

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION ANNUAL MEETING

**WEDNESDAY, MARCH 13, 2024
4:30 P.M.**

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

I. **CALL TO ORDER**

II. ***NOMINATING COMMITTEE REPORT (ELECTION OF OFFICERS)** – Jim Beal

III. ***APPROVAL OF FEBRUARY 14, 2024 MEETING MINUTES**

IV. **SUBDIVISIONS**

- *1. Variance to Section 407.2B (Drainage Easements) of the Portage County Subdivision Regulations for “Hickory Creek – Phase 2” on Hickory Creek Road, Lot 11 in Brimfield Township, Hickory Creek, LLC., applicant.
- *2. Replat of Block “D” in “The Cascades Subdivision” on Cascades Blvd., Lot 37 in Brimfield Township, Brimfield Township, applicant (Approval of an Extension of Time Until April 10, 2024)

V. **ZONING**

- *1. Shalersville Township Text Amendment Re: Section 311 (Dog Kennels) and Section 414, Prohibited Large Volume Dog Breeding and Amend Marijuana Use
- *2. Atwater Township Text Amendment Re: Mobile Homes
- *3. Rootstown Township Text Amendment Re: Section 370.05 (Building Setback Requirements)

****Needs Action***

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

- *4. Nelson Township Text Amendment Re: Sale, Storage and/or Processing of Marijuana; Wind/Solar

VI. SET DATES FOR THE REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION (Resolution #24-02)

VII. EXECUTIVE COMMITTEE

A. WORK PROGRAM

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

B. FINANCE

- *1. February 2024 Financial Statements
- *2. Authorization to Enter into Contract with the P.C. Board of Commissioners/Water Resources for GIS Services (Resolution No. 24-03)

VIII. DIRECTOR'S REPORT

- *Presentation of the 2023 Annual Report

IX. OTHER BUSINESS

Next Meeting – Wednesday, April 10, 2024 – UH Portage Medical Arts Building, 6847 North Chestnut Street, Room 150

X. ADJOURNMENT

**Needs Action*

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

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
NOMINATING COMMITTEE MINUTES
FEBRUARY 14, 2024**

Members in Attendance: Allan Orashan Jim Beal Rick Patrick

Staff Present: Lisa Reeves

The meeting was held on February 14, 2024 at 5:25 p.m.

Discussion was held. After discussion, R. Patrick made a motion to nominate Jim DiPaola for Chairman and Sabrina Christian-Bennett as Vice Chairman. Motion seconded by A. Orashan. Motion carried unanimously.

The Committee voted unanimously to present this slate of officers at the Annual Meeting on March 13, 2024 and that Jim Beal would present the report of the Nominating Committee.

The meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

Jim Beal, Nominating Committee Chairman

Todd Peetz, Secretary

**Minutes
Portage County Regional Planning Commission
February 14, 2024**

Portage County Regional Planning Commission dated February 14, 2024 at 4:30 p.m. The meeting was held at the University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Room 150, Ravenna.

Members Present:

Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi	Freedom, Charlene Walker
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer
Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble
Randolph Twp., Sue White	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Ron Kotkowski	Suffield Twp., Adam Bey
Sugar Bush Knolls Vill., Jim Beal	Soil & Water, Anthony Lerch	County Engineer, L. Jenkins
PARTA, Amy Proseus	Portage Park District, Allan Orashan	
Commissioner Bennett Alternate, M. Adelman		

Ex-Officio Members Present:

Bob Naymik, University Hospital

Staff Present:

T. Peetz	L. Reeves	G. Gifford	N. DeHaven	E. Robertson
A. Zavertnik				

Members Absent:

Atwater Twp., Emily Lashley	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Windham Twp., Rich Gano	Windham Vill., Nick Bellas	Water Resources, Tia Rutledge
P.C. Commissioner, Mike Tinlin		
P.C. Commissioner, Anthony Badalamenti		

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

APPROVAL OF JANUARY 10, 2024 MEETING MINUTES

The January 10, 2024 minutes were presented. C. Walker made a motion to approve the minutes as presented. Motion seconded by R. Patrick. Motion carried with 20 Yeas and 1 Abstention (A. Orashan)

SUBDIVISIONS

JIM DIPAOLO: "All right. Under subdivisions we have three variances tonight and when we have a variance anyone who is testifying has to be sworn in. So, bear with us for the extra step. IF you all can, put your hand if you are going to be talking. Do you swear to tell the whole truth and nothing but the truth?"

EVERYONE: "Aye."

Variance to Section 405.3 (Lot Frontage) for the "Eagle Greens Subdivision", Lots 19 and 36 in Franklin Township, Eagle Greens Kent, LLC., applicant – Report presented by Gail Gifford

GAIL GIFFORD: "This is a variance for lot frontage. We have several lots that are below 50 feet, which we have the right to allow when it's below 50-feet on a cul-de-sac or curb and all of the lots are on a cul-de-sac. So, it would be these lots down here and some of the lots over here. This is an amendment to a previous variance, which mentioned specific lot frontages. We believe that this is necessary for the project to work. They had to amend it because the layout of this plan changed due to the natural drainage courses. So, staff recommends approval on this. Does anyone have anything else to add?"

JIM DIPAOLO: "Is there anyone here for the applicant?" DAN BARCIKOSKI: "Yes we're here." JIM DIPAOLO: "Go ahead and state your name." DAN BARCIKOSKI: "Dan Barcikowski and I am with MG Civil Design. The variance that Gail was mentioning before . . . basically the way to describe it was the street coming off State Route 59, that cul-de-sac . . . if you take that all the way down the south . . . down keeping part to the left . . . that one right there. So, we got into our final engineering, we realized that there was a pretty significant waterway going down there just west of the cul-de-sac. The original plan had that cul-de-sac extending almost all the way to Powder Mill Road and when we got to our final engineering, we realized the best thing to do would be to shorten that cul-de-sac and just basically dig that and it was probably one become a stream at one time, but it was filled in probably tiled but it's a main waterway that takes a lot of water off the north side of 59. So, we're turning that into a ditch, and it will probably one day become a stream. We are culverting it at our street crossing. So, in short enough, that cul-de-sac to get the number of lots that we had approved in the preliminary plan. We added the north pole this extra. So basically, this, this was the approved plan last fall, I believe, two falls ago, in 2022. So, we're back for the preliminary plan for approval and we had a variance on the lot frontages . . . which is, which is where there was an excerpt in the regulations about allowing that in the cul-de-sac if approved by the Planning Commission. So, we have more cul-de-sac lots now and so we are basically amending that.

The other variance we are looking for is the storm sewer easement . . . 30 foot is required and we're shooting for 20 right where he's pointing, but I believe what we are going to do is make it 30-feet. Also, what occurred in between lots 69 and 70, which, really, we don't have any infrastructure going through there. There is an existing well there which is the reason why we had it as open space. But I thought that could be considered an access coming from the pond. So, we're calling it a storm easement and then the third place we requested it was down around those cul-de-sac lots and the only reason we were asking for a reduced width there was because we're adjacent to the other county easements to the south for water and sanitary. But I believe that we're going to end up doing it just making it to 20 there and everywhere else we'll keep it at 30."

GAIL GIFFORD: "That's the second variance, we are on the first. Can we act on the first variance which is for the lot frontage. Our recommendation for the first one is approval."

JIM DIPAOLO: "Any comments or questions? Hearing none, can we entertain a motion to follow staff recommendation." RON KOTKOWSKI: "I'll make the motion, Ronnie Kotkowski." JOE CICOZZI: "Second, Cicozzi."

JIM DIPAOLA: "We have a motion and second to follow staff recommendation. All in favor, say aye. EVERYONE: "Aye." JIM DIPAOLA: "Opposed the same sign." Motion carried with 21 Yeas.

JIM DIPAOLA: "Now onto the second variance."

Variance to Section 407.2.B (Drainage Easements) for the "Eagle Greens Subdivision", Lots 19 and 36 in Franklin Township, Eagle Greens Kent, LLC., applicant – Report presented by Gail Gifford

GAIL GIFFORD: "Dan gave you a quick overview of the second variance, but they requested it in three locations up here where it pinches down to 20-feet from about 40 and then there is the second one. This is where the well is that he mentioned and that they want this drainage easement. They don't want it on private property and then down here where it pinches down because we've got some easements down here and the railroad. So, we agree with the need for this variance, but when talking with the engineer we altered the request slightly. What we want to do is with number one, our suggestion and this was our suggestion to the engineer that this maintain 30 feet and not be pinched down to 20 but the drainage easement be contained on the private lot with the utility easements within those 20 feet. Number two, we are fine with this as proposed and number three, the variance will be just for the easement adjacent to existing easements behind lot numbers 74 and 75 and that would extend out towards 72, 73, 76 and 77.

So that's the staff's recommendation. We did discuss it with Dan. Did you want to make any comments on this?" DAN BARCIKOSKI: "On the preliminary plan?" GAIL GIFFORD: "On the stormwater." DAN BARCIKOSKI: "Really, I think your recommendation . . . the discussions and your staff recommendations kind of really works for our clients. So, we're okay with all three of those recommendations. We'll add the extra easement on. I think it only effects two sublots where you have the 1 up there and then with the well, we could have kind of taken it or overlapped it. It didn't really matter but I'm glad that we can continue to call that an easement and then the third one, it doesn't really affect our plan at all. We'll just take a pinch point we'll call it to #2 we're fine with the 20-foot easement.

LARRY JENKINS: "We're fine with what was the 20-foot easement. It's just that we would like additional language in there that if it were 20 that no storm sewer can be installed in there. So, were happy to leave it. It's just like it is on the preliminary plan or that now that cannot stay 20-feet because that's against what we have in the code and that would be the only revision I would like to add if we can."

JIM DIPAOLA: "Any questions. I'll entertain a motion to approve staff recommendations with the language that the County Engineer recommended."

A motion was made by D. Kemble to follow staff recommendation and the language that the County Engineer recommended. Motion seconded by S. White. Motion carried with 21 Yeas.

Pr. Plan of "Eagle Greens" on Powdermill Road, Lots 19 & 36 in Franklin Township, Eagle Greens, LLC., applicant – Report presented by Gail Gifford

The applicant is requesting approval of the preliminary plan for Eagle Greens, a proposed residential subdivision in Franklin Township. The preliminary plan proposed 85 single-family lots and three new residential streets off Powder Mill Road and State Route 59.

This site was the former Kent State Golf Course until 2016 when it closed. The property was rezoned to R-1 Low Density Residential with the purpose of developing a subdivision. In 2022, a preliminary plan and variance for lot size on lots 52, 53, 54, 56, 73, 74, 75 and 76 were approved for this site under the name The Fairways. Due to a significant change to the subdivision design, the addition of a third road, the developer was required to submit a new preliminary plan for review by the Regional Planning Commission.

The preliminary plan shows two phases. A variance was granted in January 2022 for an additional 10 lots beyond the permitted density for a total of 85 lots. A variance was granted on November 13, 2023 to allow lots 7, 8, 9 and 29 to have a 9.5-foot setback from the adjacent wetlands.

There are four wetland areas, a stream and two ponds on the site of the proposed subdivision. Fill or partial fill is being proposed for three out of the four identified wetlands.

According to FEMA, the site is in Flood Zone X (minimal risk of flooding); however, this site drains to the southwest through a small culvert under the railroad and into Breakneck Creek. Residents in the traditional subdivision abutting Breakneck Creek are regularly flooded.

A permit from the Army Corps of Engineers or Ohio EPA must be submitted along with the Plat.

A SWPP must be submitted to the Soil & Water Conservation District before the Plat can be approved and construction can begin. A traffic study and improvement plans must be submitted to the County Engineer's Office before the Plat can be approved.

Franklin Township requires restricted open space to be prohibited subdivision or development by deed restriction, conservation easement or other agreement acceptable to the Township's legal counsel.

The correct Portage County Subdivision Regulations open space amount in the formula for permitted density (10%).

Numbers for open space and inconsistently between the Site Data Table and project acreage summary.

