Fund	20,329		358,613	378,942	7,829
8510 RPC LFPP Grant			0	0	0
8520 RPC LGIF Grant	5,149		0	5,149	5,149
Total Special Revenue Funds	5,149	0	0	5,149	5,149
Debt Service Funds				0	0
Capital Project Funds				0	0
Permanent Funds				0	0
PROPRIETARY FUND TYPE	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
Enterprise Funds				0	0
Internal Service Funds				0	0
FIDUCIARY FUND TYPE	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
Agency Funds				0	0
TOTAL ALL FUNDS	25,478	0	358,613	384,091	12,978

Date: JAN 15 2019

cc: Regional Planning
Maureen Bennett

Portage County
Budget
Commission

Janet Esposito
V. Vignini



PORTAGE COUNTY REGIONAL PLANNING COMMISSION

RESOLUTION NO. 19-03

Re: 2019 Appropriation increase for the operation of the
Portage County Regional Planning Commission

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

WHEREAS: The Portage County Budget Commission has certified and made available
for appropriations \$378,942 and

WHEREAS: The Portage County Regional Planning Commission finds it necessary to
increase 2019 appropriations from \$364,622 to \$370,997 NOW
THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission does hereby approve
increasing and amending appropriations by an additional \$6,375 for the
Portage County Regional Planning Commission operating expenses for
2019.

INCREASE 85009064	\$1,675.00
-------------------	------------

INCREASE 85009065	<u>\$4,700.00</u>
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Total	\$6,375.00
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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 February 13, 2019.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

PORTAGE COUNTY REGIONAL PLANNING

Appropriations for 2019

RPC Resolution #19-03 Appropriations amended dated 02/13/19

code	EXPENDITURES	December		February	
		2018 Amended Appropriations	Increase / Decrease	2019 Amended Appropriations	
8500-906-3-311200	Salaries (Full time)	\$ 206,752.00	\$ -	\$ 206,752.00	
8500-906-3-311300	Salaries (Part time/Seasonal)	\$ -	\$ -	\$ -	
85009063-3-314000	Retirement/Termination	\$ -	\$ -	\$ -	
8500-906-3-321010	PERS	\$ 28,945.00	\$ -	\$ 28,945.00	
8500-906-3-321200	Medicare	\$ 2,998.00	\$ -	\$ 2,998.00	
8500-906-3-321300	Workers Comp	\$ 4,135.00	\$ -	\$ 4,135.00	
8500-906-3-321500	Health Insurance	\$ 66,348.00	\$ -	\$ 66,348.00	\$ 309,178.00
8500-906-4-400000	Contract Services	\$ -	\$ -	\$ -	
8500-906-4-400170	Travel/Training	\$ 3,000.00	\$ -	\$ 3,000.00	
8500-906-4-400180	Dues	\$ 590.00	\$ -	\$ 590.00	
8500-906-4-400190	Publications/Periodicals	\$ 250.00	\$ -	\$ 250.00	
8500-906-4-410000	Utilities	\$ 6,285.00	\$ 1,000.00	\$ 7,285.00	
8500-906-4-412000	Advertising	\$ 300.00	\$ -	\$ 300.00	
8500-906-4-412100	Telephone	\$ 1,600.00	\$ -	\$ 1,600.00	
8500-906-4-412400	Postage	\$ 1,600.00	\$ -	\$ 1,600.00	
8500-906-4-413000	Repairs	\$ 1,500.00	\$ 425.00	\$ 1,925.00	
8500-906-4-413200	Copier Maintenance	\$ 1,700.00	\$ -	\$ 1,700.00	
8500-906-4-414000	Equipment Rental (copier, postage meter)	\$ 3,550.00	\$ -	\$ 3,550.00	
8500-906-4-420000	Professional & Technical Services	\$ 3,118.00	\$ 250.00	\$ 3,368.00	
8500-906-4-420040	Computer Services	\$ -	\$ -	\$ -	
8500-906-4-420100	Audit Services	\$ -	\$ -	\$ -	
8500-906-4-422000	Legal Services	\$ 10,000.00	\$ -	\$ 10,000.00	
8500-906-4-461000	Insurances (Bldg & Bonds)	\$ 354.00	\$ -	\$ 354.00	\$ 35,522.00
8500-906-5-500000	Supplies	\$ 3,500.00	\$ 1,200.00	\$ 4,700.00	
8500-906-5-521100	Photocopying/Printing	\$ 2,200.00	\$ -	\$ 2,200.00	
8500-906-5-596300	Equipment	\$ -	\$ 3,500.00	\$ 3,500.00	
8500-906-5-596410	Software	\$ -	\$ -	\$ -	\$ 10,400.00
8500-906-6-621000	Capital Reserve & Improvements	\$ -	\$ -	\$ -	
8500-906-8-830000	Debt Service	\$ 15,897.00	\$ -	\$ 15,897.00	\$ 15,897.00
8500-906-7-710000	Other/Refunds	\$ -	\$ -	\$ -	
TOTALS		\$ 364,622.00	\$ 6,375.00	\$ 370,997.00	\$ 370,997.00

