

# AGENDA

## PORTAGE COUNTY REGIONAL PLANNING COMMISSION

THURSDAY, NOVEMBER 12, 2020

4:30 P.M.

### VIA ZOOM VIDEO CONFERENCE/CONFERENCE CALL

I. CALL TO ORDER

II. \*APPROVAL OF OCTOBER 14, 2020 MEETING MINUTES

III. SUBDIVISIONS

- \*1. Replat of Sublots 36 and 37 of "*Nelson Triangle Park*" on Paul Street, Lot 20 in Nelson Township, Randy Ray Benton, applicant
- \*2. Preliminary Plan of "*Maplecrest West*" on Tallmadge Road, Lot 36 in Brimfield Township, Brimfield Development Co. Ltd., applicant (**Motion to Accept for Review Only**)

IV. ZONING

- \*1. Nelson Township Text Amendment Re: Section 301.3 (Zoning Permits Required)
- \*2. Shalersville Township Rezoning From L-I to AR/R and R-2 to AR/R on Infirmary and Rockwell Road, Lakeview Grass Fed Farms, Inc., Daryl & Kurt Guyette, applicant
- \*3. Rootstown Township Text Rezoning from R-2 to P-R and R-1 to P-R on Cook and Tallmadge Road
- \*4. Windham Township Text Amendment Re: Section 5.8 (Commercial Events or Event Centers)

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

- 1. October 2020 Work Program Report
- 2. October 2020 CDBG Report

*\*Needs Action*

B. FINANCE

\*1. October 2020 Financial Statements

\*2. Authorization to Enter into an Agreement with the Portage County Prosecutor's Office for Legal Services (Resolution No. 20-12)

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

Next Meeting – Wednesday, December 9, 2020

VIII. ADJOURNMENT

**NOTE: An email will be sent to all board members with the link to participate via Zoom. If you wish to participate via conference call please contact our office at (330) 297-3613 by Noon, November 12, 2020 in order to accommodate your request**

*\*Needs Action*

**Minutes  
Portage County Regional Planning Commission  
October 14, 2020**

Portage County Regional Planning Commission dated October 14, 2020 at 4:36 p.m. The meeting was held through Zoom.

**Members Present:**

Freedom, Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Vill., Paula Tubalkain	Ravenna City, Frank Seman
Ravenna Twp., Jim DiPaola	Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal
PARTA, Clayton Popik	Water Resources, Tia Rutledge	Shalersville Twp., Ronald Kotkowski
County Engineer, Larry Jenkins	Portage Park District, Allan Orashan	
P.C. Commissioner, S. Christian-Bennett		

**Staff Present:**

T. Peetz	E. Beeman	L. Reeves	K. McMullen
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**Members Absent:**

Atwater Twp., John Kovacich	Brimfield Twp., Mike Hlad	Franklin Twp., Joe Cicozzi
Mantua Twp., Sandy Engelhart	Nelson Twp., Mike Kortan	Palmyra Twp., Sandy Nutter
Paris Twp., Dan Spicer	Randolph Twp., Victoria Walker	Rootstown Twp., Joe Paulus
Suffield Twp., Adam Bey	Windham Vill., Deb Blewitt	Soil & Water, James Bierlair

**Public Present:**

M. Sunderland

J. DiPaola opened the meeting at 4:36 p.m.

**APPROVAL OF SEPTEMBER 9, 2020 MEETING MINUTES**

The September 9, 2020 minutes were presented. R. Patrick made a motion to approve the minutes as presented. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

**SUBDIVISIONS**

**Replat of Sublot 34 in "Lake Royale" on Lake Royale Blvd., Lot 75 in Franklin Township, Melanie Sunderland, applicant** – Report presented by T. Peetz

The applicant is requesting approval to combine .0661 acres from the neighboring lot with Sublot 34. There is an existing residential structure on Sublot 34.

There are no floodplains or wetlands on the site.

The Replat complies with the Portage County Subdivision Regulations and staff recommends approval of the Replat as presented. A motion was made by R. Gano to follow staff recommendation. Motion seconded by R. Patrick.

Replat of Sublots 36 and 37 of "Nelson Triangle Park" on Paul Street, Lot 20 in Nelson Township, Randy Ray Benton, applicant

A motion was made by R. Dempsey to approve an extension of time until November 12, 2020. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

## **ZONING**

Rootstown Township Text Amendment – Report presented by Todd Peetz

### **Amendment No. 1**

Rootstown Township is proposing to amend Section 150.02 (Definitions) by adding a definition of Public Park, Private Park and Recreational Facility/Use.

The first two definitions would allow the township to make distinction between what is considered to be a public or private park. The final definition would allow the Township to include a wide variety of recreational uses in the Schedule of Permitted Uses (for Chapter 380) without listing each one individually in the schedule.

Staff recommends approval of the proposed definitions as proposed.

### **Amendment No. 2**

Rootstown Township is proposing to create a separate zoning district for designated park areas within the Township, where land uses pertaining to parks can be permitted by right rather than conditionally permitted. The existing parks within the Township are in residential districts, where parks are conditionally permitted. By creating separate zoning regulations for parks, the Zoning Resolution can better accommodate the needs of these parks without adding permitted uses to the residential districts, where those uses may not be desirable.

In Section 380.05(c) it recognizes commercial or restaurants as an important support use is good, but 30% of the site or up to 150,000 square feet whichever is less as a restaurant could be a significant facility unless it was intended for a golf course with a banquet suite for weddings and parties. Also, in Section 380.05(E), the 50-foot height is higher than 35 feet for residential areas, the Township may want to consider additional setbacks for buildings over 35 feet adjacent to residential areas. Side setbacks in Section 380.05 (G) is 15 feet and could have an impact on a side or rear of a residential homes.

Staff recommends approval of the proposed amendment. There may need to be some additional thought on the intent of the restaurant/lounge space and building height adjacent to residential districts. A motion was made by S. Christian-Bennett to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 15 Yeas.

#### Atwater Township Text Amendment – Report presented by T. Peetz

Atwater Township is proposing to amend Section 20.2 (Farm Animals/Livestock, Backyard Chickens) to allow a person to have backyard chickens.

Typically, chickens would fall under agriculture which zoning cannot regulate unless it is less than 1-acre. The proposed amendment only impacts those with less than one acre of property.

The Township may want to check with the Portage County Health Department on current recommended separation of chicken coops and their waste from residential homes and water wells to avoid any contamination.

This may need to be a conditional use rather than in the definition section. The Township should decide whether they want the Zoning Inspector to evaluate or to have the Board of Zoning Appeals to approve chicken coops.

R. Kotkowski questioned whether or not they were going to allow roosters. Todd said there was no mention of roosters within the proposed language. R. Kotkowski felt that it would be wise to ask them if they thought about roosters. R. Kotkowski stated that in Shalersville Township a lot of the complaints are about the roosters crowing. Todd said he would add something to the letter to the Township about roosters.

Staff recommends approval of the proposed amendment with the minor changes noted in the report. A motion was made by R. Kotkowski to follow staff recommendation and to advise the Township that roosters not be permitted. Motion seconded by P. Tubalkain. Motion carried with 15 Yeas.

#### Suffield Township Text Amendment – Report presented by T. Peetz

##### Amendment No. 1

Suffield Township is proposing to amend Article II (Definitions) by adding the definition of “Temporary Vendor” and “Temporary Place of Business”.

Staff provided example language from Canfield Township that they may want to consider and if appropriate.

Staff recommends approval of the proposed amendment as proposed.

##### Amendment No. 2

Suffield Township is proposing to add language to Section 305 to allow for temporary vendors and temporary businesses and to protect the existing business and surrounding businesses. Staff provided example language from Canfield Township that they may want to consider and if appropriate.

Staff recommends approval of Amendment No. 1 and 2 as proposed with the additional suggestions. A motion was made by S. Pancost to follow staff recommendation. Motion seconded by R. Patrick. Motion carried with 15 Yeas.

## **EXECUTIVE COMMITTEE**

### **Work Program**

#### **September 2020 Work Program Report**

Todd presented the September 2020 Work Program Report.

- **Portage County Subdivision Regulations Update** - The final draft and review has been completed and a meeting was held on September 1<sup>st</sup>, September 29<sup>th</sup> and October 6<sup>th</sup>. The next meeting has been scheduled for October 27, 2020.
- **Brimfield Township** – Staff is looking at the zoning districts to create an opportunity to reduce or re-align them so they do not have so many zoning districts. Staff is also working on the update to their Comprehensive Plan from 1988. A meeting was held on September 10, 2020.
- **Hiram Township** – Staff is continuing to look into grant opportunities for Broadband and there is a grant available and it would be due in December 2020. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- **Hiram Village** – Staff is looking into grants for their park. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- **Mantua Township** – Staff is finalizing a Historic Preservation District and an interactive structures map for the Township. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- **Mantua Village** – Staff is looking into a variety of grants to help the Village out i.e. road improvements, water & sewer improvements and historic preservation. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- **Ravenna City** – Staff is also discussing the JEDD, Bike Plan, Landscape Plan, Wayfinding Plan and are scheduling a presentation on their Land Use Plan.
- **Ravenna Township** – Staff is discussing the JEDD as well as various zoning issues.
- **Rootstown Township** – Staff has been working with them on Subdivision Regulations changes.
- **Shalersville Township** – Staff is working with them to find grant funding for their community park. An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.

- Windham Township - An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- Windham Village – An RPIC Grant was submitted however staff received a letter today stating the grant was not funded.
- Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) – Staff attended the September meeting.
- Portage County Housing Services Council – Evelyn has been attending the Housing Services Council Meetings via ZOOM.
- Quarterly Zoning Inspections (QZI) Meeting – The next meeting is to be determined. The topic will be about wedding barns and event center. Todd is considering setting one up through Zoom. Todd said he would like to schedule a meeting at the end of October or for the beginning of November.
- Celebrate Portage! – All of the events have been cancelled and are planning a kick-off to 2021 in January 2021.

#### Grant Report – Report presented by K. McMullen

- Kailey submitted a “Rural Placemaking Innovation Challenge” grant through USDA which will provide planning support and technical assistance to foster placemaking activities in rural communities. The funds will help enhance capacity for broadband access. The grant will cover the follow communities: Mantua Township and Village, Freedom Township, Shalersville Township, Garrettsville Village, Hiram Township and Village, Nelson Township, Windham Township and Village. Staff received a letter today stating that it was not funded.
- A grant is available through the Ohio Public Works Commission and this grant provides financial assistance to communities for the improvement of their infrastructure system i.e. roads, bridges, culverts, water supply systems, etc.
- Kailey submitted a draft of an Ohio Humanities Grant on August 18, 2020 and the full application is due in March 2021.
- Kailey noted that Brownfield Assessment Grants are up and coming and are due in October 2020.

#### September 2020 CDBG Report

#### 2018 Community Development Allocation Grant

All work has been completed.

### **2018 CDBG Critical Infrastructure Grant – Windham Village**

All work has been completed.

### **2018 CDBG Critical Infrastructure Grant - Ravenna City**

All work has been completed. The final invoice is in process for payment to the contractor. The final report is due by March 31, 2021.

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

The Commissioners have signed the grant agreement and it has been returned to the State.

The environmental review is underway for the Haven of Portage County Water and Sewer Improvement Project, Freedom Township ADA Project, Streetsboro Home Repair Program.

The environmental review has been completed for the Windham Community Center Project and the funds were released by OCD on October 2, 2020.

The environmental review has been completed for the Streetsboro Senior Assistance Program and the funds were released by OCD on September 28, 2020.

**Fair Housing** – There were eight requests for assistance received in September. Two calls were in the City of Ravenna; Three calls were in Charlestown Township and three calls were in the City of Kent.

## **Finance**

### **September 2020 Financial Statement**

J. DiPaola stated that the Executive Committee reviewed the September 2020 financial statements and recommends acceptance.

R. Kotkowski made a motion to approve the August 2020 financial statements as presented. Motion seconded by S. Pancost. Motion carried with 15 Yeas.

### **Authorization to Enter into Contract with the Portage County Board of Commissioners for Administration of the 2020 CDBG Community Development Allocation Program Grant (Resolution No. 20-06)**

Resolution No. 20-06 was presented, which is authorization to enter into contract with the Portage County Board of Commissioners for administration of the 2020 CDBG Community Development Allocation Program Grant.

A motion was made by R. Patrick to enter into contract with the Portage County Board of Commissioners administration of the 2020 CDBG Community Development Allocation Program Grant. Motion seconded by A. Orashan. Motion carried with 15 Yeas.



Authorization to Enter into Contract with the Neighborhood Development Services, Inc. for Implementation of the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Home Repair Program (Resolution No. 20-07)

Resolution No. 20-07 was presented, which is authorization to enter into contract with the Neighborhood Development Services, Inc. for implementation of the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Home Repair Program. Services will be provided in direct proportion to the rehab on a per house basis for an amount not to exceed 20% of the rehab amount.

A motion was made by S. Christian-Bennett to enter into contract with the Neighborhood Development Services, Inc. for implementation of the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Home Repair Program. Motion seconded by R. Gano. Motion carried with 15 Yeas.

Authorization to Enter into Contract with the City of Streetsboro for Administration and Implementation of the Activities within the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Senior Assistance Program and the Streetsboro Home Repair Program (Resolution No. 20-08)

Resolution No. 20-08 was presented, which is authorization to enter into contract with the City of Streetsboro for Administration and Implementation of the activities within the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Senior Assistance Program and the Streetsboro Home Repair Program.

A motion was made by F. Seman to enter into contract with the City of Streetsboro for administration and implementation of the activities within the 2020 CDBG Community Development Allocation Program Grant, Streetsboro Senior Assistance Program and Streetsboro Home Repair Program. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

2020 Appropriation for the Portage County Regional Planning Commission (Resolution No. 20-09)

Resolution No. 20-09 was presented. The Regional Planning Commission needs to amend appropriations by \$3,800 for the operating expenses for 2020.

A motion was made by S. Christian-Bennett to amend appropriations by \$3,800. Motion seconded by R. Kotkowski. Motion carried with 15 Yeas.

**OTHER BUSINESS**

**Next Meeting**

J. DiPaola announced the next Regional Planning Commission meeting will be held on November 12, 2020 at 4:30 p.m. via Zoom.

## **DIRECTORS REPORT**

### **Regional Planning Commission Old Office**

No bids were received on September 30, 2020 however, we do have a strong likelihood of a renter for 124 or 128 North Prospect Street. The person is also interested in an option for a lease purchase after two years.

## **ADJOURNMENT**

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:15 p.m. Motion seconded by R. Patrick. Motion carried.

Minutes approved at the November 12, 2020 Meeting.