Staff recommends conditional approval with the following conditions:

1. Address the County Engineer's and ODOT's requirements, provide improvement plans and traffic study.
2. Provide covenants and deed restrictions in accordance with the Franklin Township Zoning Resolution.
3. Provide proposed covenants and deed restrictions to the Regional Planning Commission in compliance with the Portage County Subdivision Regulations.
4. Continue to work with Portage County Water Resources on the water and sewer extensions.
5. Issued identified by other review agencies.
6. Evidence or correspondence with the U.S. Army Corps of Engineers or Ohio EPA concerning wetlands required per the Portage County Subdivision Regulations. A permit from the US Army Corps of Engineers or Ohio EPA must be submitted prior to construction or filling activities. A permit number must be shown on the Plat.

A motion was made by C. Walker to follow staff recommendation. Motion seconded by T. Meyer. Motion carried with 21 Yeas.

Variance to Section 407.2.B (Drainage Easements) for the "Forest Ridge – Phase 6" on Hidden Brook Drive, Lot 42 S.D. in Ravenna Township, Forest Ridge Development Co., Ltd., applicant – Report presented by Gail Gifford

GAIL GIFFORD: "So, this variance is similar to the one for Eagle Greens. It is for a drainage easement located in the back of sublots 139, 140 and 141. The Subdivision Regulations require that all drainage easements be contained in the open space. So, these are not, and they will be within 30 feet and within private lots. This is due to the existing layout of this subdivision. This is the sixth phase; the other five phases went in under the old Subdivision Regulations and when they made the plan for the drainage it was going through these lots. So, our recommendation is approval. We also heard from Soil and Water and the County Engineer who recommended approval because approval was granted on the previous plan and how it was."

RICH COSTON: "My name is Rich Coston and I am with Quail Hill Forest Ridge Development Company. I also have Mike Kendall from GBC Design is our engineer. So, yea were asking for the variance on that storm. I also want to point out in our request, there's going to be some other areas that are going to have deal with this same similar situation. Bottom line is this is the sixth and last phase of the project and if you on the east side . . . they'll be down that . . . yes down there . . . coming from the previous phases on the backs of lots on almost all of the lots there's going to have to be some kind of storm back there. But we're going to be taking on stormwater on the back of lots 151, and 158. So, I just wanted to point it out and I just wanted to let you know that we are go to do the final design and we are going to be dealing with the same things. There's no open space back there to put these. Some of them were going to try and work in the swales and some of them will be in the pipes. So, I just wanted to point that out as part of the variance. Again, we have to finish up the engineering to see everything. That's all, I just wanted to point out and other than that, I'm here to answer any questions you have on the variance."

JIM DIPOLA: "Anybody have any questions?"

JOE PAULUS: "You said that this drainage area is 30 feet from where? the house?" GAIL GIFFORD: "No. The drainage easement is 30-feet wide." JOE PAULUS: "It looks like they are taking a pretty good lot too. I'm thinking. So, you are going to put a house on that with something back behind there. I mean, buyer beware. I guess I'm just concerned about the flooding and things on 39, 40 and 41. MIKE KENDALL: "There is already some piping that goes all the way over here." JOE PAULUS "Oh ok" MIKE KENDALL: "We're currently preparing to get the storm infrastructure outside of the person's property. So were trying to open ditch what's not piped." JIM DIPOLA: "Phase 1 is about to where that phase wraps around." JOE PAULUS: So, when somebody purchases those lots, they're going to be aware that there's drainage easement on those lots. So, they should know that when that 100-day storm comes every year that they have the potential of getting overflow there. That's my concern later down the road." RICH COSTON: "So, to address one issue. Yes, it's a recorded Plat or recorded easement on the Plat. So, they will be aware when they purchase and two it is in a pipe. The lots downstream will see the water." JOE PAULUS: "I thought you said it was going to be an open ditch? That was my main concern." RICH COSTON: "It's all going to be piped." JOE PAULUS: "Okay that changes everything."

LARRY JENKINS: "The only comment I would make is the Subdivision Regulations addressed everything that we're trying to do and that is just to keep these storm sewers out of the lots whenever we can. Especially in a situation like this. It's already existing and there's really nothing that the developer could do. So, we have no objection to that whatsoever. It's a good point, Joe that and that's what we look at also is we'll just like Eagle Greens ask them to keep everything in the open space because what will happen here and still probably have fences and because of people, there is no easement police so we just tried to move the stuff out but in this case we can't and it's existing. We have no objection."

JIM DIPOLA: "Any more questions? If not, I'll entertain a motion to approve the variance." D. Kemble made a motion to follow staff recommendation. Motion seconded by M. Hlad. Motion carried with 21 Yeas.

Pr. Plan of "Forest Ridge – Phase 6" on Hidden Brook Drive, Lot 42 S.D. in Ravenna Township, Forest Ridge Development Co., Ltd., applicant – Report presented by Gail Gifford

The applicant is requesting approval of the preliminary plan for Phase 6 of Forest Ridge. This is the last phase of the subdivision. The preliminary plan proposes 27 single-family lots, one new residential street, a new connection between the existing ends of Hidden Brook Drive and two new open space blocks.

Phases 1 – 5 were platted and constructed between 1997 and 2004. Phase 5 has several vacant lots remaining however, most of the lots in the previous phases have been sold and developed as residential single-family.

There are hydric soils which follows Breakneck Creek and its floodplain. The hydric soil clips the western boundary of Phase 6 in two locations.

There are four wetland areas that fall within the site. According to FEMA, most of the site is in Flood Zone X (minimal risk of flooding); however, north and west of Phase 6 is Flood Zone AE. Flood Zone AE represents the 100-year floodplain.

The property has been vacant since Phase 5 was developed. The developer has kept it cleared and prepped for development since 2006.

The conditional use permit was extended for 3 years at the Township Board of Zoning Appeals meeting in January 2024.

A minimum of 20% of the net area of the PUD must be reserved in perpetuity for public and/or private common open space. Prior to final approval of the PUD, the developer should submit legal documents prescribing its care and maintenance.

The plan proposes setting aside 1.8964 acres of open space. Open Space "A" contains the proposed stormwater basin and Open Space "B" is impacted by wetlands and floodplains. Open Space B-3, north and west of Phase 6 was platted with previous phases of the subdivision and is owned by the HOA. On the preliminary plan and on previous Plats of Forest Ridge, Open Space B-3 is stated to be a conservation easement; however, a record of an easement or a holder of that conservation easement has not been found. The covenants and restrictions filed with the previous phases restrict Open Space B-3 to be

maintained in its natural state with any modifications of it first being approved by the appropriate local, state or federal government agency.

Part of Open Space B-3, 0.1556 acres is being combined with land currently dedicated to Phase 6, Block G, to create subplot 145. Open Space "B" is currently part of Block "G" and would become dedicated open space. In order to remove the 0.1556 acres from Open Space B-3 and add it to Open Space B, a replat must be submitted. All owners would need to sign off on the Replat. As all HOA members pay dues to support the common areas of the subdivision, they are all partial owners. According to the Ohio Revised Code Section 711.24 the Portage County Subdivision Regulations Section 307.1B and the Portage County Prosecutor's Office, all HOA members would need to agree to the Replat.

Staff recommends conditional approval of the preliminary plan and the following conditions apply:

1. Address the County Engineer's requirements mentioned in the report.
2. Provide proposed covenants and deed restrictions to the Regional Planning Commission in compliance with the Portage County Subdivision Regulations.
3. Continue to work with Portage County Water Resources and the City of Ravenna on water and sewer extensions.
4. Revise the open space block names not already in use in this subdivision.
5. Show the existing gas lines on the Plan.
6. Address all items under Compliance with Portage County Subdivision Regulations in the report.
7. Any other issues identified above or as specified by the review entities.

A motion was made by M. Hlad to follow staff recommendations. Motion seconded by D. Kemble. Motion carried with 21 Yeas.

Replat of Block E-6R and E-7R in "The Cascades Subdivision" on Cascades Blvd. Lot 37 in Brimfield Township, James Yurkschatt (Campbell & Associates) on behalf of Akron Governmental, applicant

The applicant is requesting approval to adjust two parcel boundaries to accommodate a Veterans Affairs Facility.

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

According to the National Wetlands Inventory there are no wetlands on the site. According to the FEMA Flood Insurance Rate Map, there are no floodplains on the Replat site.

The applicant has not yet provided a revised paper copy and mylar copy to staff. Staff recommends conditional approval of the replat. A motion was made by C. Walker to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 21 Yeas.

ZONING

Brimfield Township Text Amendment – Report presented by Todd Peetz

Amendment No. 1

Brimfield Township is proposing to allow Research and Development in the I-C, Integrated Commercial Zoning District.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Brimfield Township is proposing to delete Section 311.04 to eliminate confusion with residential use. Only multi-family, apartments and home occupation uses are allowed.

Deleting this section is in keep with the changes to this district.

Staff recommends approval of the proposed amendment.

A motion was made by T. Meyer to follow staff recommendations on Amendment No. 1 and 2 as presented. Motion seconded by C. Walker. Motion carried with 21 Yeas.

Rootstown Township Text Amendment - Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing to eliminate the use of and/or in the Zoning Resolution. And/or was found four times within Section 380.06 and 380.07. The Zoning Commission reviewed each one to determine which one was more appropriate in the sentence. It is hoped that this will make the regulations less confusing for the applicant and more enforceable by the Township.

Staff recommends approval of the proposed amendment. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by C. Walker. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

WORK PROGRAM

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

Todd presented the January 2024 Work Program Report.

- **P.C. Subdivision Regulations Update** – The Steering Committee met on January 9, 2024 and the next meeting is scheduled for February 27, 2024.

- Hiram and Shalersville Township – Proposals were submitted for park improvements through the State Capital Budget. Shalersville Township’s proposal for a trails and historic building project was awarded.
- Quarterly Zoning Inspector’s Meeting – A meeting was held on January 25, 2024 and the topic was about a variety of ongoing topics. The next meeting will be held on April 18, 2024 at 6:00 p.m. The location and topic are yet to be determined.
- Brimfield Comprehensive Plan – Staff met with the Township Zoning Commission on February 8, 2024. The project will run through July 2024.
- Shalersville Township Land Use Plan - Online web presence has been prepared. Several community meetings were held for community participation. The final draft was submitted to township officials in November 2023. The next township meeting will be held on March 14, 2024. The project will run through to early 2024.
- Ravenna City Comprehensive Plan – A Steering Committee meeting was held on February 8, 2024. The project will run through July 2024.
- Ravenna Township Land Use Plan Update – A kick off meeting will be held in February. Several community meetings are planned. Staff looks to complete the update sometime in April/May 2025. The contract is now in place.
- P.C. Storm Water Program – Home Sewage Repair and Replacement Program - Two septic systems are in process. A new contract will need to be put in place. Staff will work with the Portage County Engineer to compile stats and accomplishments of the program thus far so a presentation can be made to the Portage County Commissioners to allocate additional funds to this program.
- Portage County Water Resources GIS Assistance – Al Zavertrnik has been providing 80 hours/month in GIS services for Water Resources.

December 2023 CDBG Report - Report presented by L. Reeves

2022 Community Development Allocation Grant

- Volunteer Park Project – The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held on February 13, 2024.
- Coleman Demolition Project – The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held on February 6, 2024.

- Freedom Schoolhouse ADA Project – Construction has been completed. Waiting on handrails to be fabricated and to be installed.
- DMRC ADA Project – Construction is anticipated to start at the end of February or beginning of March.
- Streetsboro Senior Assistance Program – Services are ongoing.
- Streetsboro Demolition Program – An amendment is in process moving the funds to the Public Service – Senior Assistance Program.

2022 Downtown Revitalization Target of Opportunity Program

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

2024 Residential Public Infrastructure Grant – CHINN Sewer Construction – We are anticipating putting in a pre-application in June 2024.

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

FINANCE

January 2024 Financial Statements

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

C. Walker made a motion to approve the January 2024 financial statements as presented. Motion seconded by R. Kotkowski. Motion carried with 21 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on March 13, 2024 at 4:30 p.m. Location of the meeting is to be determined.

DIRECTOR'S REPORT

- 124 N. Prospect Street – Form RPC Office – Open Arms Adoption said they were moving out in March 2024. In order for them to move the boxes out of the building the steps and the ramp need repaired/replaced. We have received quotes for the work to be done. The cost is estimated at \$6,800.

We have received a cost estimate to replace the furnace at 126 North Prospect Street. The cost is estimated at \$2,700.

Work is being completed to install exit signs at 128 North Prospect Street. The cost is estimated at \$1,800.