Memorandum

To: Portage County Regional Planning Commission Board Members

From: Todd Peetz, Director



Date: February 7, 2019

Subject: Questionnaire

Please find attached the questionnaire that was passed out at the January Board meeting. So far, we have received 8 responses. So, if you already filled it out, thank you and you do not need to resubmit. If you have not filled out the questionnaire, we would like your feedback, please bring to the meeting.

We will announce the survey results at the March, 2019 annual meeting.

Thank you in advance for filling it out.

If you have any questions feel free to give me a call at (330) 297-3615.



Satisfaction Survey

1. Are you a member or an alternate?

- ☐ Member
- ☐ Alternate

2. Are you an elected official?

- ☐ Yes
- ☐ No

3. Overall, you are _____ with the services provided by RPC

- ☐ Very satisfied
- ☐ Somewhat dissatisfied
- ☐ Somewhat satisfied
- ☐ Very dissatisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Other (please specify)

4. Which of the following words would you use to describe our services? Select all that apply.

- ☐ Reliable
- ☐ Good value for money
- ☐ High quality
- ☐ Overpriced
- ☐ Useful
- ☐ Poor quality

5. How well do our services meet your needs?

- ☐ Extremely well
- ☐ Not so well
- ☐ Very well
- ☐ Not at all well
- ☐ Somewhat well

6. How responsive have we been to your questions or concerns?

- | | |
|--|---|
| <input type="radio"/> Extremely responsive | <input type="radio"/> Not so responsive |
| <input type="radio"/> Very responsive | <input type="radio"/> Not at all responsive |
| <input type="radio"/> Somewhat responsive | <input type="radio"/> Not applicable |

7. How would you rate the information provided in the monthly report?

- | | |
|--|--|
| <input type="radio"/> Very high quality | <input type="radio"/> Low quality |
| <input type="radio"/> High quality | <input type="radio"/> Very low quality |
| <input type="radio"/> Neither high nor low quality | |

8. Is there anything you would like to see done differently?

9. How easy to read are the maps provided by RPC?

- | | |
|--|--------------------------------------|
| <input type="radio"/> Very easy | <input type="radio"/> Difficult |
| <input type="radio"/> Easy | <input type="radio"/> Very difficult |
| <input type="radio"/> Neither easy nor difficult | |
| <input type="radio"/> Other (please specify) | |

10. How useful are maps provided by RPC?

- | | |
|--|---|
| <input type="radio"/> Extremely useful | <input type="radio"/> Not so useful |
| <input type="radio"/> Very useful | <input type="radio"/> Not at all useful |
| <input type="radio"/> Somewhat useful | |
| <input type="radio"/> Other (please specify) | |

11. Is there anything you would change regarding mapping products?

- ☐ Layout
- ☐ Size
- ☐ Information
- ☐ Other (please specify)

12. Do you have any other comments, questions, or concerns?