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Jim DiPaola, Chairman

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Todd Peetz, Secretary



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Meeting called to order on October 14, 2020 at: 3:30 p.m.

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

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. Due to Covid-19 the meeting was held via Zoom. The minutes of September 9, 2020 were presented. J. Beal made a motion to approve the September 9th minutes as presented, seconded by S. Bennett. Motion carried unanimously.

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

**Update of Portage County Subdivision Regulations**

Todd stated the committee met on September 1, September 29, and October 6. Another meeting has been scheduled for October 27. A workshop will be set up with the Portage County Commissioners to go over all changes during the latter part of November. Both the bonding and performance bond issues had no revisions.

**Planning Administration**

A total of 9 subdivision applications were submitted during the month of September 2020 creating 8 new lots.

**Brimfield Township**

Todd stated staff has been meeting with zoning officials on a regular basis to discuss the LUP work being done. Met with the township on 9/10/20 regarding the LUP and upcoming survey.

Todd reported a rural placement innovation challenge grant was submitted for several communities in the Northern part of the county. We received notice today Portage County submitted a competitive application however was not funded. A collaboration of 10 communities went into the application.

**Hiram Township**

Staff is continuing to look into grant opportunities for broadband grants. There are applications coming due in December 2020 that we will be applying for.

**Hiram Village**

Staff is researching park grants.

**Mantua Township**

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



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### **Mantua Village**

Staff is looking into a variety of grants to help the Village.

### **Ravenna City**

The critical infrastructure grant is wrapping up. Staff is discussing JEDD, bike plan, landscape plan, and wayfinding plan with officials. To be determined: date for LUP presentation. Todd stated he needed a copy of the community plan which Mayor Seman agreed to obtain.

### **Ravenna Township**

Staff is assisting with the creation of a JEDD and various zoning issues.

### **Rootstown Township**

They are working with us on the Portage County Subdivision Regulations revisions by being a part of the committee.

### **Shalersville Township**

Staff has been helping the township on locating funding for their community park through a grant.

### **Quarterly Zoning Inspector Meeting**

Todd stated the next meeting is to be determined due to the covid virus/pandemic. Event centers would be a good topic. It seems to be something communities are dealing with.

### **Portage County Storm Water Program**

Todd reported there were a total of 9 liens filed in 2018 for septic system replacements for a total amount of \$50,657.33. Thus far 15 liens have been filed for 2019 for a total amount of \$120,454.60. There are an additional 9 homeowners that are in the process of having their septic systems replaced in 2020. Staff continues to take applications to help homeowners replace failing systems. E. Beeman reported on all in process projects.

### **Celebrate Portage**

The committees next meeting will be in October 2020. All of the events have been cancelled due to the COVID Pandemic for 2020. The committee is planning a kickoff to 2021 in January 2021.

S. Bennett asked if grant applications have increased or are declining. T. Peetz stated we are seeing the same amount of grant applications even though he thought it would be less. The RPIC grant that we just submitted was the first time it was offered.



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### **2018 CDBG Formula Grant**

All projects are complete. The final performance report is due to OCD by October 31, 2020.

**Windham Village Critical Infrastructure Grant** was funded in the amount of \$200,000 in CDBG funds and \$85,700 in Revolving Loan Funds. ALL WORK IS COMPLETE The final performance report is due to OCD by October 31, 2020.

### **2018 Critical Infrastructure Grant for the City of Ravenna**

Grant agreement was received. The Portage County Commissioners signed the grant agreement. An environmental review has been completed for each activity. All funds have been released for all activities. Plans and specifications have been completed by the engineer. The advertisement for bid was published on June 16, 2019. The Commissioners awarded the project on August 1, 2019. Contract is in place and a notice to proceed has been issued. Pre-construction meeting is scheduled for November 14, 2019. A public meeting for the residents has been scheduled for 7:00 p.m. on November 14, 2019. Mobilization and construction started on December 3, 2019 and has been completed. Construction of sidewalks is completed. Street improvements have been completed. We received the final invoice which has been processed for payment. The final performance report is due to OCD by March 31, 2021

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

Portage County will receive an allocation of \$480,000, The City of Streetsboro allocation amount will be \$150,000. A public hearing for the 2020 Community Development Allocation Grant was held on June 11, 2020. The application was submitted June 17, 2020. The following projects were submitted in the application:

Haven of Portage County	\$225,200
Windham Village Community Center	\$148,000
Freedom Township	\$ 24,800
Fair Housing	\$10,000
Streetsboro City Public Service Activity	\$45,000
Streetsboro City Home Repair	\$82,500
Administration/Implementation	\$22,500

Grant agreement has been received. The Portage County Commissioners will be signing the grant agreement at their next scheduled meeting. All submitted activities were funded. Release of funds and environmental review have been started for this grant. Once the environmental reviews are completed the request for release of funds will be submitted to the Portage County Commissioners for signing.



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**RPC GENERAL FUND**

September 1, 2020 Cash Balance	\$60,236.32
Receipts:	\$25,942.79
Expenditures:	\$31,850.26
September 30, 2020 Cash Balance	\$54,328.85

**B-X-18 Critical Infrastructure WV**

September 1, 2020	\$3,076.53
Receipts:	\$ 0.00
Expenditures:	\$ 195.20
September 30, 2020 Cash Balance	\$2,881.33

**B-F-18 Formula Grant**

September 1, 2020	\$ 3,328.75
Receipts:	\$14,000.00
Expenditures:	\$13,278.98
September 30, 2020 Cash Balance	\$ 4,049.77

**B-X-18 Critical Infrastructure RC**

September 1, 2020	\$12,100.48
Receipts:	\$ 0.00
Expenditures:	\$ 867.43
September 30, 2020 Cash Balance	\$11,233.05

**September 2020 Financial Statements**

E. Beeman presented and reviewed the September 2020 financial statements. A motion was made by S. Bennett to approve the September 2020 financial statements as presented and reviewed and to recommend acceptance to the full Commission, motion seconded by D. Blewitt. Motion carried unanimously.

**Resolution 20-06** Authorization to enter into contract with the Portage County Board of Commissioners for Administration of the 2020 CDBG Community Development Allocation Program (B-F-20 Formula Grant). A motion was made by F. Seman for the Portage County RPC to enter into contract with the Portage County Board of Commissioners to implement the 2020 CDBG Community Development Allocation Program, seconded by S. Nutter. Motion carried unanimously.



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**Resolution 20-07** Authorization to enter into contract with the Neighborhood Development Services, Inc. for implementation of the 2020 CDBG Community Development Allocation Program Grant, Streetsboro City Home Repair Program. A motion was made by F. Seman to authorize the Portage County RPC to enter into contract with the Neighborhood Development Services to provide implementation services on a per house basis for an amount not to exceed 20% of the rehab amount, seconded by D. Blewitt. Motion carried unanimously.

**Resolution 20-08** Authorization to enter into contract with the City of Streetsboro for administration and implementation of the projects within the 2020 CDBG Community Development allocated to the City of Streetsboro. A motion was made by D. Blewitt to enter into contract with the City of Streetsboro to provide implementation of the City of Streetsboro funds allocated within the 2020 CDBG Community Development Allocation Program grant, seconded by J. Beal. Motion carried unanimously.

**Resolution 20-09** 2020 Appropriation adjustment for the Portage County Regional Planning Commission. A motion was made by F. Seman to transfer an amount of \$3,800 in appropriations to payroll related line items as noted seconded by J. Beal. Motion carried unanimously.

Todd reported Crystal Harper from Access Point has contacted him to inquire about renting space at the multi-purpose building. Crystal opted to rent for 2 years then switch to a rent to own in the future. After viewing the spaces, she seemed more interested in 128 N Prospect because of the layout. Todd talked to Terry Montz and gave him a heads up so he would be on notice that he may have to vacate his unit. Crystal stated she would like to take possession on January 1, 2021.

Todd stated because Suzanna and Kailey were not in the original budget for salaries and related expenses, we are going to have to certify additional funds to increase the appropriate line items. The budget commission will meet on October 27, 2020 to certify an additional \$40,000 which will need to be appropriated. A meeting of this body will be necessary. S. Bennett stated October 28<sup>th</sup> @ 9:00 a.m. would be good. Everyone agreed. Todd stated he would send a zoom meeting invite to everyone.

Todd reported a Facebook page was opened for the Regional Planning Commission to market Portage County and the exciting things we are doing.

Todd reported all staff will be back in the office effective January 1, 2021. Todd also stated the grant writer split time is indicating the RPC is paying more than was anticipated as the other partners are not using her as much as they thought they would. J. Beal stated we need to structure Kailey's time to be a more equitable split so RPC doesn't get stuck paying for her time for 2021. Discussion held. J. DiPaola stated all the partners should be contributing the amount that was agreed on for the grant writer. Todd agreed to have a meeting with the other 3 partners to bring it to their attention.



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Todd stated the November 11, 2020 RPC board meeting falls on Veterans Day. The committee decided to move the November meeting to **Thursday, November 12<sup>th</sup>**.

There being no further business to come before the Committee a motion was made by S. Bennett to adjourn the meeting at 4:19 p.m. Seconded by J. Beal. Motion carried unanimously.

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Chairman, Jim DiPaola

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Secretary, Todd Peetz, AICP

Minutes submitted for approval by Secretary on November 11, 2020





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Meeting called to order on October 28, 2020 at: 9:00 a.m.

In Attendance: J. DiPaola S. Bennett  
J. Beal

Staff: T. Peetz E. Beeman

Absent: F. Seman S. Nutter A. Orashan D. Blewitt

J. DiPaola opened the meeting at 9:00 a.m. Due to Covid-19 the meeting was held via Zoom.

**Resolution 20-10** RPC appropriation adjustment for the Portage County Regional Commission to pay for annual ESRI ARC/GIS license was presented. S. Bennett made a motion to approve the appropriation adjustment request as presented, seconded by J. Beal. Motion carried unanimously.

**Resolution 20-11** RPC \$40,000 appropriation increase for the operation of the Portage County Regional Planning Commission . The Budget Commission met and certified an amount of \$40,000 to cover payroll and associated costs for the grantwriter. S. Bennett made a motion to approve the appropriation request as presented, seconded by J. Beal. Motion carried unanimously.

Todd Peetz stated Crystal Harper has contacted him about renting the 128 N Prospect Street office space. It is the space that Terry Montz is currently renting. She has proposed to rent the space for 2 years then move to a lease purchase agreement. Crystal did view other empty spaces in Ravenna and noted rate of \$8.00/sq. ft. exceeded the prices she received from 2 other units quoting \$4.80/sq. ft. and \$6.00/sq. ft. Todd stated we could charge \$5.00/sq. ft. for the first year then increase the cost to \$6.00/sq. ft for the second year. We could negotiate a fee of \$8.00/sq. ft. if we proceed with a lease purchase agreement. We would offer Crystal a \$10,000 allowance to rehab the unit to their specs. Landscaping in the front of the building needs refurbished. Todd had Crystal talk to Erick Hummel to rent 5 parking spaces for clients. Staff would utilize the parking lot that goes with the building. S. Bennett asked where the \$10,000 is coming from. Todd stated it would be an allowance against the cost of rent. After it is used up they would begin paying \$5.00/sq. ft. Todd presented a draft lease agreement. S. Bennett suggested Todd add lease option to article two at market value. The amount of what she would be paying for the lease option should also be noted. It would give her the first right of refusal. S. Bennett suggested Todd talk to Chris Meduri before presenting a lease purchase agreement to Crystal. S. Bennett asked how serious she is on purchasing the building. S. Bennett stated she does not want to tie the building up if someone else comes along and wants to buy it.



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Jon Epling Jr. has also expressed an interest in the building. John and his wife have looked at the 124 N Prospect Street office space as well as 126 N Prospect Street. They are interested in both spaces.

Terry Montz is up in the air as to what he is going to do but has indicated he could be out of his unit by December 1, 2020.

J. Beal stated the way to go would be a 2 year lease and in the mean time get with the prosecutor to get the wording for a lease option to purchase the building. J. DiPaola stated if Terry Montz were to rent the 122 space he would have to pay the same rate as other renters. Todd stated Terry is looking at all his options right now because he doesn't want to move again.

There being no further business S. Bennett made a motion to adjourn the meeting seconded by J. Beal. Motion carried unanimously.

The meeting ended at 9:28 a.m.

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Chairman, Jim DiPaola

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Secretary, Todd Peetz, AICP

**REPLAT OF SUBLOTS 36 AND 37  
IN NELSON TRIANGLE PARK  
PART OF LOT 20  
IN NELSON TOWNSHIP**

**Case No.** 20-33  
**Reviewed By:** Gail Gifford  
**Date Submitted:** 10-8-20  
**Due:** 11-8-20 Ext. of Time until 11/12/2020

**APPLICANTS:** Randy Benton

**REQUESTED ACTION & HISTORY:**

The applicant requests a review of the replat combining subplot 36 and 37 into one lot.

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

The replat is off Paul Street, south of the intersection of Center and Parkman Roads in Nelson Triangle Park in Nelson Township.

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

**Site zoning:** The lots are zoned Rural Residential (R1).

	<u>Required</u>	<u>36-R</u>
Min. Lot Size	3 acres	1.2748 acres
Min. Frontage	200 feet	180 feet
Min. Lot Width		

**LAND USE:** **Site:** The site has an existing house and garage.  
**Surrounding:** The lots surrounding the site are a mix of single family residential and vacant lots.

**UTILITIES:** The existing home is on well and septic and Health Department confirmed it is in compliance.

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

**Soils:** The soil on the replat site is Loudonville silt loam two to six percent slopes.  
• Loudonville silt loam, 2 to 6% slope (LoB): This soil occurs on gentle hillsides or hill crests. Moderate depth to bedrock is a major limitation to non-farm uses.

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

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

**COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:**

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

**COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:**

This replat complies with the County Subdivision Regulations.

**COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:**

This replat does not meet township zoning; however, by combining the lots, the site comes more into compliance with the regulations.

**ANALYSIS:** There are no floodplain or wetland restrictions on site.

**RECOMMENDATIONS:** Staff recommends approval of the replat.

# Nelson Triangle Park Replat of Sublots 36 & 37

A map of the Replat Site area in Illinois. The map shows several roads: PRENTISS RD running vertically on the left, CENTER RD running diagonally from the bottom left, HOPKINS RD running vertically in the center, PARKMAN RD running diagonally from the center, KNOWLTON RD running horizontally, COLLINS RD running diagonally from the bottom right, and BLOOM RD running diagonally at the bottom right. Two highways are marked with shields: 305 running vertically through the center and 282 running horizontally at the top. A blue line representing a river or stream flows from the top left towards the bottom left. A small blue area representing a lake or pond is located near the top right. A black rectangle labeled "Replat Site" is located near the intersection of PARKMAN RD and KNOWLTON RD. A small black square is located near the intersection of HOPKINS RD and KNOWLTON RD.