It was recommended in the Executive Committee that the building be put back out for bid for sale. It was recommended that we put it back out to bid for sale at a price of \$185,000.

- Intern – Todd introduced Ella Robertson and will be working with RPC for the spring. Ella is majoring in communication and will be assisting with marketing RPC, the Ravenna City Comprehensive Plan as well as Celebrate Portage.
- GIS Urban – Gail is working with the GIS Director, Joe Reichlin to obtain a cost for GIS Urban. This could be useful for creating zoning maps.
- Todd noted that David Dix came and interviewed him and Gail about the Ravenna Comprehensive Plan.

ADJOURNMENT

A motion was made by C. Walker to adjourn the meeting at 5:20 p.m. Motion seconded by T. Meyer. Motion carried with 21 Yeas.

Minutes approved at the March 13, 2024, Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on February 14, 2024 at: 3:30 p.m.

In Attendance: J. Beal J. DiPaola F. Seman A. Orashan

Staff: T. Peetz L. Reeves

Absent: S. Bennett S. Nutter

J. DiPaola opened the meeting at 3:30 p.m. The meeting was held at University Hospital Portage Medical Arts Building, 6847 North Chestnut Street, Room 150, Ravenna.

The minutes of January 10, 2024 were presented. A motion was made by J. Beal to approve the January 10, 2024 minutes as presented, seconded by F. Seman. Motion carried with (4) Yeas.

WORK PROGRAM – Report presented by T. Peetz

Planning Administration

A total of six subdivision applications were submitted during the month of January 2024 with two new lots being created.

odd gave an overview of the member service activities for the month of January 2024.

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

Staff attended the January Board meeting.

Quarterly Zoning Inspector Meeting

A meeting was held on January 25, 2024. Discussion on a variety of ongoing topics. The next meeting will be held on April 18, 2024 @ 6:00 p.m. The meeting location and topic is to be determined.

Portage County Storm Water Program

Staff continue to take applications to help homeowners replace failing septic systems. Two septic replacements are currently in the process of being replaced. A new contract will need to be in place for 2024. Staff will work with the Portage County Engineer to compile stats and accomplishments of the program thus far so a presentation can be made to the Portage County Commissioners to allocate additional funds to this program.

Portage County Water Resources GIS Assistance

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



Shalersville Township Land Use Plan

Online web presence has been prepared. Several community meetings were held for community participation. The final draft was submitted to township officials in November 2023. The next township meeting will be held on March 14, 2024. The project will run through to early 2024.

Brimfield Township Comprehensive Plan update

Staff met with the township Zoning Commission on February 8, 2024. The project will run through July 2024.

Ravenna City Comp Plan update

A Steering Committee meeting was held on February 8, 2024. The project will run through July 2024.

Ravenna Township Land Use Plan Major Update

Kick off meeting will be held in February. Several community meetings are planned. Staff looks to complete the update sometime in April/May 2025. The contract is now in place.

CDBG REPORT – Report presented by L. Reeves

2022 COMMUNITY DEVELOPMENT ALLOCATION GRANT

- Volunteer Park Project – The contract is in place and a Notice to Proceed has been issued. A pre-construction meeting was held on February 13, 2024.
- Coleman Demolition Project – A contract is in place and a Notice to Proceed has been issued. A Pre-Construction Meeting was held on February 6, 2024.
- Freedom Schoolhouse ADA Project – Construction has been completed. Waiting on handrails to be fabricated and to be installed.
- DMRC ADA Project – Construction is anticipated to Start at the end of February or beginning of March.
- Streetsboro Senior Assistance Program – Services are ongoing.
- Streetsboro Demolition Program – An amendment is in process moving the funds to the Public Service – Senior Assistance Program.

2022 DOWNTOWN REVITALIZATION TARGET OF OPPORTUNITY PROGRAM

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



2024 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – CHINN SEWER CONSTRUCTION

- We are anticipating putting in a pre-application in June 2024.

2024 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – MANTUA VILLAGE

- The State has reviewed and approved the income survey.

FINANCE - Report presented by Todd Peetz

2023 FINANCIAL STATEMENTS

Todd presented the January 2024 financial statements.

RPC GENERAL FUND

January 1, 2024 Cash Balance	\$51,755.43
Receipts:	\$78,789.99
Expenditures:	\$42,046.96
January 31, 2024 Cash Balance	\$88,498.46

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

January 1, 2024	\$2,877.88
Receipts:	\$0.00
Expenditures:	\$0.00
January 31, 2024	\$2,877.88

B-F-22-1CJ-1 CDBG Allocation Grant

January 1, 2024	\$87,354.66
Receipts:	\$6,800.00
Expenditures:	\$10,393.92
December 31, 2023	\$83,760.74

A motion was made by A. Orashan to approve the January 2024 financial statements as presented and reviewed and to recommend acceptance to the full Commission, motion seconded by J. Beal. Motion carried with (4) Yeas

OTHER BUSINESS

Open Arms Adoption said they were moving out in March 2024. In order for them to move the boxes out of the building the steps and the ramp need repaired/replaced. We have received quotes for the work to be done. The cost is estimated at \$6,800.



Todd noted that David Dix came and interviewed him and Gail about the Ravenna Comprehensive Plan.

We have received a cost estimate to replace the furnace at 126 North Prospect Street. The cost is estimated at \$2,700.

Work is being completed to install exit signs at 128 North Prospect Street. The cost is estimated at \$1,800.

It was recommended by Jim DiPaola that the building be put back out for bid for sale. After further discussion a motion was made by A. Orashan to put the building back out to bid for sale at a price of \$185,000. Motion seconded by J. Beal. Motion carried with 4 Yeas.

Todd is lining up interns for the spring/summer to help with projects. So far one intern has been hired for the spring and her name is Ella Robertson. Ella is majoring in communication and will be assisting with marketing RPC, the City of Ravenna Comprehensive Plan as well as Celebrate Portage.

Gail is researching the cost of a GIS Urban license and possibly share the cost with the IT department.

There being no further business to come before the Committee a motion was made by F. Seman to adjourn the meeting at 4:15 p.m. seconded by J. Beal. Motion carried with 4 Yeas.

Chairman, Jim DiPaola

Secretary, Todd Peetz

Minutes approved at the March 13, 2024 meeting.

**HICKORY CREEK PHASE 2 VARIANCE TO SECTION 407.2B
BRIMFIELD TOWNSHIP, LOT 11**

Case No. 24-06
Reviewed By: Gail Gifford, AICP
Date Submitted: 2-14-24
Due: 3-13-24

APPLICANT: **Hickory Creek, LLC.**
11685 Cleveland Ave. N.W.
Uniontown, OH 44685

REQUESTED ACTION:

Hickory Creek Phase 2 proposes 44 single-family lots and two new residential streets along with the extension of Hickory Creek Road which was stubbed out when Phase 1 was constructed. It is located off Meloy Road in Brimfield Township.

The applicant requests a variance to Section 407.2B Drainage Easements of the Portage County Subdivision Regulations. Section 407.2B states that

"The drainage easement shall be a minimum of thirty (30) feet wide, plus an additional four (4) feet in width for every foot of depth of the channel over two (2) feet deep and shall be located within the open space areas."

The preliminary plan shows several storm sewer easements in the rear or partially in the rear of sublots 62-70, 73, 77-86, 88-94 and 98-106. Due to the nature of the topography and the date of the original design of the subdivision (2019), which was before the current version of the Subdivision Regulations were adopted, the Applicant has requested a blanket variance over Phase 2 to cover any storm sewer easement locations which do not comply with Section 407.2B. The exhibit provided by the Applicant is attached as Exhibit 1.

HISTORY: Before being proposed for residential development, the property was a farm field. The original preliminary plan submitted under the name Sugar Maple Hills was reviewed at the November 2004 meeting and again in December 2005. That previous preliminary plan expired. The project evolved, adding more property and lots. A new preliminary plan was submitted in March 2019, under the subdivision name Sugar Maple Farms which was later changed to Hickory Creek when Phase 1 was platted in May 2022. The preliminary plan covering Phase 2 expired in March 2022. A new preliminary plan covering Hickory Creek Phase 2 was conditionally approved in April 2023 (Exhibit 2).

PHYSICAL LIMITATIONS (Exhibits 3-6):

Topography & Soil: The elevation of the project site ranges from 1130 feet above mean sea level off proposed sublots 70, 71, 72 on Acorn Ridge Circle to 1070 feet in the Brimfield Ditch floodplain. There are several areas of steep slopes (over 18%) towards the southern and western portions of the project site. In these areas, the landscape descends sharply towards Brimfield Ditch. Steep slopes are also present along several sublots off Acorn Ridge Circle. Carlisle muck (Cg) and Sebring silt loam (Sb) are present around

Brimfield Ditch and the wetlands. These are hydric soils and are unsuitable for structures.

Wetlands: As shown, there are some potential wetlands on the project site. Many of the wetlands are near Brimfield Ditch. According to the Portage County Watershed Plan, the wetlands surrounding Brimfield Ditch and separating Phase I from Phase II, are estimated to be moderate to high quality natural areas. The Ohio Environmental Protection Agency estimates these wetlands to be “good” quality.

Flooding: Flood Zone A is present on the project site following Brimfield Ditch’s path along the west and south project boundaries. The Township requires floodplains to remain permanent open space.

Land Use & Site Design: Phase II will create three new residential streets ending in cul-de-sacs. The only access point is via Hickory Creek Road. It is designed to preserve wetland and floodplain areas surrounding Brimfield Ditch.

TOWNSHIP REQUIREMENTS: Brimfield Township’s zoning code contains Environmental Protection Standards in Section 506. The below items summarize the code:

1. All floodplains must be permanent open space with no buildings or structures in the floodway.
2. Steep Slopes. At least 70% of steep slopes ranging from 18% to 25% slope must be permanent open space. No more than 30% of the areas may be graded or stripped of vegetation. When over 25% slope, 85% of those areas must remain permanent open space. No more than 15% of areas over 25% slope may be graded or stripped of vegetation.
3. Wetlands. A 25-foot natural buffer from the edge of the wetland must be maintained. Buildings and pavement must be set back a minimum of 40 feet from the wetland edge.
4. No more than 60% of a wooded lot may be cleared for development purposes.

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

- A. Exceptional topographical or other conditions peculiar to this particular parcel:
On site there are major wetlands that would be impacted by moving the storm sewer easement off of the lot. In addition to this, there are steep existing slopes that would make storm sewer installation not feasible. Draining lots from the rear to the street without storm sewer would result in excessively steep driveway slopes.
- B. Why a literal interpretation of the regulations would deprive the applicant of rights enjoyed by other property owners:
N/A
- C. That the peculiar conditions do not result from previous actions of the applicant:
N/A
- D. That the requested variance is the minimum that will allow a reasonable division of the land: *The variance requested is the minimum that will allow a division of*

land properly convey runoff from the subdivision. Storm sewer easements are placed off the lots in open space where possible.

COMMENTS: The Portage County Engineer's Office provided comments on the variance. The Engineer responded that it is appropriate to issue a variance to drainage easements when those easements would otherwise impact the wetland buffer required by the Township. The other area the Engineer would grant a variance for is the easement which goes between lots to the roadway drainage system. All other drainage easements must be contained within the open space.

ANALYSIS: This variance concerns the drainage easements located throughout Hickory Creek Phase 2. According to Section 407.2B of the Portage County Subdivision Regulations, drainage easements must be in *open space areas*. The intent behind this is to keep structures and fences off the easement so that the utility can be maintained.

In this instance, the design of the drainage easements is being dictated by the site's natural features as well as environmental protection regulations and the site's original design. For simplification, the easements shown in Exhibit 1 have been labeled A, B, and C.

- A. Part or all of the drainage easements in these areas are constrained by wetland buffers, steep slopes, and the location of the lots. All buildings, structures, and infrastructure should remain outside of the wetland buffer.
- B. Drainage easements in these areas are constrained by steep slopes.
- C. This easement runs behind lots 80 and 81 before running between lots 80, 77, 78, and 79 to reach the roadway drainage system which flows along Butternut Circle to the stormwater management basin.

RECOMMENDATIONS:

Staff recommends the following:

- A. Approval of the variance for these areas. Where these drainage easements would normally encroach into the wetland buffer if kept in the open space, intrusion into the lots will be allowed. The easement contained within the lots will be approximately 5 to 30 feet in width dependent on the location of the wetland buffer. All locations not impacted by the buffer must be contained outside of the private lots.
- B. Disapproval of the variance. The Engineer has recommended cutting into the hillside in these areas to keep the drainage easement from being contained on a private lot.
- C. Approval of the variance. This situation was caused by the layout of the lots, the design of which was established by Phase 2's conditionally approved preliminary plan.

Exhibit 1. Proof of Hardship Drawing



[illegible]

PRELIMINARY PLAN FOR HICKORY CREEK PHASE TWO
BEING A REPLAT OF BLOCK A OF HICKORY CREEK
PHASE ONE AS RECORDED IN PLAT 2022-23 OF
THE PORTAGE COUNTY RECORDS
SITUATED IN THE TOWNSHIP OF BRIMFIELD, COUNTY
OF PORTAGE, STATE OF OHIO, AND KNOWN AS
BEING PART OF LOT 11 OF SAID TOWNSHIP

[illegible][illegible]

DATE	DESCRIPTION	AMOUNT
01	TO BUDGET	1000
02	BY BUDGET	1000
03	TO BUDGET	1000
04	BY BUDGET	1000
05	TO BUDGET	1000
06	BY BUDGET	1000
07	TO BUDGET	1000
08	BY BUDGET	1000
09	TO BUDGET	1000
10	BY BUDGET	1000

For advertising information, contact the advertising manager, *Journal of the American Academy of Child and Adolescent Psychiatry*, 1401 Market Street, Philadelphia, PA 19104. Tel: 215-626-1200. Fax: 215-626-1201. E-mail: advertising@aacap.org

GBC DESIGN, INC.

HICKORY CREEK, LLC
11800 CLEVELAND AVE. NW
UNIONTOWN, OHIO 44680

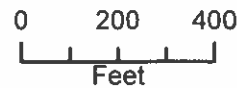
WILLIAM CLARK, JR. 100
BRANDT TOWNSHIP
PORTAGE COUNTY, OHIO
PREPARED BY CLARK

1 OF 1

Hickory Creek Phase 2 Variance to Section 407.2B Exhibit 3: Aerial 2022 Brimfield Township



Brimfield Township



Source: Aerial Imagery, Portage County GIS, 2022; Roads, Portage County GIS, 2023; Parcels, Portage County GIS, 2024; Soils, Portage County Soil Survey digital version, 2021.

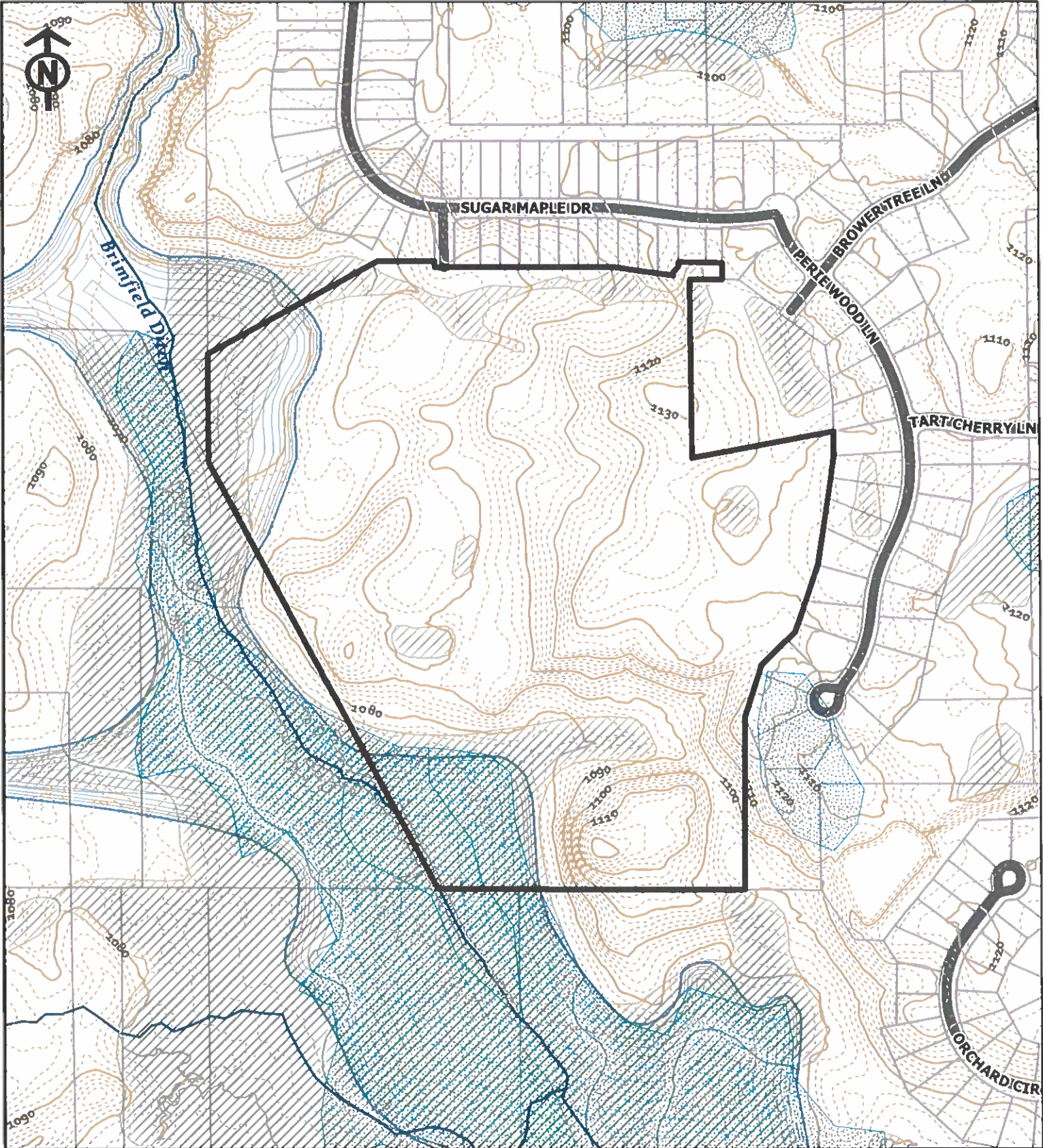
Hickory Creek Phase 2 Variance to Section 407.2B

Exhibit 5: Environmental

Brimfield Township



- 10-foot contours
- 2-foot contours
- Streams
- Portage County Wetland Inventory
- NWI Wetlands
- Flood Zone A
- Park
- Parcels (2024)

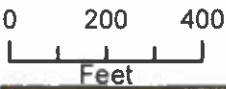


Sources: Roads, Portage County GIS, 2023; Parcels, Portage County GIS, 2024; Water, NHD edited by PCRPC 2012; Contours, Portage County GIS, 2016; Wetlands, PC Wetland Inventory, 2006, NWI Wetlands, NWI USFWS, 2021; Floodplains, FEMA FIRM, 2017, effective date 2009.

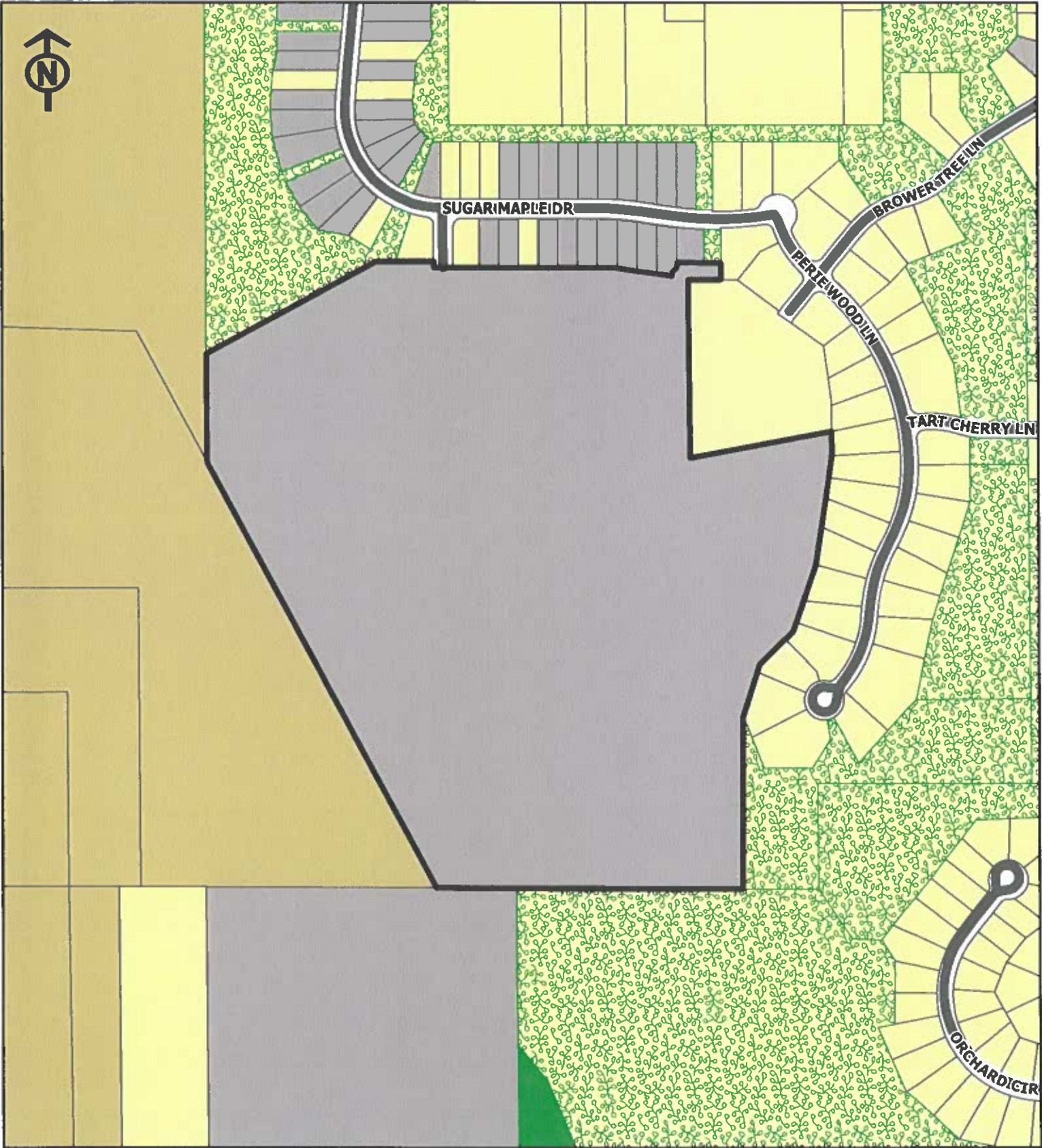
Hickory Creek Phase 2 Variance to Section 407.2B

Exhibit 6: Land Use

Brimfield Township



- Park or Protected Area
- Residential
- Vacant
- Subdivision Open Space
- Agriculture



Sources: Roads, Portage County GIS, 2023; Parcels, Portage County GIS, 2024; Land Use, PCRPC/Portage County Auditor parcel data, Feb. 2024. Protected Areas, PCRPC/Various Parks Departments, 2024; Subdivision Open Space, PCRPC, 2023.

**SHALERSVILLE TOWNSHIP
ZONING AMENDMENTS
March 2024**

Received: February 14, 2024

Meeting Date: March 13, 2024

Reviewed by: Todd Peetz

Proposed Language **Bold underline** is new language and ~~strikethrough~~ is proposed deleted language. ALL CAPS is a staff recommended language.