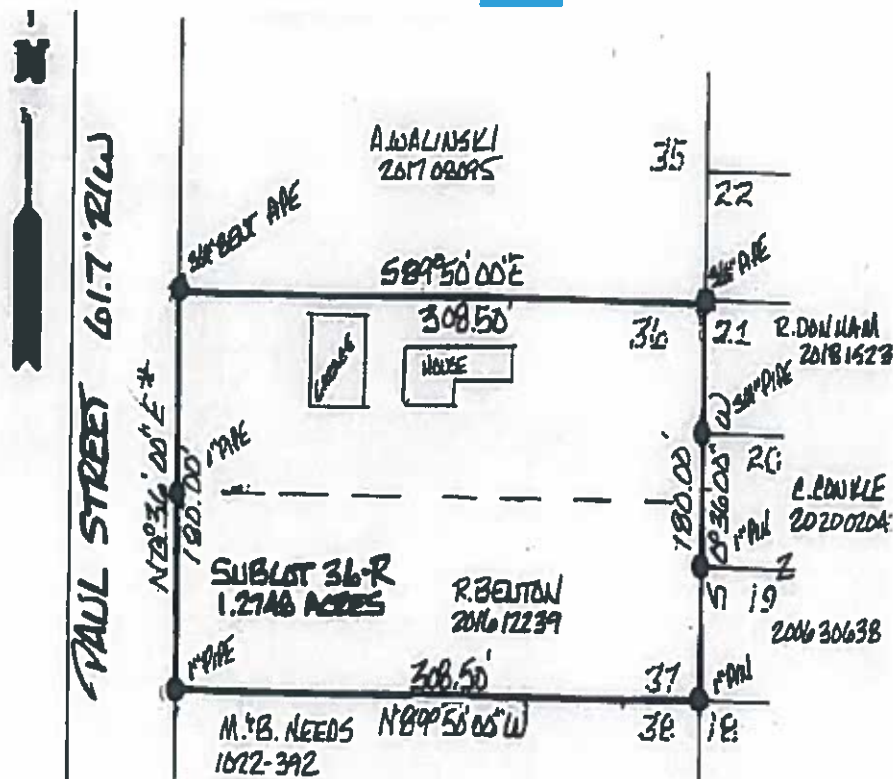


A horizontal number line with arrows at both ends. It is marked with integers from -10 to 10. A point is plotted at the number 2.



## Exhibit 2

### Replat



10/30/2020



Sources: Roads, Jurisdictional Boundaries, Portage County GIS, 2019; Parcels, Portage County GIS, June 2020; Water & Streams, NHD USGS, edited by PCRPC, 2012; Aerial, OGRIP, 2017

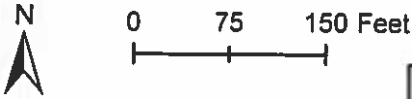
Soils



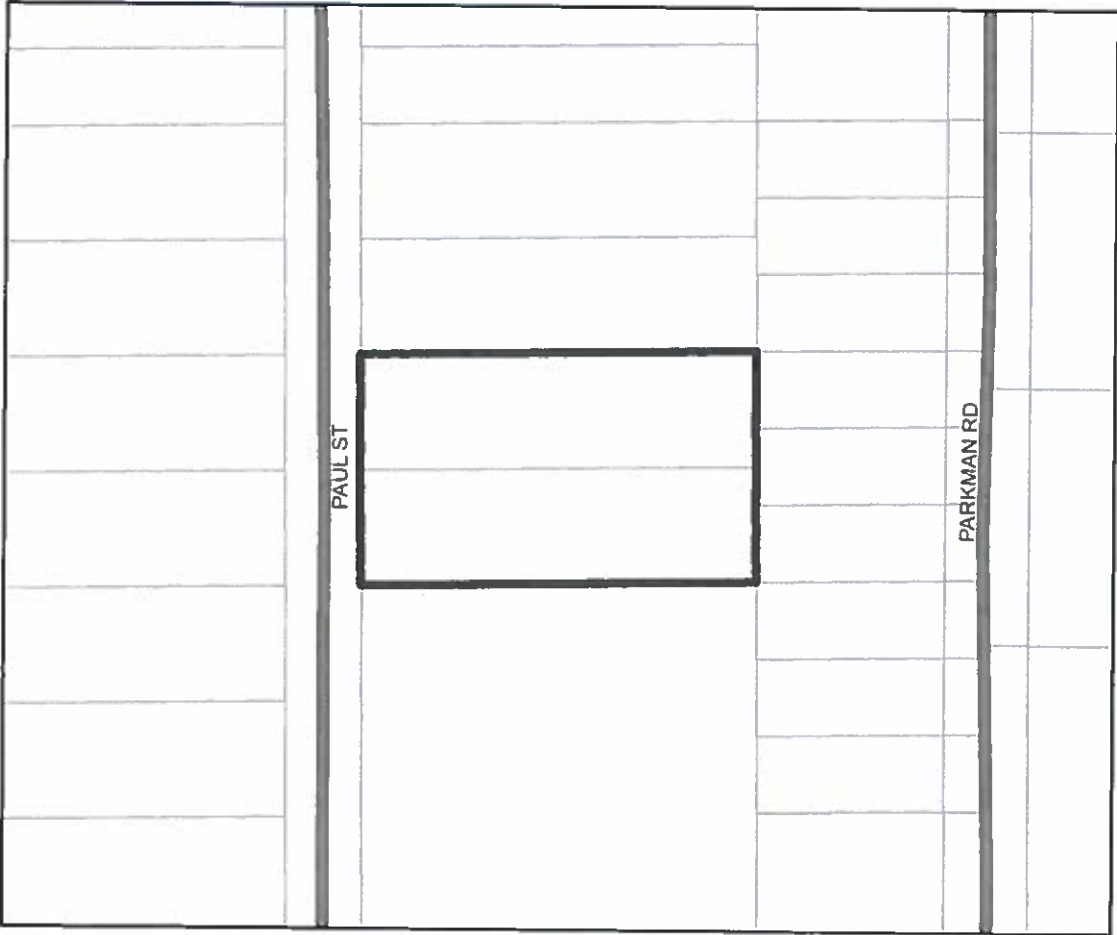
Exhibit 3  
Nelson Triangle  
Park  
Replat of  
Sublot 36 & 37

Nelson  
Township

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



Wetlands & Floodplains





**NELSON TOWNSHIP  
ZONING CODE UPDATE WITH AMENDMENTS  
November 2020**

Received: October 12, 2020

Meeting Date: November 12, 2020

Reviewed by: Todd Peetz

**Underline Bold** = New Text

~~Strike Through~~ = Deleted Text

**CAPITAL BOLD** = Staff Recommended Change

**Amendment 1  
Section 301.3 Zoning Permits Required**

**Rationale:** The bases for this change is for non-permanent accessory building/structures under 200 square feet to no longer require a zoning permit. However, a permanent building still does not require a zoning permit but must conform to setbacks and side yard requirements. What we are proposing is to add the area in bold under line below to our section 301.3 under Zoning Permits Required.

**Proposed:**

Section 301.3      **Zoning Permits Required**

- A.      Before constructing, changing the use of, or altering any building, or before changing the use of any parcel, application shall be made to the Zoning Inspector for a zoning permit.

**Exempted:**

**Non-permanent accessory buildings/structures 200 sq. ft. or less. Permanent accessory/structures 200 sq. ft or less are exempt from the zoning permit requirement but must still conform to the yard requirements as listed for the zoning district the building/structure is located.**

- B.      The application shall include the following information.
1.      A plot plan drawn to scale showing the exact dimensions of the lot to be built upon.

2. The location, dimensions, height, and bulk of structures to be erected.
3. The intended use.
4. The yard, open area, and parking space dimensions.
5. Evidence that the responsible health authority has approved the proposed sanitary sewage disposal facilities for the use for which the zoning permit has been requested.
6. Any other pertinent data as may be necessary to determine and provide for the enforcement of this Resolution.

**Staff Comments:** The proposed amendment is clarifying when a permit is needed for an accessory structure. Two hundred square feet or less is pretty common to be a threshold for requiring a permit.

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



**Amendment 2**  
**Section 502.6 Regulations of Structures and Construction**

**Rationale:** The bases for this change is to eliminate residents from using non-conventional items as accessory buildings. The change we are proposing is highlighted below and would be added to section 502.6.

**Proposed Change:**

Section 502.6 General Regulations of Structures and Construction

A. Construction Begun Prior to Establishment of Zoning

Nothing contained in this Resolution shall hinder the construction of a building or prohibit its use where a building permit has been issued prior to the effective date of this Resolution and construction is started within 90 days of the issuance of the building permit and provided further that such building shall be completed within one (1) year from the date of passage of this Resolution.

B. Temporary Buildings

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

Temporary buildings for use incidental to construction work may be erected in any district herein established; however, such temporary building or buildings shall be removed either upon the completion or abandonment of the work or six (6) months whichever occurs first.

Portable Temporary Commercial Rental Storage – used only when a residential structure is destroyed or rendered unfit for human habitation, due to fire, windstorm, flood, lightning, explosion or other Acts of God, or due to an unintentional catastrophe, or new construction and/or major remodeling. Limited to six (6) months or completion of work, whichever occurs first. AN EXTENSION OF 6-MONTHS OR MAXIMUM OF 1-YEAR COULD BE CONSIDERED ON A CASE BY CASE BASIS IF WEATHER OR OTHER EXTENUATING CIRCUMSTANCES EXIST THAT PREVENTED THE COMPLETION OF WORK WITHIN THE FIRST SIX (6) MONTHS.

C. Accessory Buildings

Accessory buildings shall comply with all setback requirements.

**Manufactured homes/mobile homes, house trailers, trailers, vans or other vehicles of any type shall not be used for accessory buildings nor shall conversion of manufactured homes/mobile homes, trailers, vans, semi-trailers, cargo containers, shipping containers, busses, truck bodies or beds, rail cars of any type, automobiles used for storage, materials left from the disassembly of any of these items, or other vehicles of any type be used as accessory buildings.**

**Staff Comments:** The proposed amendment is clarifying temporary buildings, portable commercial storage and accessory buildings. There may need to be a one-time extension of 6 months for example when the reconstruction of a home may take longer than 6 months, especially if insurance is slow to assist or weather may be a factor in the reconstruction.

**Staff Recommendations:** Staff would recommend approval with the option for an extension not to exceed 1-year.

# **SHALERSVILLE TOWNSHIP ZONING MAP AMENDMENTS**

**NOVEMBER 2020**

**Received: October 19, 2020**

**Meeting Date: November 12, 2020**

**Reviewed by: Todd Peetz**

**Applicant:** Lakeview Grass-fed Farms, Inc, / Daryl & Kurt Guyette,  
7814 Infirmary Road  
Ravenna, OH 44266

## **AMENDMENT 1**

**Amend Zoning Map from LI-D Light Industrial  
and R-2 Residential District to A/R-R Agriculture Rural Residential**

### **PROPOSED/RECOMMENDED CHANGES**

The proposed change is to change the Zoning Map from LI-D Light Industrial and R-2 Residential District to A/R-R Agricultural Rural Residential. The proposed rezoning area is immediately east of Infirmary Road north of Lake Rockwell Road as part of the former Ravenswood Golf Course and some additional land to the east of the golf course. There are three amendment areas which consists of 110.81 +/- acres. The parcel numbers are: Amendment 1: Part of 33-062-00-00-008-000; 33-062-00-00-008-002; part of 33-062-00-00-009-000 Amendment 2: Part of 33-062-00-00-009-000 and Part of 33-062-00-00-008-000; Amendment 3: 33-059-00-00-001-000.

Staff would recommend adding these two parcels of R-2 which are parcels 33-079-00-00-007-000; 33-062-00-00-009-001, that comprise 2.95 acres. This would eliminate a very small area of R-2 zoning on two parcels that were pre-existing before being made R-2 in 2019.

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

This proposed amendment is to allow the property owners to be able to subdivide into 2.5-acre residential lots to sell. There is an existing house on parcel 33-062-00-00-009-001. There is existing A/R-R along Lake Rockwell Road. There have been previous concerns from the Airport to not allow or encourage more residential in the area. It should be noted that the proposed rezoning area is a quarter to a half mile from the airport runway. It also should be noted that there is an existing house just north of the proposed rezoning area. There are many existing homes in this quarter to half mile area. The concern has been raised that more housing may be undesirable due to the noise at that airport.

Note: *Italics* depict differences between I-1 Industrial with A/R-R Residential and R-2 Low Density Residential

Requirements	LI-D Existing	R-2 Low Density	A/R-R Rural Residential Proposed
Use Type	Light Industrial	Single Family Residential	Single Family Residential
Minimum Lot Size	2.5 acres.	<i>20,000 square feet Single family Duplex 25,000 square feet.</i>	<i>2 acre Single Family 2.5 acres Two Family</i>
Minimum Lot Width	200 Feet	<i>125 Feet</i>	<i>150 Feet</i>
Minimum Lot Frontage	80 Feet	<i>125 Feet</i>	<i>150 Feet</i>
Minimum Front Yard Depth	80 Feet	<i>50 Feet</i>	80 Feet
Minimum Rear Yard Depth	50 Feet	<i>10 Feet</i>	<i>25 Feet</i>
Minimum Side Yard Depth	25 Feet 50 Feet Abutting Residential	<i>5 Feet.</i>	20 Feet
Maximum Building Height	45 Feet *The maximum height of any building, structure, tower, tree or pole shall not exceed the height regulations established by the Portage County Regional Airport Authority and/or the Federal Aviation Administration.	<i>35 Feet</i>	<i>35 Feet</i>
Minimum Living Floor Area	N/A	<i>1,000 sq. ft. single w/o basement 1,600 sq. ft. duplex</i>	<i>1,200 Square Feet</i>
Minimum Open Space	N/A	N/A.	N/A

#### Surrounding Zoning:

North	East	South	West
LI-D Light Industrial District	A/R-R Rural Residential	A/R-R residential and Ravenna Township Residential Low and General Industrial	LI-D Light Industrial

**Surrounding Existing Land Uses:**

North	East	South	West
Existing house and Airport	Agriculture and Rural Residential	Residential homes and vacant	House at the west side of Infirmary Road north of Lake Rockwell Road, Majority active agriculture

The subject parcels are in three amendment sections, plus staff recommendations. Amendment 1 is the Light Industrial District east of Infirmary Road and north of Lake Rockwell Road this is a change to Agriculture rural residential. Amendment 2 is the Residential R-2 fronting on the east side of Infirmary Road and north of Lake Rockwell Road. Amendment 3 is a 20+/- acre property that was not apart of the old golf course. This parcel is also Light Industrial District proposed to be Agricultural Rural Residential A/R-R. Staff recommendation would be to include the remaining two parcels of Residential R-2 zoning on Infirmary Road North of Lake Rockwell to be included in the rezoning to A/R-R for zoning consistency. We should note there is a house on one of the two parcels. The entire amendment maximum potential is 44 units, but realistically with topography streams and some wetlands to maneuver around, roads and stormwater the true buildable area is 25-30 units.