**Amendmet 1
Article 3, Add Section 311-K**

Proposed Change:

Section 311 Conditional Use Permits

K. Dog Kennels

- A. Only indoor kennels are permitted. Outdoor kennels are prohibited.**
- B. This section covers kennels used for breeding and/or boarding.**
- C. Minimum Lot Area: Ten (10) acres, exclusive of road right-of-way.**
- D. Minimum Lot Frontage on a Street: Five Hundred (500) feet.**
- E. All buildings, pens and runways for the housing or keeping of such animals shall not be less than One Hundred Fifty (150) feet from any adjacent property line.**
- F. All buildings, pens and runways for the housing or keeping of such animals shall not be less than One Hundred Fifty (150) feet from the principal structure of the same lot.**
- G. All Buildings shall be located behind the principal structure of the same lot.**
- H. All outdoor runs shall be closed between the hours of 9:00 pm and 7:00 am. All animals shall be housed inside the kennel building during these hours.**
- 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 of the adjacent run.**
- J. All outdoor runs shall be fenced with woven wire or other approved fence material. Said fence shall not be less than eight (8) feet in height and shall be maintained in good condition.**

K. Outdoor runs shall be screened from view of adjacent property lines and the road by Landscaping.

L. The disposal of waste shall be in compliance with County and State Laws. No such waste shall be detectable by odor or visually seen from any adjoining lot of record. Proper measures shall be taken to ensure such waste does not affect any well water of adjoining lots of record and any surface water (i.e. streams, ponds, lakes, drainage channels, etc.).

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

Comments: Shalersville Township wishes to address dog kennels, for boarding or breeding. They review several examples of dog kennels that are a conditionally permitted use. They really like Ravenna Township's example and would like to implement as they do. The only change between the two versions was Shalersville's outdoor dogs were allowed until 9 pm; whereas, Ravenna's was until 11 pm.

Staff Recommendation: Staff would recommend approval as submitted.

Amendment 2

Article 4 "All Districts" Section 414 – Prohibited Uses

Proposed Change: Section 414

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

O. Commercial Wind and Solar Installations that are intended to generate more than on-site electric needs.

P. High Volume Dog Breeding

Comments: The strikethrough in 414(N) is to just say medical marijuana cultivation, processing and retail dispensaries are prohibited. The new language associated with "high volume dog breeding", also makes sense however, there should be a definition for high volume breeding.

I found this: An establishment must BOTH maintain **6 or more breeding dogs** as defined AND meet one of these three criteria to be considered a high volume breeder. Just maintaining 6 breeding dogs will not be considered to meet the threshold of a high volume breeder.

Ohio Advancing Bill to Update Breeder Laws - American Kennel Club



Below is the definition from the Ohio Department of Agriculture.

High Volume Dog Breeder (HVDB) Application

A High Volume Breeder is defined as an establishment that keeps, houses, and maintains six or more breeding dogs ("breeding dog" means an unspayed adult female dog that is primarily used for producing offspring) and does at least one of the following:

- In return for a fee or other consideration, sells five or more adult dogs or puppies in any calendar year to dog brokers or pet stores;
- In return for a fee or other consideration, sells forty or more puppies in any calendar year to the public; or
- Keeps, houses, and maintains, at any given time in a calendar year, more than forty puppies that are under four months of age, that have been bred on the premises of the establishment, and that have been primarily kept, housed, and maintained from birth on the premises of the establishment.

Staff Recommendation: Staff would recommend approval of both amendments. The Township should determine which definition they should include to better define what a "high volume breeder" is for better public information.

Lisa Reeves

From: Todd Peetz
Sent: Wednesday, February 14, 2024 12:36 PM
To: Lisa Reeves
Subject: FW: Shalersville Township Zoning Resolution Amendments for review / feedback
Attachments: Shalersville TWNSP Sec 311 Cond Use Dog Kennels and 414 Prohibited Use adjust 14 Feb 2024.docx; Section 414 Prohibited Use section N strike and amend 14 Feb 2024.docx

Lisa,

This is for next month's agenda. Zoning text changes.

Todd

From: Brian Crock <brian_crock1@outlook.com>
Sent: Wednesday, February 14, 2024 12:05 PM
To: Todd Peetz <tpeetz@pcrpc.org>
Subject: Shalersville Township Zoning Resolution Amendments for review / feedback

Sir;

Per our conversation, enclosed are the following amendments we are proposing to the Township Trustees for approval, for your review and feedback.

1. Section 311 Dog Kennels and 414 Prohibited large volume dog breeding
2. Section 414 strikes and amend Marijuana use.

Thank You

Respectfully

Brian

LTC Brian W. Crock

Ohio Army National Guard (OHARNG)

Camp James A. Garfield Joint Military Training Center

(CJAG JMTC)

Range Operations Officer

Section 311 Conditional Use Permits

K. Dog Kennels

- A. Only indoor kennels are permitted. Outdoor kennels are prohibited.
- B. This section covers kennels used for breeding and/or boarding.
- C. Minimum Lot Area: Ten (10) acres, exclusive of road right-of-way.
- D. Minimum Lot Frontage on a Street: Five Hundred (500) feet.
- E. All buildings, pens and runways for the housing or keeping of such animals shall not be less than One Hundred Fifty (150) feet from any adjacent property line.
- F. All buildings, pens and runways for the housing or keeping of such animals shall not be less than One Hundred Fifty (150) feet from the principal structure of the same lot.
- G. All Buildings shall be located behind the principal structure of the same lot.
- H. All outdoor runs shall be closed between the hours of 9:00 pm and 7:00 am. All animals shall be housed inside the kennel building during these hours.
- 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 of the adjacent run.
- J. All outdoor runs shall be fenced with woven wire or other approved fence material. Said fence shall not be less than eight (8) feet in height and shall be maintained in good condition.
- K. Outdoor runs shall be screened from view of adjacent property lines and the road by Landscaping.
- L. The disposal of waste shall be in compliance with County and State Laws. No such waste shall be detectable by odor or visually seen from any adjoining lot of record. Proper measures shall be taken to ensure such waste does not affect any well water of adjoining lots of record and any surface water (i.e. streams, ponds, lakes, drainage channels, etc.).
- M. Kennel owner shall obtain all required County and State Permits.

Section 414 Prohibited Uses

- P. High volume dog breeding.

Section 414 Prohibited Uses (stake out and amended to read as follows)

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

**ATWATER TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
MARCH 2024**

Received: February 2, 2024
Meeting Date: March 13, 2024

Reviewed by: Todd Peetz

Bolded is new text and ~~struck-out~~ text is to be deleted. All CAPs are staff suggested language.

**Amendment 1
Section 530(C)2 Mobile Homes**

Existing:
Section 5.30
(C) Mobile Homes

- 1) New Mobile Homes must meet the same standards as a manufactured home (Section 5.3.F) Effective 2/8/2022.

Proposed: (shown in bold)
Section 5.30
(C) Mobile Homes

- 1) New Mobile Homes must meet the same standards as a manufactured home (Section 5.3.F) Effective 2/8/2022.
- 2) **The space beneath a mobile home shall be enclosed on all sides with an approved skirting material at the time of setup, and such skirting shall be maintained so as not to be readily accessible by children, dogs, cats or other domestic or wild animals.**

Staff Comments: This amendment adds back in the exact language that was taken out back in 2022 and was done by error, The request included us to review the revision note, but the revision note is created by the township as a clerk notation to help locate amendments as they occur. These revision notes have not been reviewed by the RPC Board before.

Staff Recommendations: Approval as submitted. Hold revision until after the Trustee's approval.

5.00 RESIDENTIAL DISTRICTS (R-1)

5.10 PURPOSE

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

5.20 PERMITTED USES – R-1 DISTRICT

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

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

B. Conditionally Permitted Uses:

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

1. Home Occupations subject Section 10.20 (E).

5.30 BUILDING REGULATIONS

A. The Minimum Living Floor Area shall be:

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

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

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

C. Mobile Homes

- 1) New Mobile Homes must meet the same standards as a manufactured home.**

Effective 2/8/2022 (Section 5.3 F),

- 2) Mobile Homes that were placed on a lot prior to 2/8/2022 shall follow.**

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

D. Maximum Building Height

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

E. Permitted Height Exceptions:

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

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

1. The main body shall be at least twenty-four (24) feet in width where it rests on the foundation and shall have a minimum of 1,040 square feet of living floor area (effective March 25, 2002).
2. The unit must have a continuous and complete frost free perimeter foundation for the main body.
3. The exterior wall covering is required to be either: vinyl, wood, simulated wood or masonry finish, (or resemble its appearance).
4. The use of flat or corrugated sheet metal for exterior walls or roof is prohibited.
5. **A garage is still required and needs to follow the requirements of Section 5.34**
6. **If the manufactured home is transported to the site on its own wheels, the wheels and the axles must be removed and the home must be put on a permanent foundation.**

5.34 GARAGE REQUIREMENTS (effective March 25, 2002)

All new dwelling units shall have a garage.

**AMENDMENTS TO SECTION 5.3, SECTION 5.34, SECTION 5.41, Section 5.42,
SECTION 5.44, Section 5.50, section 5.51, section 5.52.**

Revised: and approved by Trustee's 2/8/22

Section 5.30 Addition Sub Section A -3 Page 1

Section 5.30 Revised Sec. Section C Page 2

Section 5.30 Addition Sub Section F 5&6 Page 2

Section 5.42 Addition to Sub Sections A2 & B2 Page 6

Revised Section 5.44, 5.50, 5.51, and 5.52 Page 6

Corrected Section 590.13 Sub Section 2B-2 Page 18

Revised and Approved by Trustee's (Date)

Section 5.3 C 1 and 2 Page 2

**ROOTSTOWN TOWNSHIP
ZONING CODE AMENDMENT
March 2024**

Received: February 22, 2024
Meeting Date: March 13, 2024

Reviewed by Todd Peetz

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

Proposed Text Amendment:

**Amendment 1
Section Schedule 370.05**

Rationale: The existing section only addressed setbacks from parcels in the same district, and parcels in residential districts. It did not address setbacks from parcels that are neither in the same district nor a residential district (such as commercial districts). Other areas of our Resolution have setbacks from parcels in non-residential districts and in residential districts. Therefore, this amendment is intended to be consistent with the rest of our Zoning Resolution.

Section 370.05 Existing:

Every building shall be located on a lot so as to maintain the setbacks set forth in Schedule 370.05 below:

Schedule 370.05

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
A. Setback from street right-of-way	80 ft.	80 ft.
B. Setback from side and rear lot lines		
1. Adjacent to parcels in same district	25 ft.	50 ft.
2. Adj. to residential district	100 ft.	100 ft.

Section 370.05 Proposed (shown in bold):

Every building shall be located on a lot so as to maintain the setbacks set forth in Schedule 370.05 below:

Schedule 370.05

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
C. Setback from street right-of-way	80 ft.	80 ft.
D. Setback from side and rear lot lines		
1. Adjacent to parcels in same nonresidential district	25 ft.	50 ft.
2. Adj. to residential district	100 ft.	100 ft.

Staff Comments: This would help clarify an industrial use would have the same separation from commercial use or other nonresidential use besides just industrial uses. This change would allow for some additional flexibility for site planning purposes. The nonresidential industrial or commercial uses will still have a 100-foot setback from adjacent residential districts.

Staff would recommend: Approval as submitted.

Lisa Reeves

From: Rootstown Twp Zoning <rootstownzoning@sbcglobal.net>
Sent: Thursday, February 22, 2024 3:32 PM
To: Todd Peetz; Lisa Reeves
Subject: Rootstown text amendment for March agenda
Attachments: Rootstown ZC 2024-002.docx

Hi Todd and Lisa - I have one text amendment for your March meeting. See attached and if you have any questions, let me know.

Jordan



TO: Portage County Regional Planning Commission
 FROM: Zoning Commission
 DATE: February 22, 2024
 RE: Proposed Amendment to Zoning Resolution – 2024-002

At our regular meeting on February 20, 2024, a motion was passed to amend Section 370.05 of the Zoning Resolution.

Section 370.05 Existing:

Every building shall be located on a lot so as to maintain the setbacks set forth in Schedule 370.05 below:

Schedule 370.05

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
A. Setback from street right-of-way	80 ft.	80 ft.
B. Setback from side and rear lot lines		
1. Adjacent to parcels in same district	25 ft.	50 ft.
2. Adj. to residential district	100 ft.	100 ft.

Section 370.05 Proposed (shown in bold):

Every building shall be located on a lot so as to maintain the setbacks set forth in Schedule 370.05 below:

Schedule 370.05

	L-I Limited Industrial/ Business Park District	G-I General Industrial District
C. Setback from street right-of-way	80 ft.	80 ft.
D. Setback from side and rear lot lines		
1. Adjacent to parcels in same nonresidential district	25 ft.	50 ft.
2. Adj. to residential district	100 ft.	100 ft.