**TRANSPORTATION**

Based on potential of 25 to 30 units on either Lake Rockwell Road or Infirmary Road the number of trips including the one existing home the number of trips would be negligible especially with the decrease in trips from the former golf course.

**WATER AND SEWER RESOURCES**

Water and Sewer is available to Infirmary Road with the ability to expand down Lake Rockwell as necessary. However, to provide sewer to the whole area may be challenging because of the topography of the entire area.

**NATURAL RESOURCES**

There are no identified hydric soils, floodplains or wetlands on-site. However, there are ponds that is associated with the old golf course that would have some, but minor impacts to the proposed lots. The topography does have some variations to it as this was formerly a rolling golf course. There is as much as 30-50 feet in elevation change on the entire site.

**COMMENTS**

There does not appear to be any environmental impacts to the site, no habitat loss or impacts from hydric soils, wetlands or floodplains. With the exception of Amendment 3, parcel 33-059-00-00-001-000 appears to have both hydric soils and a wetland on a portion of the property.

There are no transportation limitations at the time of the plat of the proposed lots, the Portage County Engineer's office may have comments, but the trip generation from potentially 25 to 30 new units should not overburden the current roadway.

We reviewed the homes that were built in close proximity to the airport with a map attached. The subject rezoning is mostly within ½ mile of the airport runway itself. It is important to compare and look at compatibility with other existing homes. The house just north of the proposed amendment is 2.5 acres in size and was built in the 1950's. The house just to the north was built in 1901 on 2 acres. The house that is in the middle of the proposed amendment was built in 1900 on 2 acres. There is a house on the west side of infirmary road north of Lake Rockwell road built in 1922 on 2 acres. There are several houses on the east side of Infirmary Road, but on the south of Lake Rockwell Road in Ravenna Township. On the south east corner of Lake Rockwell Road and Infirmary Road is a house that is on 1 acre built in 1994, and two other homes adjacent on 1.5 and 1.65 acres built in 1980. Since the airport was constructed only 2 homes have been constructed.

Compatibility with the airport is probably a bigger issue. The airport was created or built sometime after 1970 and has been in operation ever since. Due to the size of the runway only propeller aircraft take off and land at the airport at this time.

A previous proposed zoning case last year raised concerns by the Portage County Airport Board who strongly opposed that zoning change being that any new housing may only add to conflicts dealing with noise in the area.

There is a future concern for the airport and usage. The desire by the Portage County Airport Board is to expand the runway to allow larger planes including possibly private non-commercial jets.

Another concern that has been previously raised is that the Township Land Use Plan designates this property as light industrial. The concern is the light industrial is located around the airport with the intent to have that property be utilized as light industrial, but also act as a buffer from residential uses. The plan is not very specific about how important it was to maintain light industrial, but it was part of the discussions that took place when developing the land use plan.

Ultimately the Township will need to determine if the zoning to A/R-R residential makes sense for this area. The concern is will adding new homes potentially cause more conflicts with the airport.

**STAFF RECOMMENDATION:** This is still a really difficult decision. If the site and airport were to remain the same as it is today then this would be simple to recommend approval. However, there is the desire to at some point in the future to expand the airport. What will that look like? Would adding new homes here now eventually be a bad decision long-term? Also, the Township has expressed a desire to maintain the integrity of the light industrial zoned areas. Planning is somewhat about the past, definitely about the present, but it is really about the future, while it is somewhat speculative that the airport will expand at this time, the desire and potential opportunities are there that expansion may come to fruition. Staff would recommend approval if there are no foreseeable plans to expand the runway. However, based on the land use plan and with the desire and potential expansion of the runway staff would recommend denial of the rezoning request.

If amendment #2 is approved, staff would recommend adding parcels 33-079-00-00-007-000; 33-062-00-00-009-001 to the approval for consistency with the amendment and not to leave 2.95 acres of Residential R-2 separated from the rest of the Township.








Sources: Jurisdictional Boundaries, Roads, Portage County GIS, 2019; Parcels, Portage County GIS, 2020; Proposed Rezoning Boundary, PCRPC, 2020; Orthophoto, OGRIP, 2017

## Shalersville Township

### 2017 Aerial

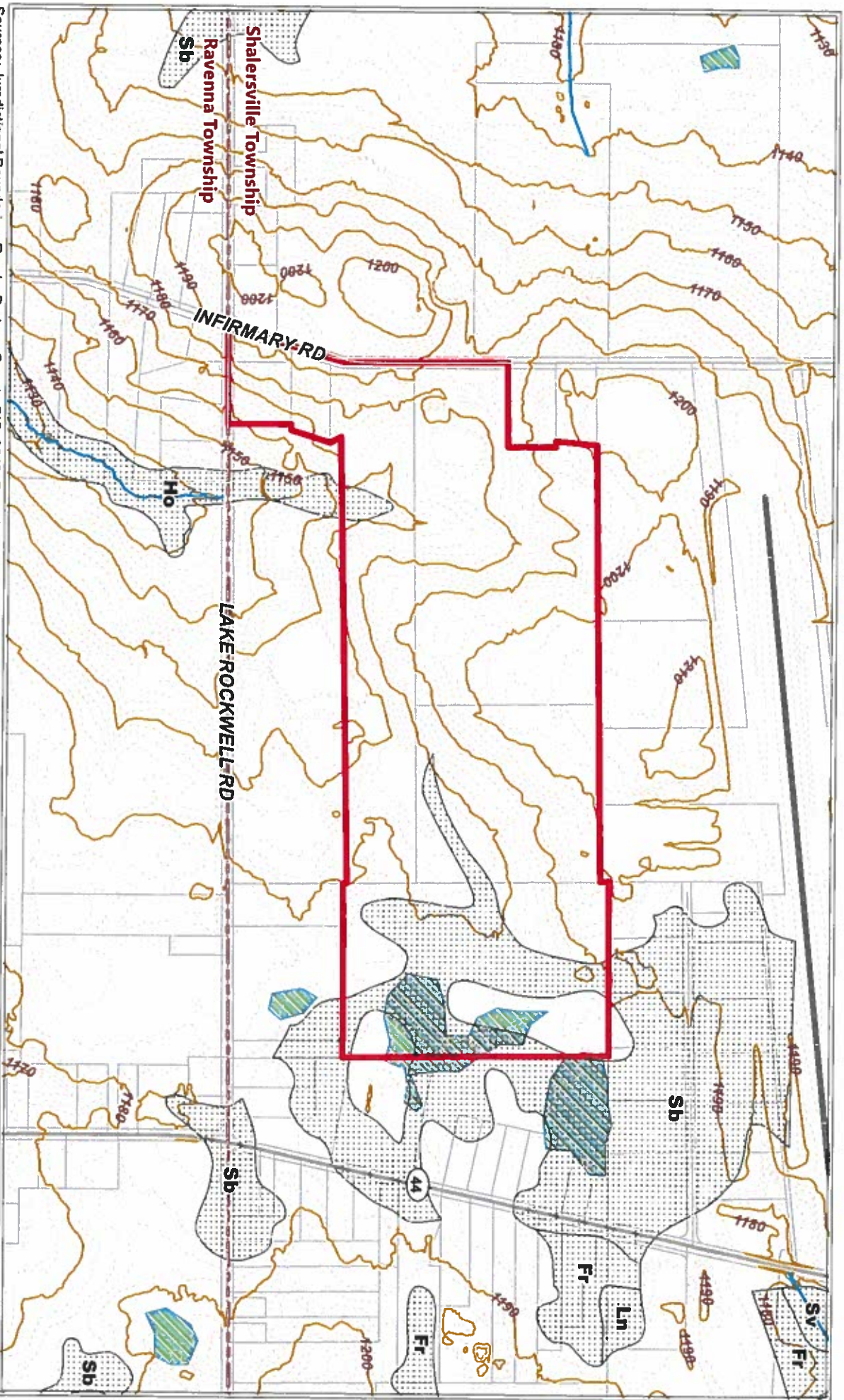
Map Created  
November 2020



-  Proposed Rezoning to A/R-R from LI-D & R-2
-  Political Boundary
-  Parcels












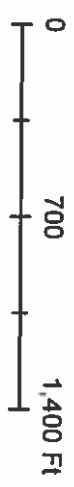


Sources: Jurisdictional Boundaries, Roads, Portage County GIS, 2019; Parcels, Portage County GIS, 2020; Proposed Rezoning Boundary, PCRPC, 2019; Contours, Portage County GIS, 2016; Water, Streams, NHD USGS, 2012; Wetlands, NWI USFWS, imagery date 2007, updated 2019

## Shalersville Township

### Environmental

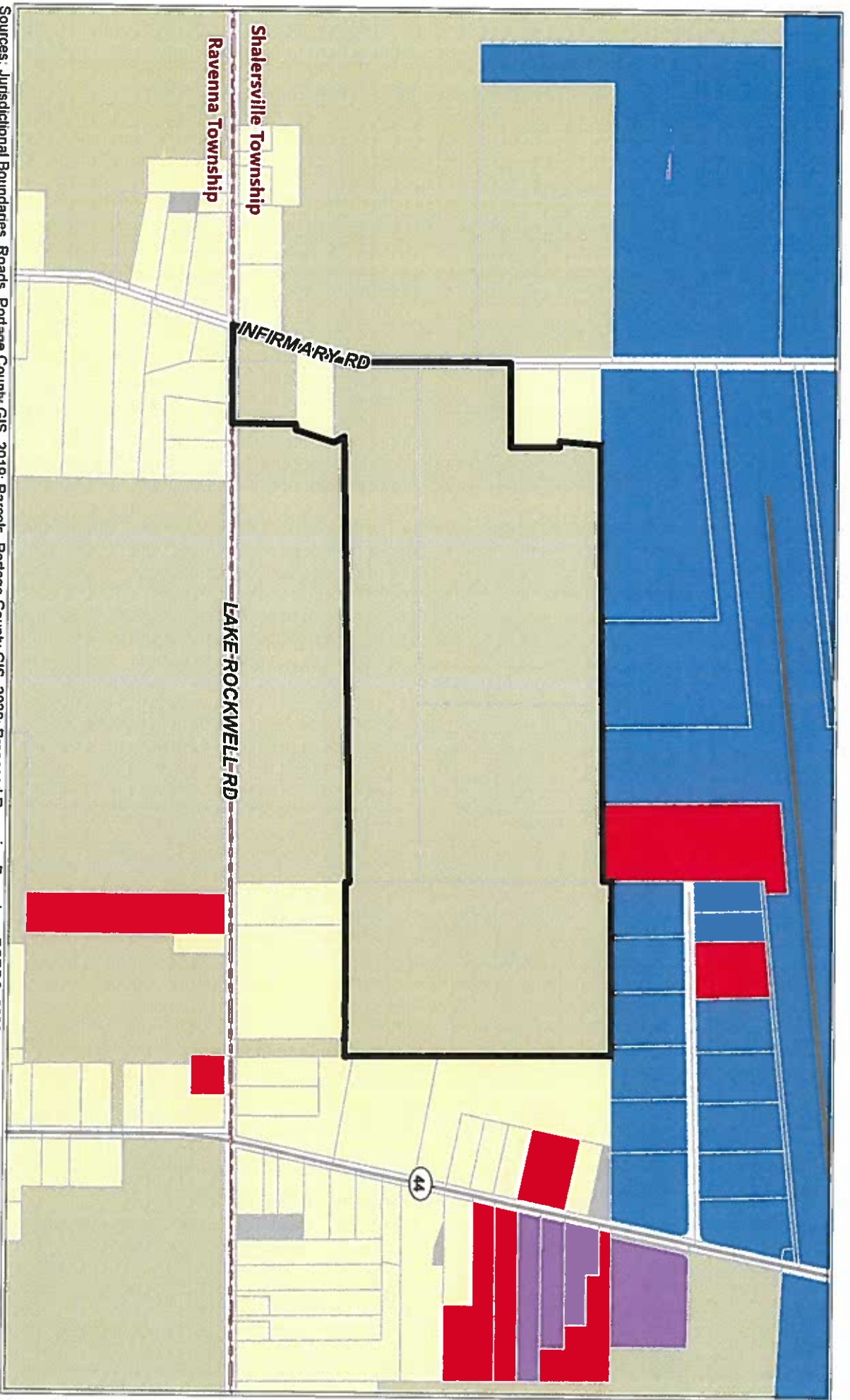
-  2-foot contours
-  10-foot contours
-  Streams
-  Runways
-  Hydric Soils
-  Wetlands
-  Proposed Rezoning to A/R-R from L.I-D & R-2



Map Created  
November 2020





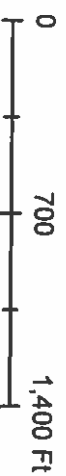


Sources: Jurisdictional Boundaries, Roads, Portage County GIS, 2019; Parcels, Portage County GIS, 2020; Proposed Rezoning Boundary, PCRPC, 2020

## Shalersville Township Existing Land Use

- Commercial
- Government
- Industrial
- Agriculture
- Residential
- Vacant

Map Created  
November 2020










Sources: Jurisdictional Boundaries, Roads, Portage County GIS, 2019; Proposed Rezoning Boundary, PCRPC, 2020; Runways, USDOT, July 2018; Existing Zoning, PCRPC, 2020

### Shalersville Township

#### Existing Zoning

-  Runway
-  Agricultural/Rural Residential
-  Low Density Residential w/ sewer
-  Light Industrial
-  Proposed Rezoning to A/R-R from LI-D & R-2



Map Created  
November 2020



Sources: Jurisdictional Boundaries, Roads, Portage County GIS, 2019; Proposed Rezoning Boundary, PCRPC, 2020; Runways, USDOT, July 2018; Existing Zoning, PCRPC, 2020



Map Created  
November 2020



Runway  
Proposed Rezoning to  
A/R-R from LI-D & R-2

Agricultural/Rural  
Residential  
Light Industrial

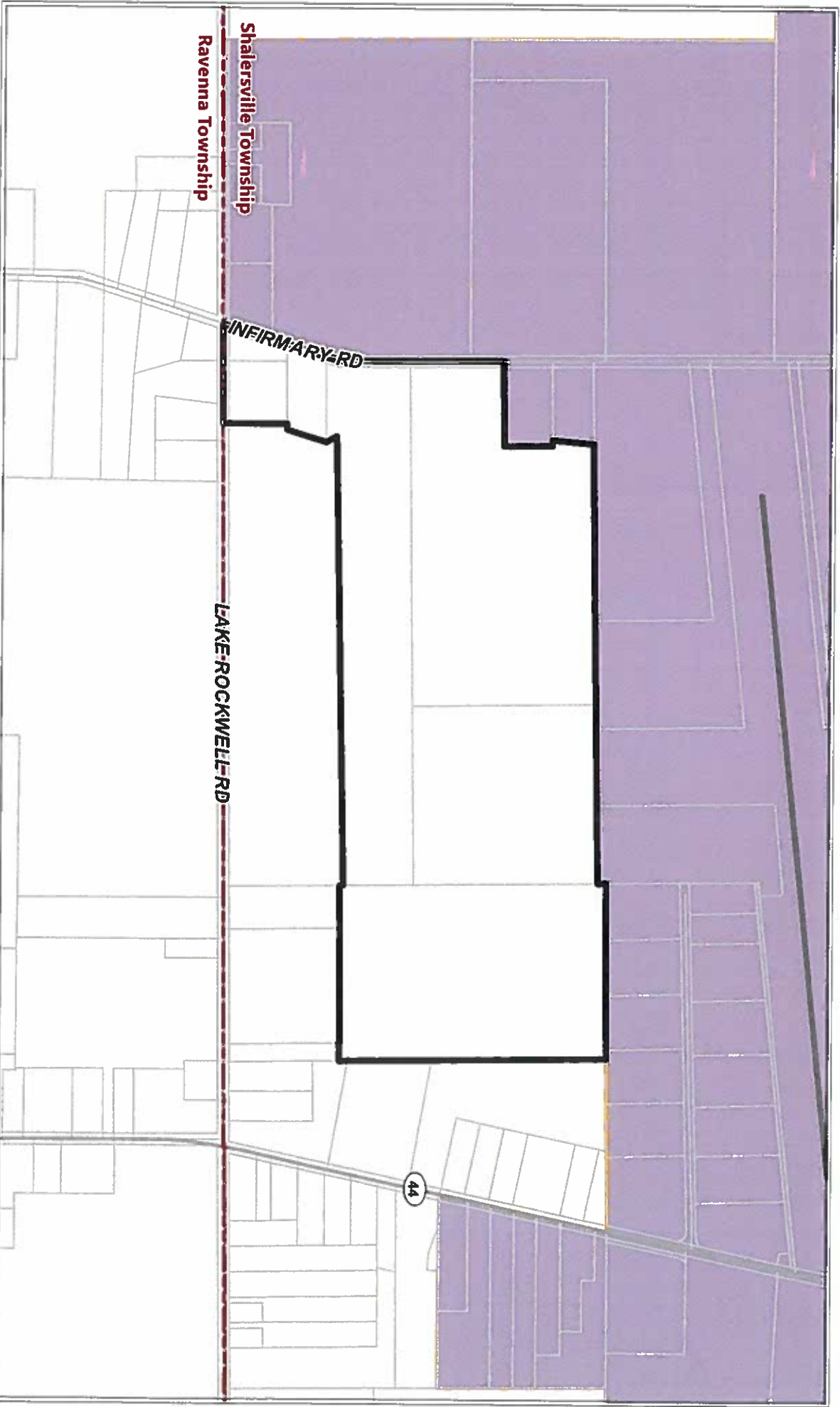
Low Density  
Residential w/ sewer

### Existing Zoning: Rezoning Addition



0 700 1,400 Ft





Sources: Jurisdictional Boundaries, Roads, Portage County GIS, 2019; Parcels, Portage County GIS, 2020; Proposed Rezoning, PCRPC, 2020; Runways, USDOT, July 2018;

# Shalersville Township

## Proposed Zoning

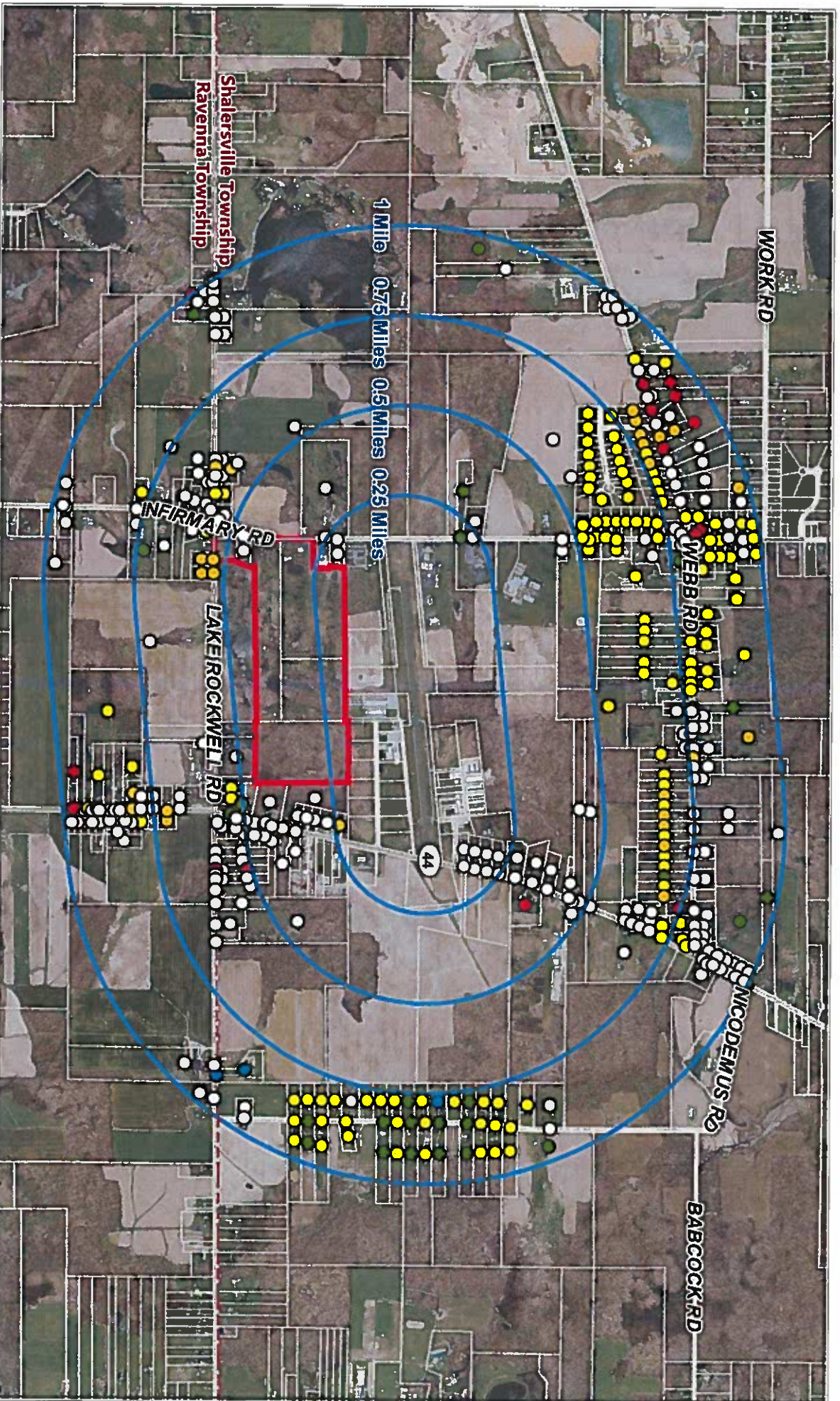
- Runway
- Proposed Rezoning to A/R-R from LI-D & R-2
- Agricultural/Rural Residential
- Light Industrial



Map Created  
November 2020







Sources: Jurisdictional Boundaries, Roads, Portage County GIS, 2015; Parcels, Portage County GIS, 2020; Proposed Rezoning Boundary, PCRPC, 2020; Orthophoto, OGRIP, 2017

## Shalersville Township

### Existing Housing by Year Built

- 2010-present
- 2000-2009
- 1990-1999
- 1980-1989
- 1975-1979
- Pre-1975
- Distance from
- Proposed Rezoning to A/R-
- R from LI-D & R-2



0 2,000 4,000 Ft

Map Created  
November 2020



**SHALERSVILLE TOWNSHIP ZONING COMMISSION**

Maude Bias, Secretary  
4325 Lake Rockwell Rd  
Ravenna, Ohio 44266  
330-221-0847

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

October 18, 2020

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

RE: Zoning District changes Lakeview Grass Fed Farms, Inc., Daryl & Kurt Guyette

Mr. Peetz:

In the regular meeting of Shalersville Township Zoning Commissions on October 8, 2020, Jack Kohl requested a public hearing for Lakeview Grass Fed Farms, Inc., Daryl & Kurt Guyette presenting three applications to the board requesting these zoning district changes. We are forwarding these to you for your review and recommendations.

**Application 1 - 2020-1119A**

Name of Applicant: Lakeview Grass-Fed Farms, Inc., Daryl & Kurt Guyette  
7814 Infirmary Road, Ravenna, Ohio 44266  
Parcel: 33-062-00-00-008-000 / 33-062-00-0-008-002 / 33-062-00-00-009-000  
Acreage 32.49 / 20 / 57.4 (a portion of this is zoned AR/R)  
Number of lots: 3  
Existing Zoning: Light Industrial  
Proposed Zoning: AR/R

**Application 2 – 2020-1119B**

Name of Applicant: Lakeview Grass-Fed Farms, Inc., Daryl & Kurt Guyette  
7814 Infirmary Rd, Ravenna, Ohio 44266  
Parcel: Block A & B 33-062-00-00-009-000 / 33-062-00-00-008-000  
Acreage: Block A – 8.0 / Block B - 3.2  
Number of lots:  
Existing Zoning: R-2  
Proposed Zoning: AR/R

**Application 3**


Name of Applicant: Daryl & Kurt Guyette  
7814 Infirmary Rd, Ravenna, Ohio 44266  
Parcel: 33-059-00-00-001-000  
Acreage: 39.59  
Number of lots: 1  
Existing Zoning: Light Industrial  
Proposed Zoning: AR/R

Let me know if you have any questions.

Respectfully,  
Maude Bias  
Zoning Commission Secretary

**APPLICATION FOR ZONING AMENDMENT  
SHALERSVILLE TOWNSHIP**

The undersigned, owner(s) of the following legally described property hereby request the consideration of a change in the Zoning Resolution Text as described below:

1. Name of Applicant Lakeview Grass Fed Farms Inc. Daryl & Kurt Guyette  
Address 7814 Infirmary Road, Ravenna, OHio 44266  
Mailing Address 7814 Infirmary Road, Ravenna, OHio 44266  
Phone Number: Home 330-819-9996 (Jack Kohl) Business \_\_\_\_\_
  2. Parcel No. 33-062-00-00-008-000/33-062-00-00-008-002/ 33-062-00-00-009-000
  3. Acreage 32.49 Acres/20 Acres/ 57.4 Acres (a portion of this is zoned ARR)  
Number of Lots 3  
Existing Zoning LID  
Proposed Zoning ARR
- Date 10-9-20 Applicant 
- Date Filed with Zoning Commission 11/19/2020
- Application Number 2020-1119A



**APPLICATION FOR ZONING AMENDMENT  
SHALERSVILLE TOWNSHIP**

The undersigned, owner(s) of the following legally described property hereby request the consideration of a change in the Zoning Resolution Text as described below:

1. **Name of Applicant** Lakeview Grass Fed Farms Inc. (Darvl & Kurt Guyette)

**Address** 7814 Infirmary Road, Ravenna, Ohio 44266

**Mailing Address** 7814 Infirmary Road, Ravenna, OHio 44266

**Phone Number: Home** 330-819-9996 **Business** (Jack Kohl)

2. **Parcel No.** Block A & B 33-062-00-00-009-000/33-062-00-00-008-000

3. **Acreage** Block A 8.0 Acres/ Block B 3.2 Acres

**Number of Lots** \_\_\_\_\_

**Existing Zoning** R-2

**Proposed Zoning** ARR

**Date** 10-9-20

**Applicant** 

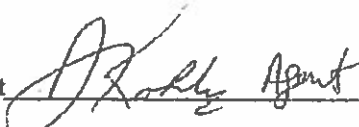
**Date Filed with Zoning Commission** \_\_\_\_\_