Rationale: The existing section only addressed setbacks from parcels in the same district, and parcels in residential districts. It did not address setbacks from parcels that are neither in the

same district nor a residential district (such as commercial districts). Other areas of our Resolution have setbacks from parcels in non-residential districts and in residential districts. Therefore this amendment is intended to be consistent with the rest of our Zoning Resolution.

Please provide your input and recommendations to secretary Jordan Michael, 4152 Tallmadge Road, Rootstown, OH 44272 or rootstownzoning@sbcglobal.net.

JM

**NELSON TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
March 2024**

Received: February 25, 2024
Meeting Date: March 13, 2024

Reviewed by: Todd Peetz

Underline Bold = New Text

~~Strike Through~~ = Deleted Text

CAPITAL BOLD = Staff Recommended Change

**Amendment 1
Article IV Section 1001.2 Solar Panels**

Section 1001.2 Solar Panels

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

Staff Comment: In speaking with a Nelson Township zoning commission representative. The proposed change refers to commercial and industrial users who may need larger amounts of electricity than a residential unit. The premise with solar and wind energy in Nelson Township is meant only for on-site usage.

Staff Recommendation: Approval as submitted.

Amendment 2
Article X
Small Solar and Wind Energy Systems Section 1001.5

Section 1001.5 Wind Towers/turbines

- A. The total height of small wind energy systems is measured as the vertical distance from the ground level to the tip of a wind generator blade when the tip is at its highest point, and shall not exceed the following maximum height requirements:
- a. Properties greater than two (2) acres to five (5) acres-maximum one hundred twenty (120) feet.
 - b. Properties greater than five (5) acres-maximum one hundred seventy (170) feet.
 - c. Properties within ten thousand (10,000) feet of an airport must comply with FAA height standards and regulations.
 - d. **Limit of one wind tower/turbine per property**

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

Staff Recommendation: Approval as submitted.

Amendment 3
Article V
General Regulations Section 502.4 Prohibited Uses

Prohibited in all districts:

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

Staff Comment: In speaking with a Nelson Township zoning commission representative. The proposed changes would eliminate the sale, storage and processing of marijuana and related products. The second prohibited use is off-site sale of wind and solar energy. This may be more difficult to track. The concept is to design for the energy needs of the property as close to maximum energy needs without going over. The premise with solar and wind energy in Nelson Township is meant only for on-site usage.

Staff Recommendation: Approval as amended.

Lisa Reeves

From: Todd Peetz
Sent: Monday, February 26, 2024 10:21 AM
To: Lisa Reeves
Subject: FW: submissions from Nelson Twp Zoning Commission
Attachments: Submission to PCRCP for marijuana restriction 2 21 2024.docx; Wind and Solar Nelson Amendment August 2023 revised for resubmission to PCRCP Feb 2024.docx

From: Mike Graham <tepsguy@msn.com>
Sent: Sunday, February 25, 2024 4:03 PM
To: Todd Peetz <tpeetz@pcrpc.org>
Cc: Mike Kortan <mikekortan1937@gmail.com>
Subject: submissions from Nelson Twp Zoning Commission

Todd,
Attached are two different items the Nelson Township Zoning Commission would like reviewed so we can look to add these changes to our Zoning Resolution.

1. Attached is the response dated August 9, 2023 from PCRCP on the proposed changes to our wind and solar policies for our township. Upon review by our Zoning Commission there is two items that we want to change from the suggestions from PCRCP. These changes are highlighted in red in section 1001.2 item B and section 1001.5 item D.

- 2) Is prohibiting the sale, storage, and/or processing of marijuana within Nelson Township

Please do not hesitate to contact me should you have any questions or need any additional information. I look forward to receiving feedback on these two items for our next meeting

Thank you,

Mike Graham
Nelson Township Zoning Commision
ph:234-755-3148

To: Regional Planning Commission

From: Nelson Township Zoning Commission

Date: February 25, 2024

Subject: Prohibiting the sale, storage, or processing of marijuana and related products within the township.

The Nelson Township Zoning Commission would like to submit the following item for review and feedback. Our Township Trustees have placed a moratorium on the sales, storage or processing of marijuana within the township. The Zoning Commission is proposing that changes be made to Article V titled General Regulations to make this moratorium a permanent part of our zoning resolution. Please note that the second prohibited item in red is part of our townships wind and solar policy. The proposed change is the addition of the items below in red. Should you need any additional information on these two issues please feel free to reach out to me.

Thank you,

Mike Graham

Email: tepsguy@msn.com

Phone: 234-755-3148

ARTICLE V

GENERAL REGULATIONS

Section 502.4

Prohibited Uses

Prohibited in all districts:

- A) Sale, storage, and/or processing of marijuana or marijuana related products
- B) Commercial for-profit resale of energy

No use shall be permitted or authorized to be established which, when conducted in compliance with the provisions of this

Resolution, and any additional conditions and requirements prescribed, is or may become hazardous, noxious, or offensive due to the emission of odor, dust, smoke, cinders, gas, fumes, noise, vibration, electrical interference, refuse matter, or water- carried wastes, or which will interfere with adjacent landowners' enjoyment of the use of their land. The following specific uses are prohibited in any area:

- A. Storage, sale, or manufacture of fireworks, or any other explosive.
- B. Dumping, storing, burying, disposing or burning of garbage, refuse, scrap metal, or rubbish.
- C. Use of any vehicle or recreational vehicle for dwelling unit purposes except for manufactured homes as otherwise permitted in this Resolution.
- D. Junk motor vehicles, junk yards, auto graveyards or places for the collection of scrap metal, paper, rags, glass, or junk for sale, salvage, or storage purposes or for dismantling used vehicles except as otherwise specifically permitted.
- E. Uses which pollute streams or ground water as defined by Ohio EPA.
- F. Landfills or medical waste facilities.
- G. The noise level generated from a shooting range may average sixty-five (65) decibels, but may not exceed seventy-five (75) decibels.
- H. Any shooting range or club is prohibited to use any belt fed or fully automatic fire arms or explosive materials.

**NELSON TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
August 2023**

Received: July 26, 2023
Meeting Date: August 9, 2023

Reviewed by: Gail Gifford

Underline Bold = New Text

~~Strike Through~~ = Deleted Text

CAPITAL BOLD = Staff Recommended Change

**Amendment 1
Section 202 Definitions**

Proposed:

~~**Small Solar Energy System:** A small solar energy system is either contained entirely on a rooftop or is a ground system covering less than one acre of land or water.~~

Staff Comments: Based on discussions with the zoning commission, Nelson Township is concerned with the impact of solar on its views and character. To have more control over the visibility and appearance of solar panels in the Township, staff suggests splitting the definition of solar energy system into multiple components so the components can be regulated separately as necessitated. This will also aid in the clarity of Article X for the general public.

SOLAR ENERGY SYSTEM: A DEVICE, ARRAY OF DEVICES OR STRUCTURAL DESIGN FEATURE, THE PURPOSE OF WHICH IS TO PROVIDE FOR GENERATION OR STORAGE OF ELECTRICITY FROM SUNLIGHT, OR THE COLLECTION, STORAGE, AND DISTRIBUTION OF SOLAR ENERGY FOR SPACE HEATING OR COOLING, DAYLIGHT FOR INTERIOR LIGHTING OR WATER HEATING.

GROUND MOUNTED SYSTEM: A SOLAR ENERGY SYSTEM MOUNTED ON A RACK OR POLE THAT RESTS OR IS ATTACHED TO THE GROUND.

ROOF MOUNTED SYSTEM: A SOLAR ENERGY SYSTEM MOUNTED ON A RACK THAT IS FASTENED OR BALLASTED ON A STRUCTURE'S ROOF.

This change to the definition has been reviewed by Nelson Township.

Recommendations: Staff suggests splitting the definition in two for clarity of Article X.

Amendment 2
Article X
Small Solar and Wind Energy Systems Section 1001.1 to Section 1001.5

The intent for this change to our Zoning Resolution:

The current Article as written does very little to quantify the size of solar and wind systems by using wording such as “small” or “one per site”. Since there is no clear definition of what “small” or “per site” means as related to this section this leaves that up to the person reading the article. Example, if you have three hundred (300) acres and want to install seventy-five (75) acres of solar panels, is this considered “small” compared to the full three hundred (300) acres? The same could be applied to wind towers to the statement one (1) per site. Could you take the same three hundred (300) acre parcel divide it up to how ever many sites you can carve out in while meeting the required surrounding fall area and call each one of those a “site”?

The intention of updating this article is twofold. First is addressing the quantity question by limiting the use of solar and wind to on-site consumption. Second would be to prohibit solar and wind projects/farms whose purpose is to generate energy for addition to the electrical grid. Residential application of solar and wind would be listed as permitted in all zoning districts. Wind and solar in support of a property owner’s business would be listed as conditionally permitted. Making the commercial application conditionally permitted will allow the Board of Zoning Appeals oversight to ensure the size of the project is intended for on-site consumption only and provide for public input since these types of projects are larger in scale than that of a residential application and have a greater impact on the surrounding area.

ARTICLE X
Small Solar and Wind Energy Systems

Section 1001.1 Purpose (new)

THE PURPOSE OF THIS CHAPTER IS TO ALLOW Solar and wind energy systems that are sized for on-site consumption by the property owner will be allowed. Residential systems are permitted in all zoning districts. MODERATE SIZED Systems providing energy to an on-site business is A conditional use. Commercial for-profit resale of energy is not approved in any zoning district.

Section 1001.1 Purpose (current)

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

Section 1001.2 Allowable number of towers and wind turbines

- ~~A. Towers No more than one wind energy tower may be located on any single site, in accordance with this section, unless otherwise stipulated in this resolution.~~
- ~~B. Wind turbines Any number of wind energy system turbines may be in operation on a single site, in accordance with this section.~~
- ~~C. Solar panels Any number of solar panels may be in operation on a single site, in accordance with this section.~~

Section 1001.2 Solar Panels (new)

- A. GROUND AND ROOF MOUNTED SOLAR ENERGY SYSTEMS ARE PERMITTED IN ALL RESIDENTIAL DISTRICTS.**
- B. GROUND MOUNTED SYSTEMS MAY COVER NO MORE THAN ONE ACRE OF LAND FOR COMMERCIAL APPLICATIONS, 2000 SQUARE FEET FOR RESIDENTIAL APPLICATIONS. REGARDLESS EACH ~~AND~~ MUST COMPLY WITH LOT COVERAGE MAXIMUMS SPECIFIC TO THE UNDERLYING ZONING DISTRICT. GROUND MOUNTED SYSTEMS ARE AN ACCESSORY USE.**
- C. SOLAR ENERGY SYSTEMS ARE A CONDITIONAL USE IN COMMERCIAL AND INDUSTRIAL ZONING DISTRICTS.**
- D. ALL SOLAR ENERGY SYSTEMS MUST BE DESIGNED FOR ON-SITE CONSUMPTION.**

SECTION 1001.3 SOLAR PANEL LOCATION, SETBACKS, AND HEIGHT

- A. ~~Freestanding~~ GROUND MOUNTED SOLAR PANELS SHALL HAVE A MAXIMUM HEIGHT OF 15 FEET AT FULL TILT.**
- B. ~~attached to a building~~ ROOF MOUNTED solar panels shall comply with the maximum permitted height of the zoning district.**
- C. GROUND MOUNTED solar ENERGY systems shall only be located in the rear yard portion of any lot. THE exception is when solar panels are attached to a building and the base cannot be viewed from any roadway.**
- D. All setbacks of the zoning district must be followed in placement of panels.**

SECTION 1001.4 SOLAR PANEL MAINTENANCE

- A. A SOLAR energy system that is visually not functional shall be repaired by the owner or removed within sixty (60) days of the first**

citation by zoning inspector.

- B. The owner OF THE SOLAR ENERGY SYSTEM is solely responsible for the removal of the system and all costs, financial, or otherwise, of the system removal or repair.

Section 1001.5 Wind Towers/turbines {new title}

- A. The total height of small wind energy systems is measured as the vertical distance from the ground level to the tip of a wind generator blade when the tip is at its highest point, and shall not exceed the following maximum height requirements:
- a. Properties greater than two (2) acres to five (5) acres- maximum one hundred twenty (120) feet.
 - b. Properties greater than five (5) acres-maximum one hundred seventy (170) feet.
 - c. Properties within ten thousand (10,000) feet of an airport must comply with FAA height standards and regulations.
 - d. Limit of one wind tower/turbine per property
- B Wind turbine(s) may be affixed to the building or the roof, providing that:
- a. the total height of the wind turbine is less than twenty feet above the highest point of the building
 - b. the base of the wind turbine cannot be seen from the road right-of-way

~~Solar panels shall comply with the maximum permitted height of the zoning district. (moved and updated to section 1001.2 item A)~~

- C. A wind turbine may be attached to an existing tower provided that:
- a. the tower is designed to accommodate the wind turbine
 - b. the tower is in compliance with all applicable sections of this amendment.