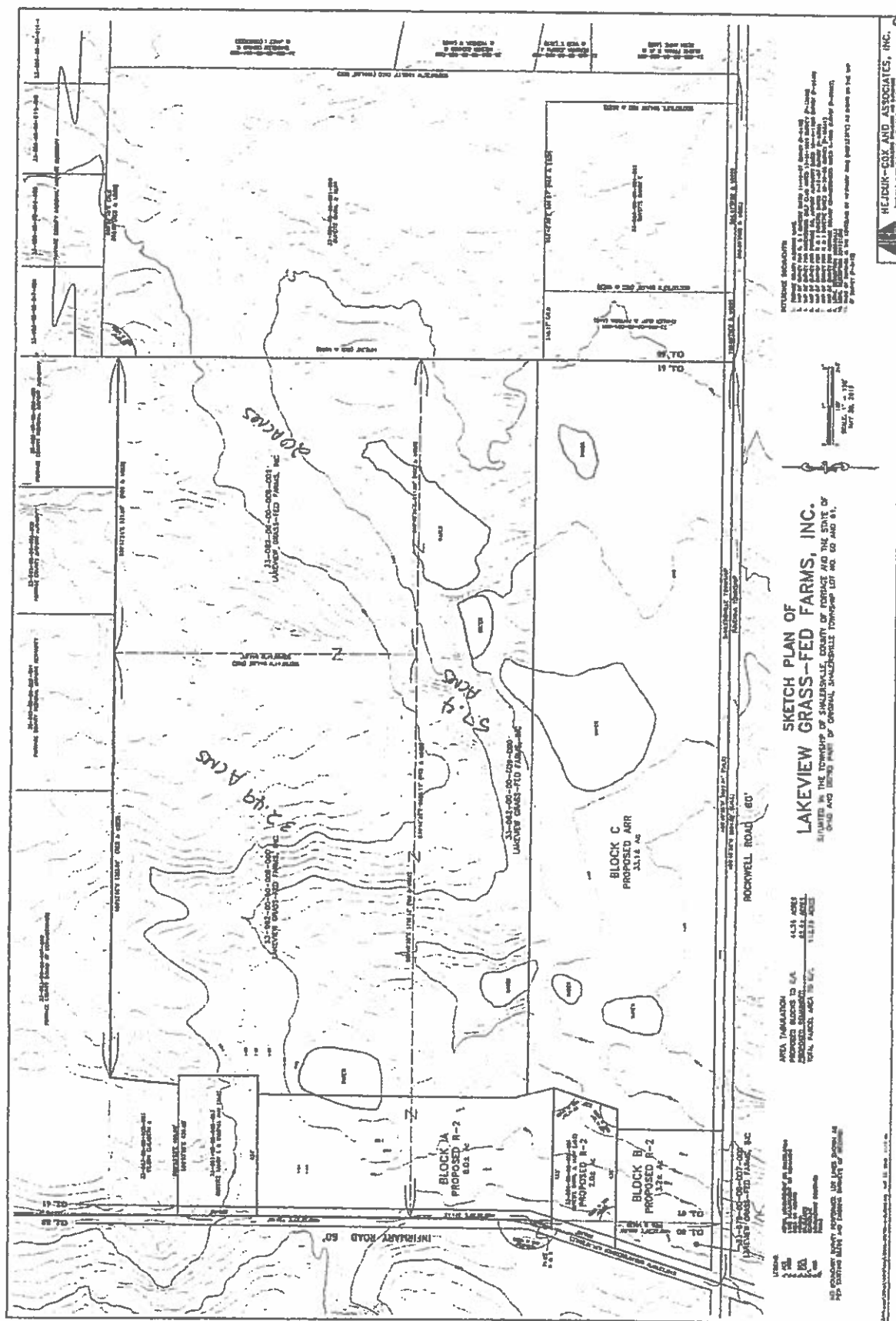
**Application Number** 2020-1119B

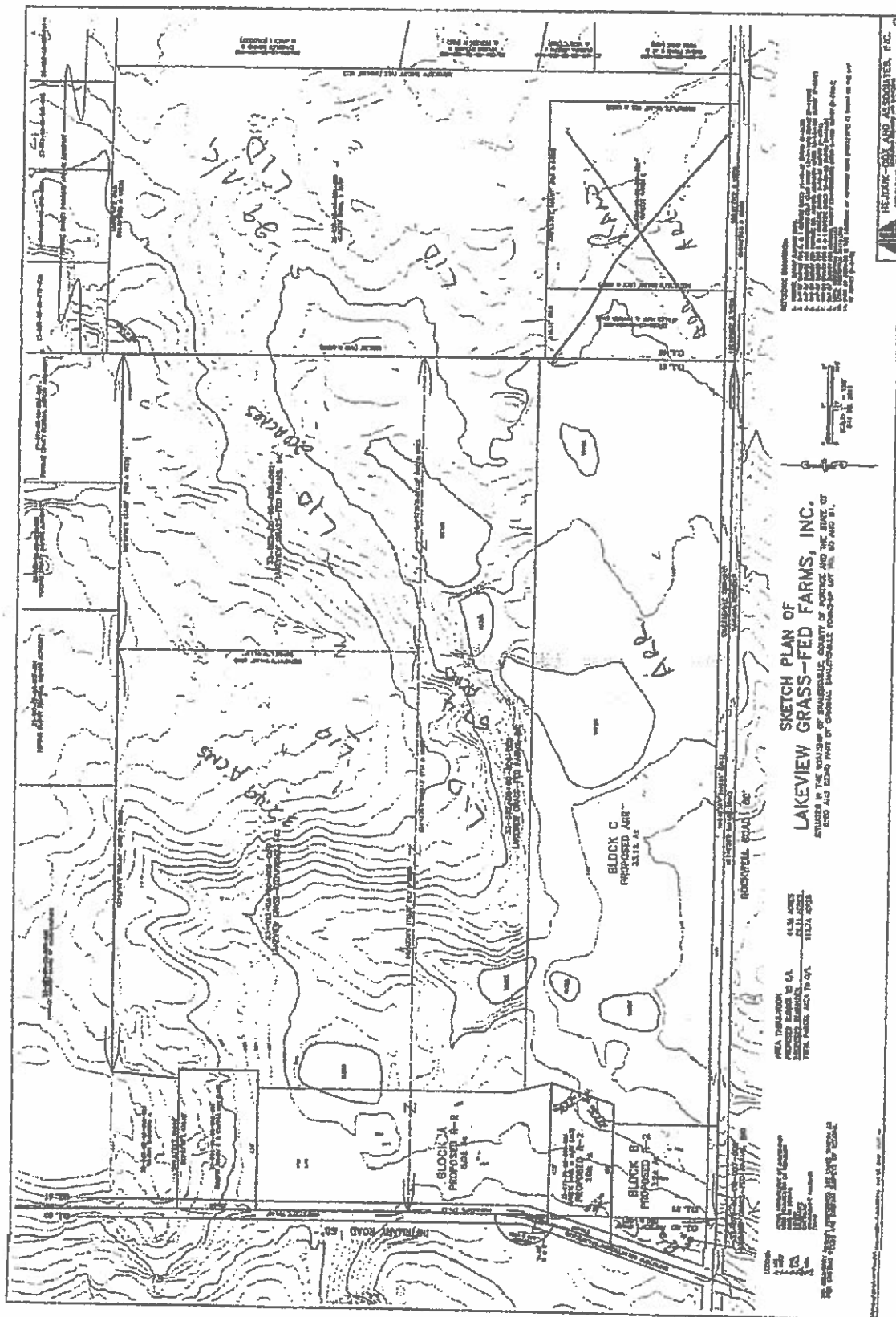


**APPLICATION FOR ZONING AMENDMENT  
SHALERSVILLE TOWNSHIP**

The undersigned, owner(s) of the following legally described property hereby request the consideration of a change in the Zoning Resolution Text as described below:

1. Name of Applicant Daryl & Kurt Guyette  
Address 7814 Infirmary Road, Ravenna, Ohio 44266  
Mailing Address 7814 Infirmary Road, Ravenna, Ohio 44266  
Phone Number: Home 330-819-9996 (Jack Kohl) Business
  2. Parcel No. 33-059-00-00-001-000
  3. Acreage 39.59 Acres  
Number of Lots 1  
Existing Zoning LID  
Proposed Zoning ARR
- Date 10-9-20 Applicant  Agent
- Date Filed with Zoning Commission
- Application Number 2020-1119C





33-059-00-00-000.000  
SHALERSVILLE TWP.



THE NATIONAL LAW SCHOOL		UNIVERSITY OF DELHI	
Sl. No.	Name of the Candidate	Roll No.	Grade
1	ABHIRAM K. S.	101	B
2	ABHIRAM K. S.	102	B
3	ABHIRAM K. S.	103	B
4	ABHIRAM K. S.	104	B
5	ABHIRAM K. S.	105	B
6	ABHIRAM K. S.	106	B
7	ABHIRAM K. S.	107	B
8	ABHIRAM K. S.	108	B
9	ABHIRAM K. S.	109	B
10	ABHIRAM K. S.	110	B

7	10-11-47 10-11-47 10-11-47
6	10-11-47 10-11-47 10-11-47
5	10-11-47 10-11-47 10-11-47
4	10-11-47 10-11-47 10-11-47
3	10-11-47 10-11-47 10-11-47
2	10-11-47 10-11-47 10-11-47
1	10-11-47 10-11-47 10-11-47

[illegible][illegible]

**ROOTSTOWN TOWNSHIP  
ZONING MAP AMENDMENT  
REVIEW BY RPC STAFF  
NOVEMBER 2020**

Reviewer: Todd Peetz  
Date Received: 10-22-20  
Hearing Date: 11-12-20

Applicant: Rootstown Township

**AMENDMENT 1  
Amend Zoning Map from R-1 and R-2 Residential Districts to  
P-R Parks and Recreation**

**PROPOSED/RECOMMENDED CHANGES**

The proposed change is to change the Zoning Map from R-1 and R-2 Residential to P-R Parks and Recreation. The amendment consists of 57.46 +/- acres. The eight (8) parcel numbers are:

<b>R-1 to P-R</b>	<b>R-2 to P-R</b>
#32-014-00-00-010-001 .67 +/- of an acre	#32-015-00-00-015-000 #32-015-00-00-015-001 #32-015-00-00-031-001 #32-015-00-00-031-002 #32-015-00-00-034-000 #32-015-00-00-034-001 #32-015-00-00-034-002 56.79 +/- acres

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

This proposed amendment is to classify the existing Gracie Fields and Community Park as the P-R district as these parcels have been developed for that purpose.

The differences are shown in the following zoning comparison table:

Note: *Italics* depict differences between R-2 Residential to I-1 Light Industrial zoning.

Requirements	R-2 Residential Existing	R-1 Residential Existing	P-R Parks and Recreation Proposed
Use Type	Single Family	Single Family	Parks and Recreation
Minimum Lot Size	1.5 Acres.	1.5 Acre	<i>5 acres</i>
Minimum Lot Width	150 Feet	60 Feet	50 Feet
Minimum Lot Frontage Depth	70 Feet	150 Feet	50 Feet
Minimum Front Yard Depth	60 Feet	70 Feet	<i>40 Feet</i>
Minimum Rear Yard Depth	30 Feet	30 Feet	<i>15 Feet</i>
Minimum Side Yard Depth	8 Feet minimum and 20 feet total both sides	10 Feet minimum, but 30 feet total both sides	15 Feet
Maximum Building Height	35 Feet	35 Feet	<i>50 Feet</i>
Minimum Living Floor Area	1,200 Sq. Ft.	1,400 Sq. Ft.	N/A.
Minimum Open Space	N/A	N/A	N/A

**Surrounding Zoning:**

North	East	South	West
R-2 Residential	R-2 Residential	R-1 Residential	R-2 Residential

**Surrounding Existing Land Uses:**

North	East	South	West
Vacant Residential	Residential and Agriculture	Agriculture and Residential	Agriculture

The zoning change is to reflect the existing conditions of the park(s).

## **TRANSPORTATION**

The proposed Zoning change will not impact traffic. The park(s) may continue to become more active, but general usage would be after working hours and on weekends.

## **WATER AND SEWER RESOURCES**

Water and Sewer is not currently provided to the site or has not been extended at this time. I know that port-a-johns are available at Community Park.

## **NATURAL RESOURCES**

There are no identified wetlands and floodplains located on-site. However, there is a small stream and a pond on-site, but the Township has used the pond as an amenity and stream remains wooded.

## **COMMENTS**

The amendment reflects the current activity as a park.

## **RECOMMENDATION**

Staff would recommend approval.

**AMENDMENT 2**  
**Amend Zoning Map from R-1 Residential District to**  
**P-R Parks and Recreation**

**PROPOSED/RECOMMENDED CHANGE**

The proposed change is to change the Zoning Map from R-1 Residential to P-R Parks and Recreation. The amendment consists of 57.46 +/- acres. The eight (8) parcel numbers are:

<b>R-1 to P-R</b>
<b>#32-004-00-00-010-057</b>
<b>6.95 +/- acres</b>

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

This proposed amendment is to classify property owned by the Township in the Stone Ridge Subdivision as the P-R district as these parcels could be developed for that purpose.

The differences are shown in the following zoning comparison table:



Note: *Italics* depict differences between R-2 Residential to I-1 Light Industrial zoning.

<b>Requirements</b>	<b>R-2 Residential Existing</b>	<b>R-1 Residential Existing</b>	<b>P-R Parks and Recreation Proposed</b>
<b>Use Type</b>	Single Family	Single Family	Parks and Recreation
<b>Minimum Lot Size</b>	1.5 Acres.	1.5 Acre	<i>5 acres</i>
<b>Minimum Lot Width</b>	150 Feet	60 Feet	50 Feet
<b>Minimum Lot Frontage Depth</b>	70 Feet	150 Feet	50 Feet
<b>Minimum Front Yard Depth</b>	60 Feet	70 Feet	<i>40 Feet</i>
<b>Minimum Rear Yard Depth</b>	30 Feet	30 Feet	<i>15 Feet</i>
<b>Minimum Side Yard Depth</b>	8 Feet minimum and 20 feet total both sides	10 Feet minimum, but 30 feet total both sides	15 Feet
<b>Maximum Building Height</b>	35 Feet	35 Feet	<i>50 Feet</i>
<b>Minimum Living Floor Area</b>	1,200 Sq. Ft.	1,400 Sq. Ft.	N/A.
<b>Minimum Open Space</b>	N/A	N/A	N/A

**Surrounding Zoning:**

<b>North</b>	<b>East</b>	<b>South</b>	<b>West</b>
R-2 Residential	R-2 Residential	R-1 Residential	R-2 Residential

**Surrounding Existing Land Uses:**

<b>North</b>	<b>East</b>	<b>South</b>	<b>West</b>
Vacant Residential	Residential and Agriculture	Agriculture and Residential	Agriculture

The zoning change is to reflect the existing opportunity to develop a park.

#### **TRANSPORTATION**

The proposed Zoning change will not impact traffic. The park may be developed at some point in the future and should be evaluate how to access the park for the public.

#### **WATER AND SEWER RESOURCES**

Water and Sewer is not currently provided to the site.

#### **NATURAL RESOURCES**

There are no identified wetlands and floodplains located on the site.

#### **COMMENTS**



The amendment reflects the opportunity to develop a park.

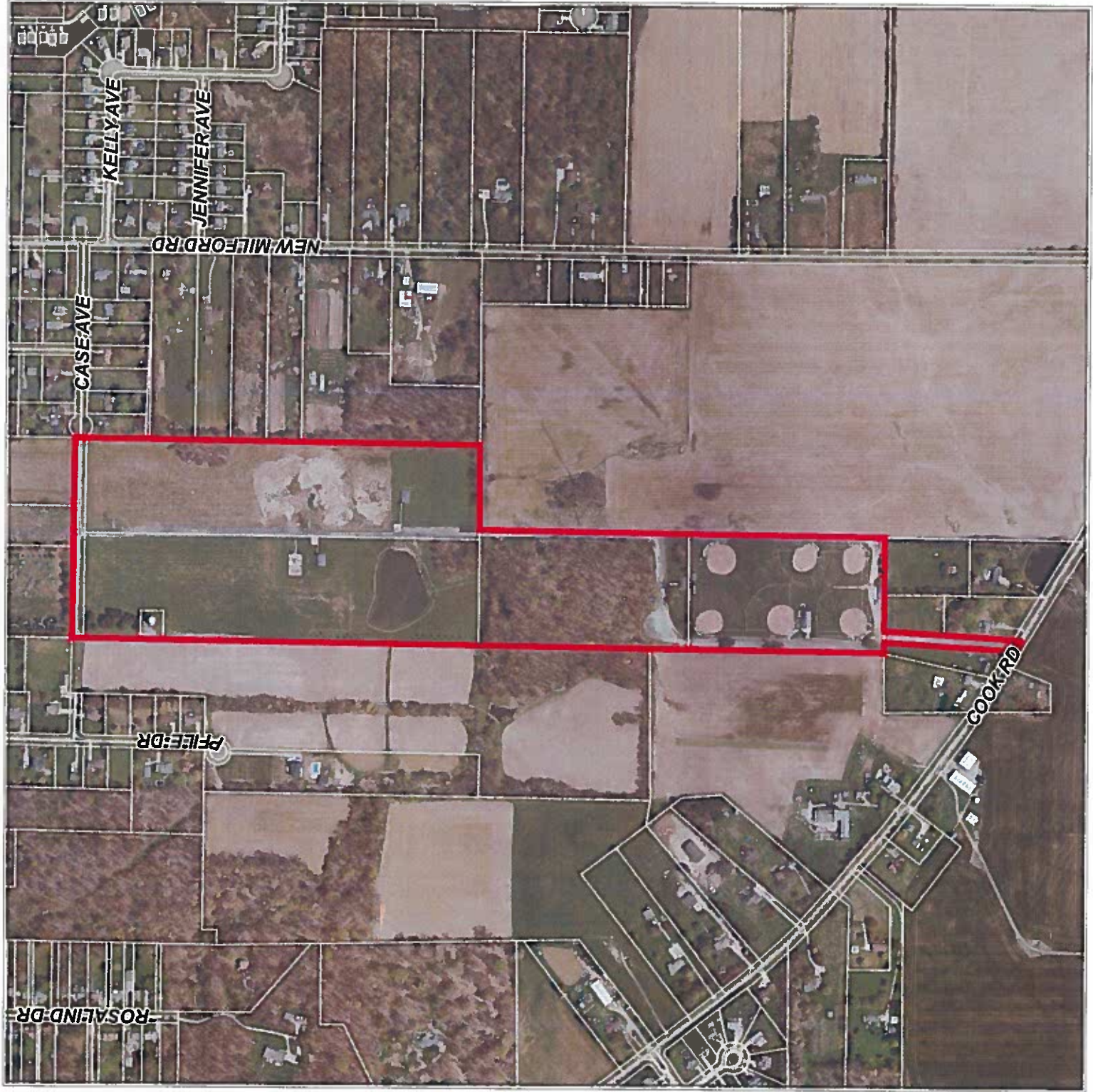
#### **RECOMMENDATION**

Staff would recommend approval.

# Rootstown Township 2017 Aerial



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



Source: Roads, Portage County GIS, 2019;  
Parcels, Portage County GIS, 2020;  
Proposed Zoning, PCRPC, 2020;  
Orthophoto, OGRIP, 2017

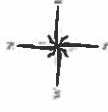


Map Created November 2020



# Rootstown Township

## Existing Land Use



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

Right-of-Way

Land Use

Churches

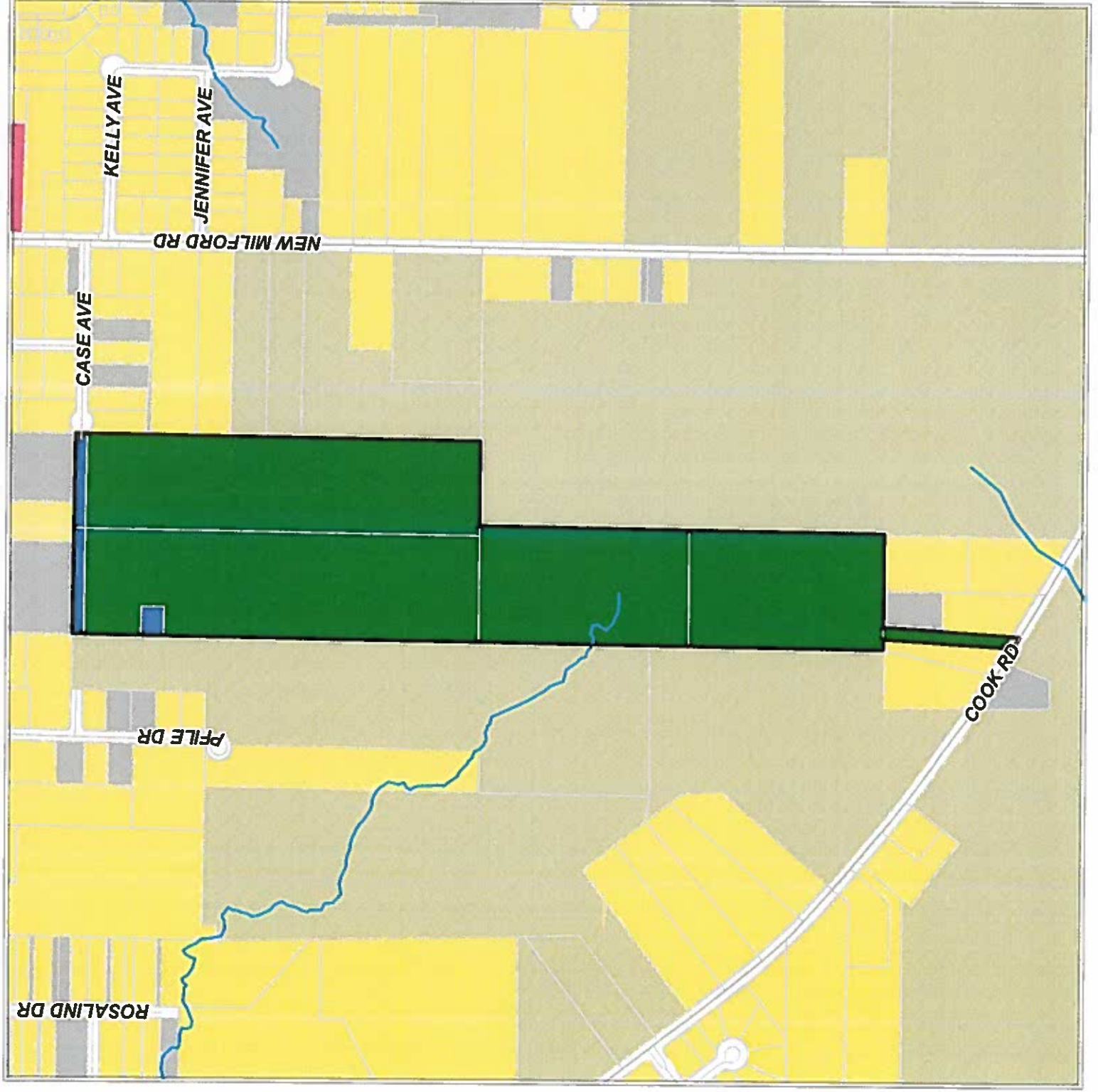
Government

Park

Agriculture

Residential

Vacant



0 600 1,200 Ft

Source: Roads, Portage County GIS, 2019;  
Parcels, Portage County GIS, 2020; Proposed  
Zoning, PCRPC, 2020; Land Use, Portage  
County Auditor/PCRPC, 2020; Water,  
NHD USGS, 2012




Map Created November 2020

# Rootstown Township

## Existing Zoning

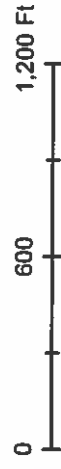


 Proposed Rezoning to P-R  
from R-1 & R-2

### Zoning Districts

 R-1  
Single-Family  
Residential / Planned  
Residential Development

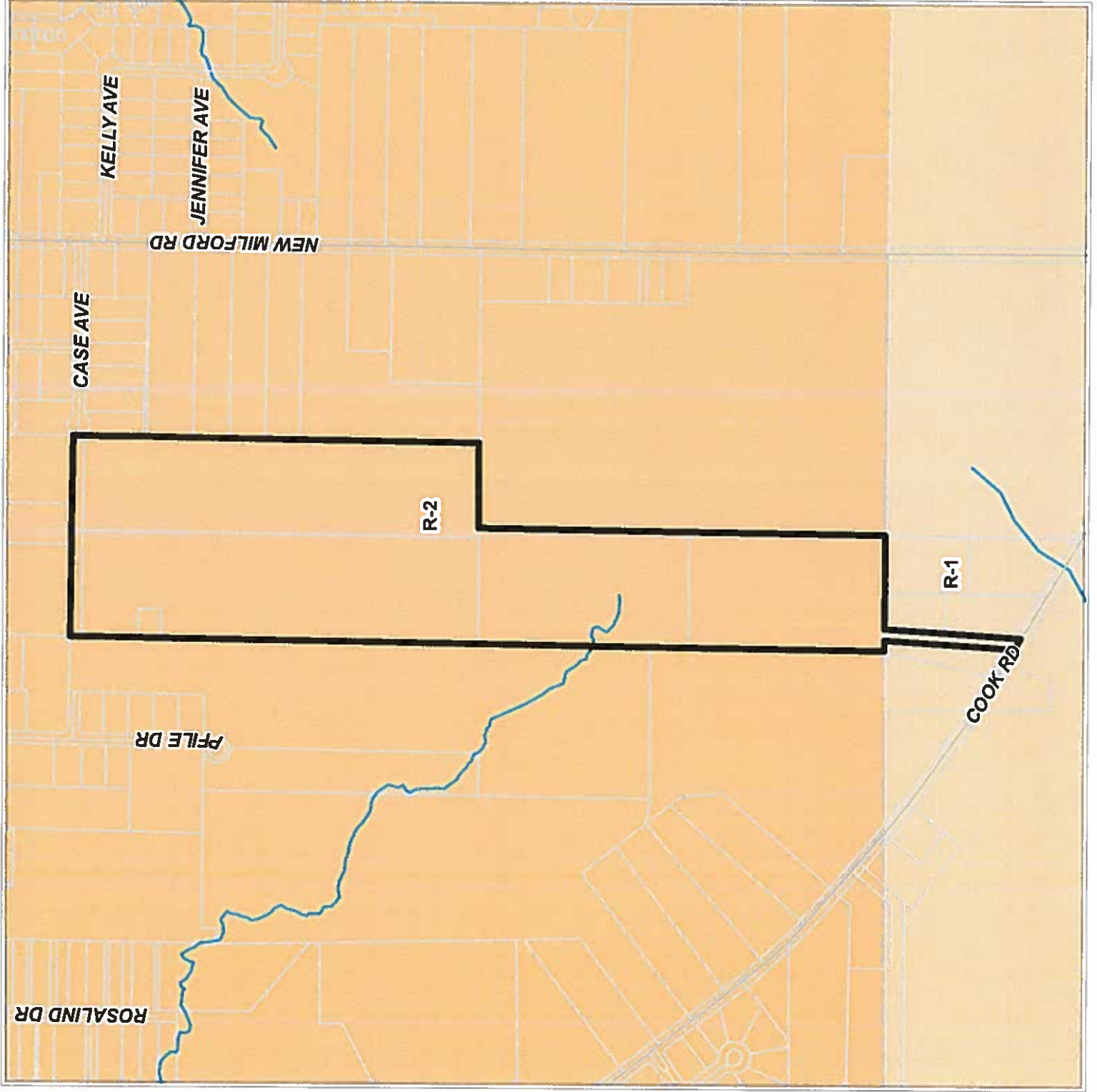
 R-2  
Single-Family  
Residential 2 / Planned  
Residential Development



Source: Roads, Portage County GIS, 2019;  
Parcels, Portage County GIS, 2020; Proposed  
Zoning, PCRPC, 2020; Current Zoning,  
PCRPC, 2019; Water, NHD USGS,  
2012



Map Created November 2020





# Rootstown Township

## Proposed Zoning



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

### Zoning Districts



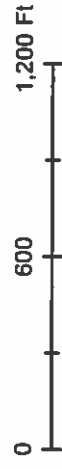
Parks and Recreation



Single-Family Residential /  
Planned Residential  
Development



Single-Family Residential 2 /  
Planned Residential  
Development



Source: Roads, Portage County GIS, 2020;  
Parcels, Portage County GIS, 2020;  
Proposed Zoning, PCRPC, 2020; Water,  
NHD USGS, 2012

Map Created November 2020



# Rootstown Township

## Environmental Constraints



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



10-foot contours



2-foot contours



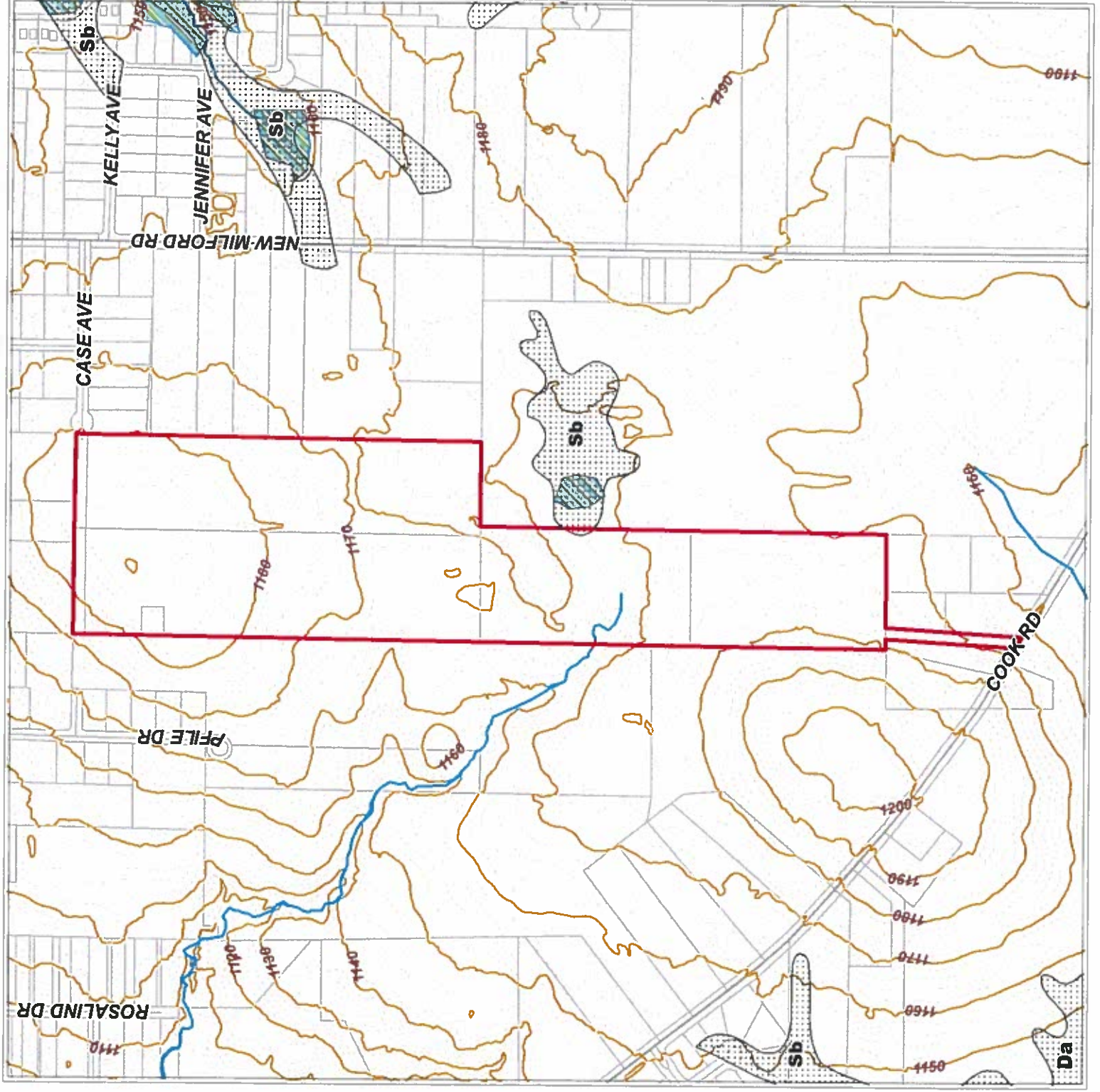
Streams



Hydric Soils



Wetlands



Source: Roads, Portage County GIS, 2019;  
Parcels, Portage County GIS, 2020; Contours,  
Portage County GIS, 2016; Flood Zones,  
FEMA 2013; Wetlands, PCWP, 2006; Water,  
NHD USGS, 2012; Proposed Zoning,  
PCRPC, 2020