Section 1001.6: Tower locations and SETBACKS {new}

- A. A wind ENERGY system shall only be located in the rear yard portion of any lot. THE exception is when the wind ENERGY system is attached to a building and the base cannot be viewed from any roadway.

Section 1001.4 Location {current}

~~A. A solar and/or wind system shall only be located in the rear yard portion of any lot. Exception is when solar and/or wind a system is attached to a building and the base can not be viewed from any roadway. Another exception would be for dual purpose solar collectors. (See solar energy dual purpose definition)~~

B. Tower SETBACKS

- a. shall be located at least one hundred thirty (130) per cent of its height from any public road right- of-way.
- b. shall be located at least one hundred thirty (130) per cent of its height from overhead utility lines, except those lines directly serving the subject property.
- c. shall be located at least one hundred thirty (130) per cent of its height from all property boundaries, except as stipulated in item C.

C. May be located as close as eighty (80) feet to the property boundaries of the installation site, providing that:

- a. the tower is a tilt-down and/or crank-up monopole design, which must pull down or retract towards the installation site and away from all adjoining properties
- b. the tower does not utilize guy wires
- c. the total height cannot exceed sixty (60) feet

D. Guy wire anchors SETBACKS

- a. if guy wires are utilized as part of the design, then the guy wire anchors shall be placed at least fifty (50) feet from any abutting property boundaries
- b. the minimum distance a wind turbine may be from the property boundaries, if it is located on a building, must equal a distance that is equal to the total height of the wind turbine from the ground.

Section 1001.7

Security

- A. If the base of the tower is designed so it is not climbable for a distance of ten (10) feet, as measured from the ground, then the fencing of the base is not required.

- B. If fencing is required it shall be chain-link, a minimum of ~~eight (8)~~ **ten (10) feet high.**
- C. All access doors to the wind turbines and electrical equipment shall be locked to prevent entry by non- authorized persons.

Section 1001.8 Electrical Interference

The small wind energy system shall not cause any television, microwave, or navigation interference. If a signal disturbance problem is identified, the applicant shall correct the problem within sixty (60) days of being notified of the problem.

Section 1001.9 Noise

The wind energy system shall not exceed the sound level (decibels) specified in schedule below when measured at the property line.

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

Section 1001.10 Compliance with FAA regulations

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

Section 1001.11 Lighting

Except as required by law, a tower shall not be illuminated and lighting fixtures or signs shall not be attached to the tower. If lighting is required by the FAA regulations, white strobe lights shall not be

permitted at night unless FAA permits no other alternatives. No lighting shall be constructed, placed, or maintained in a manner that will constitute a nuisance to any surrounding property and shall in no way impair safe movement of traffic on any street or highway.

Section 1001.12

Advertising

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

Section 1001.13

Warnings

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

Section 1001.14

Maintenance

- A. The design and location of the wind energy system shall ensure that all maintenance can be conducted from the installation site.
- B. A small wind energy system that is not functional shall be repaired by the owner or removed within sixty (60) days of the system last functioning
- C. When a system reaches the end of its useful life and can no longer function, the owner of the system shall remove the system within sixty (60) days of the day on which the system last functioned. The owner is solely responsible for the removal of the system and all costs, financial, or otherwise, of the system removal.

Section 1001.15

Safety features

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

Section 1001.16

Blade clearances

- A. The clearance or the distance between the blades of a wind turbine

and the blades of another wind turbine shall be no less than forty (40) feet.

- B. The clearance of the distance between the blades of a wind turbine and the ground shall be no less than twenty-five (25) feet.

Section 1001.17 **Fees**

Trustees may set a fee for each alternative energy system.

Section 1001.18 **Liability**

Liability insurance is required

Staff Comments: Distinguishing between ground mounted and roof mounted systems will allow the township to have greater control of the impact of solar energy systems on the character of the community. It will also make the amendment clearer for use by the public.

- Staff suggests distinguishing between ground and roof energy systems for height requirements. Ground mounted systems in excess of 15 feet are typically making dual use of the land (such as agriculture and solar) or are for-profit systems.
- Staff suggests splitting out solar into multiple sections similar to the wind energy system sections. The first section will define what solar energy systems are allowable, the second will discuss setbacks, location, and visibility, and the third will discuss maintenance and end-of-life.

A few minor grammatical changes and changes for consistency were also made to this section.

Staff suggestions have been reviewed by Nelson Township.

Recommendations: Staff recommends approval with inclusion of staff recommendations.

RESOLUTION

RE: SETTING REGULAR AND SPECIAL MEETINGS, AND ESTABLISHING RULES FOR THE MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND COMMITTEES

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

WHEREAS: Ohio Revised Code Section 121.22 concerning open public meetings, it is required that the Portage County Regional Planning Commission ("Commission") and its Committees ("Committees") adopt rules relative to scheduling of regular and special Commission meetings and to provide notice of these meetings, AND

WHEREAS: Pursuant to Ohio Revised Code Section 713.21, this Commission adopted by-laws for the regulation of its affairs and the conduct of its business, titled the Portage County Regional Planning Commission By-Laws, (herein, "By-Laws"), as revised from time to time, attached hereto and incorporated herewith as though fully rewritten, NOW THEREFORE BE IT

RESOLVED: In accordance with its By-Laws, the Commission agrees to convene a regularly scheduled meeting on the 2nd Wednesday of each month at 4:30 p.m. and concluding at the end of the public business of the Commission, AND BE IT FURTHER

RESOLVED: That said meetings are to be held at Reed Memorial Library, 167 East Main Street, Ravenna or at the UH Portage Medical Arts Building and Professional Center, 6847 N Chestnut Street, Ravenna, or at the former Regional Planning Commission Office, 124 North Prospect Street, Ravenna, Ohio, AND BE IT FURTHER

RESOLVED: That, in accordance with the By-Laws of the Commission, special and emergency meetings of the Commission will be held at the call of the Chairman of the Commission or any three (3) members of the Commission, AND BE IT FURTHER

RESOLVED: That, in accordance with the By-Laws of the Commission, the Secretary of the Commission shall mail or deliver written notice of each regular or special meeting to the Commission or appropriate members not more than ten (10) days nor fewer than five (5) days prior to such meeting, along with a proposed meeting agenda, AND BE IT FURTHER

RESOLVED: That notices of upcoming regularly scheduled meetings will be posted on the Portage County Regional Planning Commission website at:

www.portagecounty-oh.gov/regional-planning-commission/pages/rpc-meeting-board-packets

AND BE IT FURTHER

RESOLVED: That Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (G)(1)-(8), AND BE IT FURTHER

RESOLVED: That the Secretary of the Commission will direct the "Record-Courier" to publish notice in its newspaper of the time, place and purpose of a special meeting at least twenty-four hours in advance of the special meeting, and if any other news media have requested notification the Secretary shall give at least twenty-four hours advance notice to any other news media that may have requested notification, AND BE IT FURTHER

RESOLVED: That in the event of an emergency, the Secretary of the Commission, on behalf of the Chairman or members calling the meeting, shall notify the Record-Courier and any other news media that may have requested notification immediately of the time, place and purpose of the meeting, AND BE IT FURTHER

RESOLVED: Any person may request the time and place of all regularly scheduled meetings by submitting a request to the Secretary of the Commission, AND BE IT FURTHER

RESOLVED: Any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Secretary of the Commission a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months), AND BE IT FURTHER

RESOLVED: That the Commission finds and determines that all formal actions of this Commission concerning and relating to the adoption of this resolution were taken in an open meeting of this Commission and that all deliberations of this Commission that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

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 March 13, 2024.

Jim DiPaola, Chairman

Todd Peetz, Secretary

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

A. COMPREHENSIVE PLANNING

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

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

B. PLAN IMPLEMENTATION/SHORT TERM PLANNING

1. Update of Portage County Subdivision Regulations

- The updated version is available on our website.
- Annual updates will be reviewed by staff and other reviewers each December and a major review and update will occur by July 2024.
- Met on February 27th on proposed changes moving forward.
- Next Steering Committee meeting is scheduled for April 2nd.

C. INFORMATION SYSTEMS

1. Database Acquisition and Updates

2. Web Site

Check out the website at www.portagecounty-ohio.gov/regional-planning-commission.

We have moved everything from our old website over to the County's website.

Check out the:

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

D. PLANNING ADMINISTRATION

1. Subdivision Regulation Administration

a. Subdivisions of Land (Submitted)

Preliminary Plans	0 Applications	0 Lots
Plats	0 Applications	0 Lots
Replat	1 Application	2 Lots
Exceptional Replats	0 Applications	0 Lots
Variances	1 Application	
Minor Subdivisions	2 Applications	6 Lots

b. Divisions of Land

5+ Acre Lot Divisions	8 Applications	8 Lots
<u>Transfers. To Adj. Prop.</u>	<u>1 Application</u>	<u>1 Transfer</u>
	13 Applications	16 Lots Created

E. REGIONAL COORDINATION AND OTHER CONTINUING ACTIVITIES

1. Other Member Services as Requested

- Atwater Township
Processed a text amendment
- Brimfield Township
Finalizing the update to their comprehensive plan. Working on a variety of zoning issues and map amendments
- Deerfield Township
- Franklin Township
Finalized income survey of the Brady Lake area.
- Freedom Township
Administrating a CDBG grant for the old schoolhouse on SR 303. Coordinating recreational grants.
- Garrettsville Village
- Hiram Township
- Hiram Village

- Mantua Township
- Mantua Village
We are kicking off an income survey on March 19th based on a randomized list for the entire Village. Administering a CDBG grant for sidewalk improvements and a “target of opportunities” grant for the façade.
- Nelson Township
Processed text amendment.
- Palmyra Township
- Paris Township
- Randolph Township
Prepared a cost estimate for an updated Land Use Plan.
- Ravenna City
Continue to work on their Comprehensive Plan. Also prepared a Connecting Communities Grant for a bikeway study.
- Ravenna Township
Executed a contract for their Land Use Plan. Will have a kick-off meeting in the next couple of months.
- Rootstown Township
Finalizing a neighborhood income survey. Approximately 2 more surveys to complete.
- Shalersville Township
Provided a final draft of their Land Use Plan update. Received a Capital Budget request for a trails project and historic building.
- Suffield Township
- Sugar Bush Knolls
- Windham Township
- Windham Village
Assisting the Village with a Connecting Communities grant

Non-Member Technical Assistance

- 1. Akron Metropolitan Area Transportation Study (AMATS)**
- 2. Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)**
 - Attended January meeting.
- 3. Portage County Housing Services Council**
- 4. Data/Information/Graphics to Developers, Businesses, Private Sector upon Request**
 - Topography maps, aerials, wetlands, zoning, census, floodplain and subdivision information for the public, businesses, and organizations.
- 5. Portage Development Board (PDB)**
- 6. Quarterly Zoning Inspectors (QZI) Meeting**
 - We held a meeting on January 25th. The topic was an update on a variety of ongoing topics. **The next meeting will be held on April 18th @ 6:00 pm.** The meeting location and topic is to be determined.
- 7. Portage County Storm Water Program – Home Sewage Repair and Replacement Program**
 - The Portage County Storm Water Program has set aside \$500,000 to repair and replace home septic systems. This is part of a three-pronged program to help homeowners with the problem of high costs to repair and replace the home septic system. The contract to extend the program is being processed and one (1) septic system is in process and one pending owner information.
- 8. Shalersville Land Use Plan**
 - Online web presence has also been prepared.
 - Final Draft submitted in November 2023.
 - Next meeting with the Township is March 14th.
 - The project will run through to early 2024.
- 9. Portage County Water Resources GIS Assistance**
 - Provide GIS Mapping assistance to fill out the attribute tables or pre-existing water and sewer lines.
 - The goal is to provide 80+/- hours per month.

10. Brimfield Comprehensive Plan Update

- Incorporate 2020 census data into the plan.
- Evaluate the short-term goals and objectives and establish or update as necessary.
- Make modifications to the on-line summary as needed.
- Met on December 14th with the Zoning Commission.
- Next Meeting will be on February 8th.

11. City of Ravenna Comprehensive Plan

- The plan will be very community focused.
- Interactive Map/marketing by describing Ravenna's opportunities and quality of life.
- Community Meetings planned for March 20th and April 17th.
- Should be completed in July of 2024.
- Next meeting will be on March 27th, 2024.

12. Ravenna Township Land Use Plan Major Update

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

F. COMMISSION MANAGEMENT/ADMINISTRATION

1. Other

- **Celebrate Portage! /Visioning in Portage (VIP)** - Celebrate Portage! is to keep the key elements of the vision alive. The core concept of Celebrate Portage! is to celebrate the good to great things happening in the County. Doing so will bring greater awareness of what the County has to offer and to inspire others to action. Looking forward to another great year!!

CDBG REPORT
March 2024
Work Through February 2024

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

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

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

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

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

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

A Pre-Construction meeting was held on February 6, 2024. It is anticipated that the demolition will be completed in April.

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

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

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

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

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

Construction is anticipated to start in March 2024.

Fair Housing - \$10,000 (CDBG)

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

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

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

There were seven (8) requests for assistance received in February. One (1) call was in Franklin Township; Four (4) calls were in the City of Ravenna; One (1) call was in the City of Streetsboro; One (1) call was in Randolph Township; and One (1) call was in Brimfield Township.

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

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

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

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

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

Services are ongoing. An addendum is in process to allow for additional households to be assisted as well as increase the frequency of the lawn mowing. A public hearing for the amendment was held on February 29, 2024.

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

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

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

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

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

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

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

Improvements are being proposed to a small block of buildings located on the east side of Main Street, North of Prospect Street in the Village of Mantua (10676, 10678, 10682 Main Street). Renewal of the store fronts and façade of the building, including masonry restoration of the store front. Five of the entrance doors have

been changed over time and have undersized, cheap residential entrance doors. These will be replaced with new aluminum covered wood doors with low E tempered glazing and commercial hardware. The two existing doors that are original will be reglazed with low E tempered glazing and will be refurbished. The upper windows in all of the storefronts are currently boarded up and painted over. The windows will be opened back up and reglazed with 1" insulating low E glazing. All woodwork will be painted on the exterior face. Above the storefronts are cornice roofs. These will be repaired and re-roofed. All the cornice trim work will be painted and refurbished. The masonry face of the building will be cleaned and tuckpointed with brick repairs as needed.

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

Administration - \$15,000 (CDBG)

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

2023 RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT – CHINN SEWER CONSTRUCTION - \$750,000 (Includes RPC Administration) (CDBG) + \$1,500,000 (OPWC) + \$7,859,000 (WPCLF)

The service area includes the Babcock & Motz Allotment, Sanmar, Cloverlawn, High Knoll and the Chinn 1st, 2nd and 3rd Allotments. This area was developed in the 1950 – 1970 and comprises of 170 residential homes that have on site treatment systems and wells. The service area currently does not have access to a public water or sanitary sewer system. The purpose of this project is to construct a new public wastewater collection system that will address water quality violations encountered by the EPA and the P.C. Health Department in the project service area located in Ravenna Township.

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

OCD has recommended re-submitting a pre-application in June 2024.

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

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

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

OCD had reviewed and approved the income survey. The income survey will begin in March 2024.

PORTAGE COUNTY RPC
FINANCIAL STATEMENT
February 29, 2024

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 88,498.46	<-- Feb 1st-->	\$ 51,755.43	<-- Jan. 1st
Total All Receipts	\$ 27,830.10		\$ 106,620.09	
Total All Expenditures	\$ 42,349.33		\$ 84,396.29	
Ending Cash Balance	\$ 73,979.23	<--Feb 29th -->	\$ 73,979.23	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	262,616.00	7,986.78	67,681.04	148,359.83	194,934.96	26%
Subdivisions	20,000.00	2,535.00	3,740.00	-	16,260.00	19%
Copies/Misc.(community over hrs)	4,000.00	5,199.50	5,331.80	-	(1,331.80)	133%
Rental Income	30,900.00	3,600.00	6,175.00	1,300.00	24,725.00	20%
Contracts	227,000.00	8,508.82	15,009.26	10,707.57	211,990.74	7%
Contract Portage County	48,500.00	-	8,682.99	13,675.07	39,817.01	18%
Other	-	-	-	-	-	0%
Refund/Reimbursement	-	-	-	-	-	0%
TOTAL REVENUE	593,016.00	27,830.10	106,620.09	174,042.47	486,395.91	18%
January 1, 2024 Unencumbered						
Cash Balance	51,756.00					
TOTAL CERTIFICATE OF RESOURCES	644,772.00					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	323,128.00	24,856.02	49,516.40	-	273,611.60	15%
3 PT Salaries	28,922.00	2,224.80	4,449.60	-	24,472.40	15%
3 Retirement/Termination Pay Off	14,000.00	-	-	-	14,000.00	0%
3 PERS	49,287.00	3,791.32	7,555.25	-	41,731.75	15%
3 Medicare	5,105.00	376.98	751.12	-	4,353.88	15%
3 Workers Comp	5,985.00	460.36	917.39	-	5,067.61	15%
3 Health Insurance	99,550.00	7,657.70	15,315.40	-	84,234.60	15%
4 Contract Service	-	-	-	-	-	0%
4 Travel/Training	5,000.00	-	399.00	-	4,601.00	8%
4 Dues	726.00	175.00	175.00	-	551.00	24%
4 Publications	250.00	-	-	-	250.00	0%
4 Utilities	4,900.00	907.17	1,439.74	1,501.63	1,958.63	60%
4 Advertising	350.00	-	-	120.00	230.00	34%
4 Telephone	1,300.00	202.46	202.46	-	1,097.54	16%
4 Postage	1,200.00	-	-	-	1,200.00	0%
4 Repairs	2,000.00	259.00	334.00	25.00	1,641.00	18%
4 Equip/Copier/Postage meter Leases	4,200.00	239.00	1,308.04	2,390.00	501.96	88%
4 Professional & Technical Services	2,085.00	-	-	-	2,085.00	0%
4 Photocopying/Printing	2,500.00	5.75	5.75	458.25	2,036.00	19%
4 Audit Services	6,200.00	-	-	-	6,200.00	0%
4 Legal Services	10,000.00	833.33	1,666.70	8,333.30	-	100%
4 Insurance (Bonding)	-	-	-	-	-	0%
5 Supplies	3,672.00	360.44	360.44	639.56	2,672.00	27%
5 Equipment/Software	-	-	-	-	-	0%
5 Food Supplies	-	-	-	-	-	0%
6 Building Improvements	10,000.00	-	-	8,035.00	1,965.00	80%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	15,000.00	-	-	-	15,000.00	0%
TOTAL 2023 EXPENDITURES	595,360.00	42,349.33	84,396.29	21,502.74	489,460.97	18%
2023 Carryover Encumbrances	-	-	-	-	-	0%
Total 2023 Encumbrances	-	-	-	-	-	
GRAND TOTAL	595,360.00	42,349.33	84,396.29	21,502.74	489,460.97	

CDBG FUNDS
02/29/24

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
	-	-	-	-
	-	-	-	-
Target of Opportunity	2,877.88	-	-	2,877.88
Formula 2022 Grant (B-F-22)	83,760.74	82,040.00	7,705.50	158,095.24
TOTAL	86,638.62	82,040.00	7,705.50	160,973.12

02/29/24

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

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Façade Improvements MV	\$ 200,800.00		\$ -	\$ 200,800.00	\$ -	\$ -	\$ 200,800.00
General Administration	\$ 15,000.00	\$ -	\$ 2,122.12	\$ 12,877.88	\$ -	\$ 5,000.00	\$ 10,000.00
TOTALS	\$ 215,800.00	\$ -	\$ 2,122.12	\$ 213,677.88	\$ -	\$ 5,000.00	\$ 210,800.00

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

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

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
01	Mantua Village ADA Accessibility	\$ 173,500.00	\$ -	\$ 174.20	\$ 173,325.80	\$ -	\$ 200.00	\$ 173,300.00
02	Freedom Twp School house ADA	\$ 53,900.00	\$ -	\$ 5,282.05	\$ 48,617.95	\$ 42,800.00	\$ 53,900.00	\$ -
03	Fair Housing Program	\$ 10,000.00	\$ -	\$ 4,341.08	\$ 5,658.92	\$ 800.00	\$ 6,700.00	\$ 3,300.00
04	Ravenna City Demolition	\$ 45,600.00	\$ 110.50	\$ 1,108.25	\$ 44,491.75	\$ -	\$ 1,300.00	\$ 44,300.00
05	Streetsboro Senior Public Services	\$ 75,000.00	\$ 7,595.00	\$ 46,003.55	\$ 28,996.45	\$ 5,000.00	\$ 52,500.00	\$ 22,500.00
06	Ravenna City Volunteer Park Street Improvements	\$ 125,000.00	\$ -	\$ 169.85	\$ 124,830.15	\$ -	\$ 200.00	\$ 124,800.00
07	Streetsboro City Demolition	\$ 52,500.00	\$ -	\$ -	\$ 52,500.00	\$ -	\$ 200.00	\$ 52,300.00
08	Streetsboro City Administration	\$ 22,500.00	\$ -	\$ 19,482.24	\$ 3,017.76	\$ 200.00	\$ 21,900.00	\$ 600.00
08	RPC Administration	\$ 72,000.00	\$ -	\$ 54,785.29	\$ 17,214.71	\$ 2,000.00	\$ 62,000.00	\$ 10,000.00
	RLF FUNDS for activity #06		\$ -	\$ -	\$ 46,481.75	\$ -	\$ 46,481.75	\$ -
	RLF FUNDS for activity #01		\$ -	\$ -	\$ 12,820.00	\$ -	\$ 12,820.00	\$ -
	RLF FUNDS for activity #02		\$ -	\$ -	\$ 31,240.00	\$ 31,240.00	\$ 31,240.00	\$ -
	Totals	\$ 630,000.00	\$ 7,705.50	\$ 131,346.51	\$ 498,653.49	\$ 82,040.00	\$ 289,441.75	\$ 431,100.00

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

RESOLUTION

24-04

RE: Authorization to enter into contract with Portage County Board of Commissioners to provide GIS Services necessary for the Portage County Water Resources Department.

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

WHEREAS: The Portage County Board of Commissioners intends to engage RPC to perform certain GIS Services necessary for the Portage County Water Resources Department, and to provide all necessary labor, materials, tools etc. to perform such work: and

WHEREAS: The Portage County Regional Planning Commission can provide and agrees to undertake such services required by PCWR to average 20 hours +/- per week
NOW BE IT

RESOLVED: The Portage County Regional Planning Commission does hereby approve entering into a contract with the Portage County Board of Commissioners to provide GIS Services to PCWR for an amount to average 20 hours +/- per week for an amount not to exceed \$45,000.

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

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on March 13, 2024.

Jim DiPaola, Chairman

Todd Peetz, AICP, Secretary

RESOLUTION NO. 24-0067

RE: AUTHORIZE EXECUTION OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT (PCWR) AND THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION (RPC) FOR THE PURPOSE OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES.

It was moved by Sabrina Christian-Bennett, seconded by Anthony J. Badalamenti that the following resolution be adopted:

- WHEREAS,** the Board intends to engage RPC to perform certain GIS services necessary for PCWR, and to provide all necessary labor, materials, tools, etc. to perform such work; and
- WHEREAS,** the RPC can provide and agrees to undertake such services required by PCWR, and authorized by its By-Laws and Ohio Revised Code 713.21 and 713.23; and
- WHEREAS,** cost for the RPC to perform said GIS services shall not exceed \$45,000.00 for the period of January 1, 2024 through December 31, 2024; now for there be it
- RESOLVED,** it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Absent;

I, Clerk of the Board of County Commissioners do hereby certify that the foregoing is a true and correct copy of a resolution of the Portage County Board of Commissioners duly adopted January 25, 2024 and appearing upon the official records of said Board, Volume 101.


Cassidy Parbel

Clerk, Portage County Board of Commissioners