Map Created November 2020



# Rootstown Township

2017 Aerial



 Parcels

 Proposed Rezoning to  
P-R from R-1



Source: Roads, Portage County GIS, 2019;  
Parcels, Portage County GIS, 2020,  
Proposed Zoning, PCRPC, 2020;  
Orthophoto, OGRIP, 2017

Map Created November 2020





# Rootstown Township

## Existing Land Use



- Proposed Rezoning to P-R from R-1
- Right-of-Way

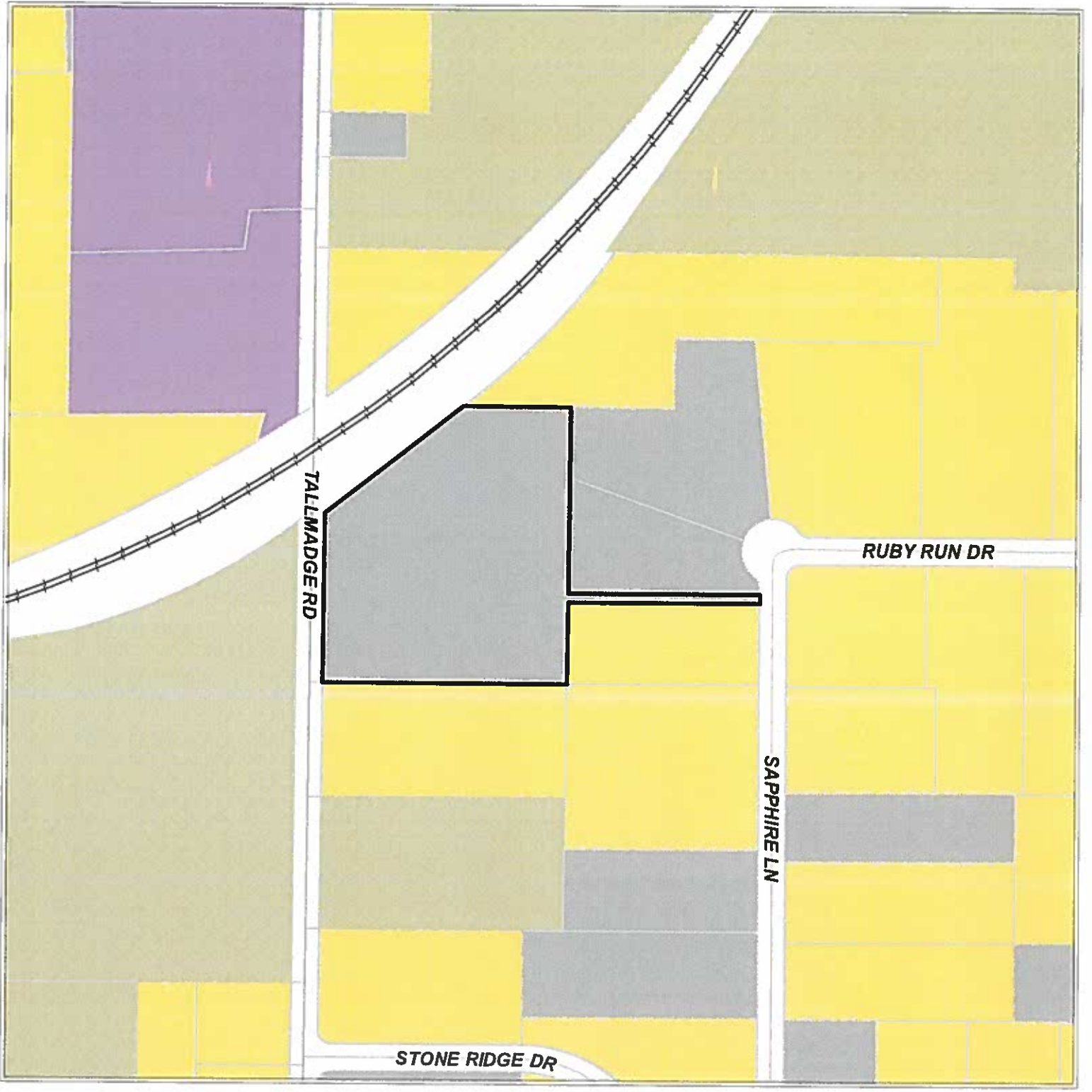
### Land Use

- Industrial
- Agriculture
- Residential
- Vacant



Source: Roads, Portage County GIS, 2019;  
 Parcels, Portage County GIS, 2020; Proposed  
 Zoning, PCRPC, 2020; Land Use, Portage  
 County Auditor/PCRPC, 2020; Water,  
 NHD USGS, 2012


Map Created November 2020



# Rootstown Township


## Existing Zoning



 Proposed Rezoning to P-R  
from R-1


Zoning Districts

Single-Family

 R-1 Residential / Planned

Residential Development

Single-Family

 R-2 Residential 2 / Planned

Residential Development

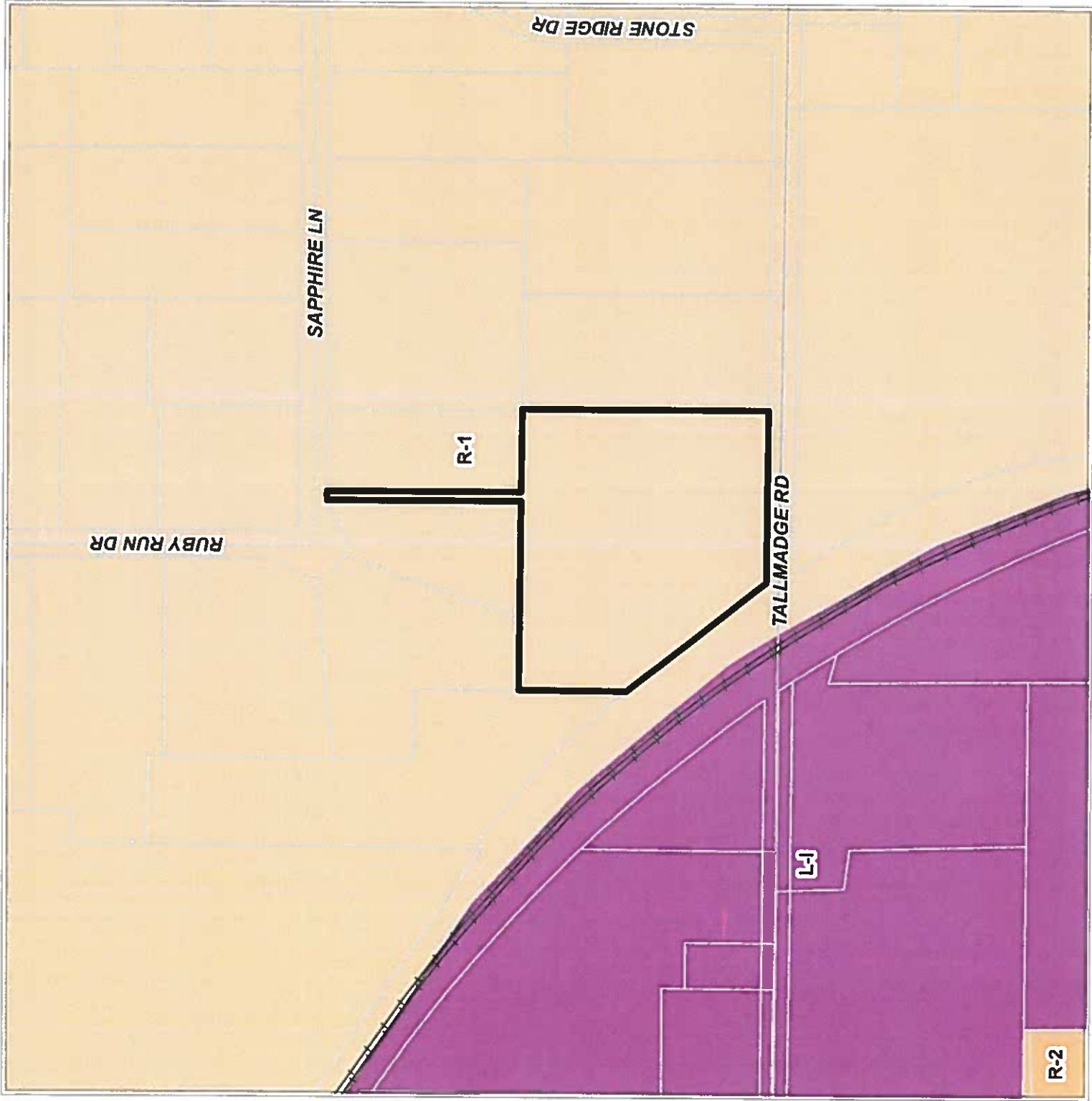
 L-1 Limited Industrial



Source: Roads, Portage County GIS, 2019;  
Parcels, Portage County GIS, 2020; Proposed  
Zoning, PCRPC, 2020; Current Zoning,  
PCRPC, 2019; Water, NHD USGS,  
2012








Map Created November 2020



# Rootstown Township

## Proposed Zoning



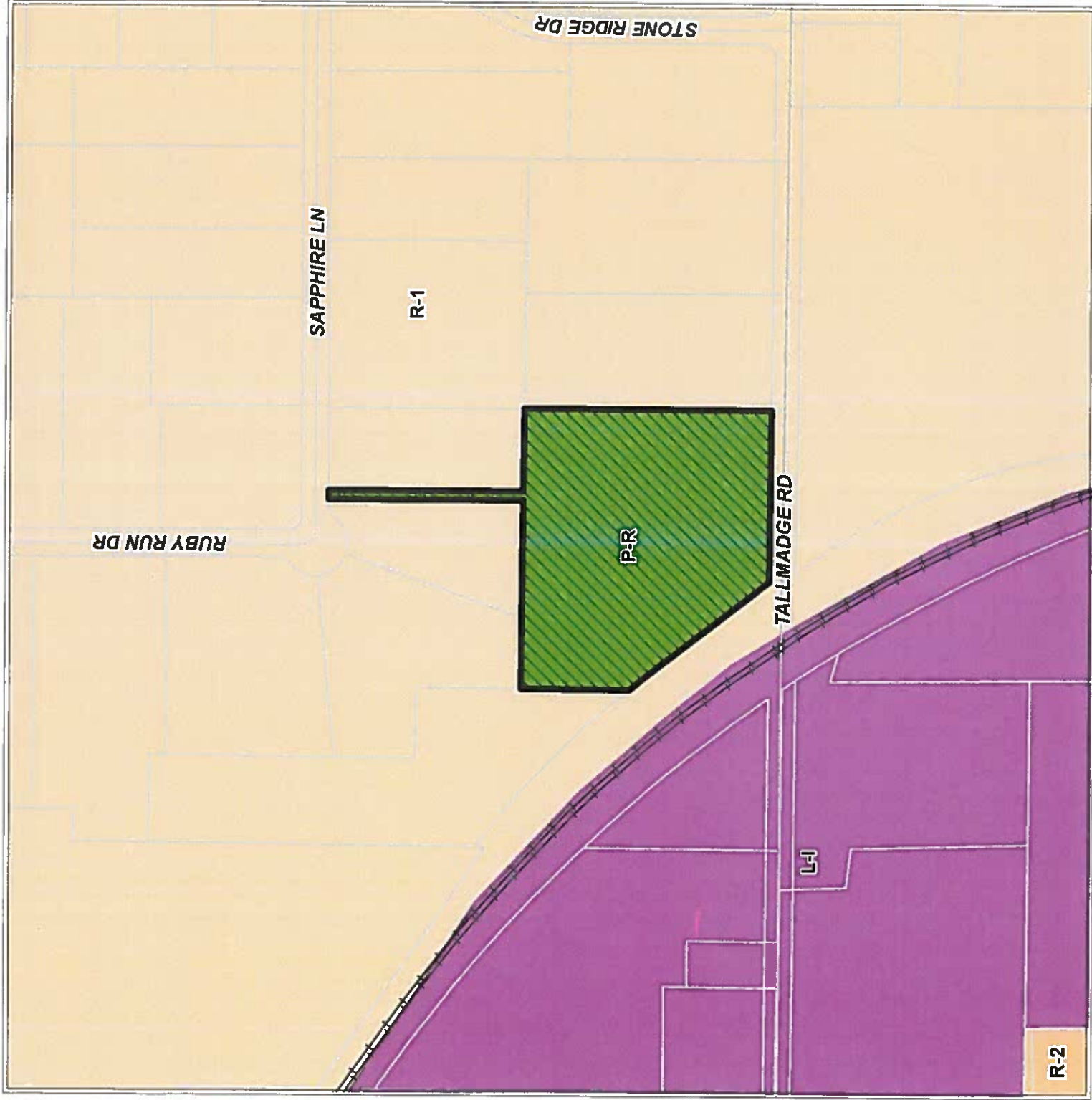
-  Proposed Rezoning to P-R from R-1
- Zoning Districts**
-  P-R Parks and Recreation
-  R-1 Single-Family Residential / Planned Residential Development
-  R-2 Single-Family Residential 2 / Planned Residential Development
-  L-I Limited Industrial



Source: Roads, Portage County GIS, 2020;  
 Parcels, Portage County GIS, 2020;  
 Proposed Zoning, PCRPC, 2020; Water,  
 NHD USGS, 2012



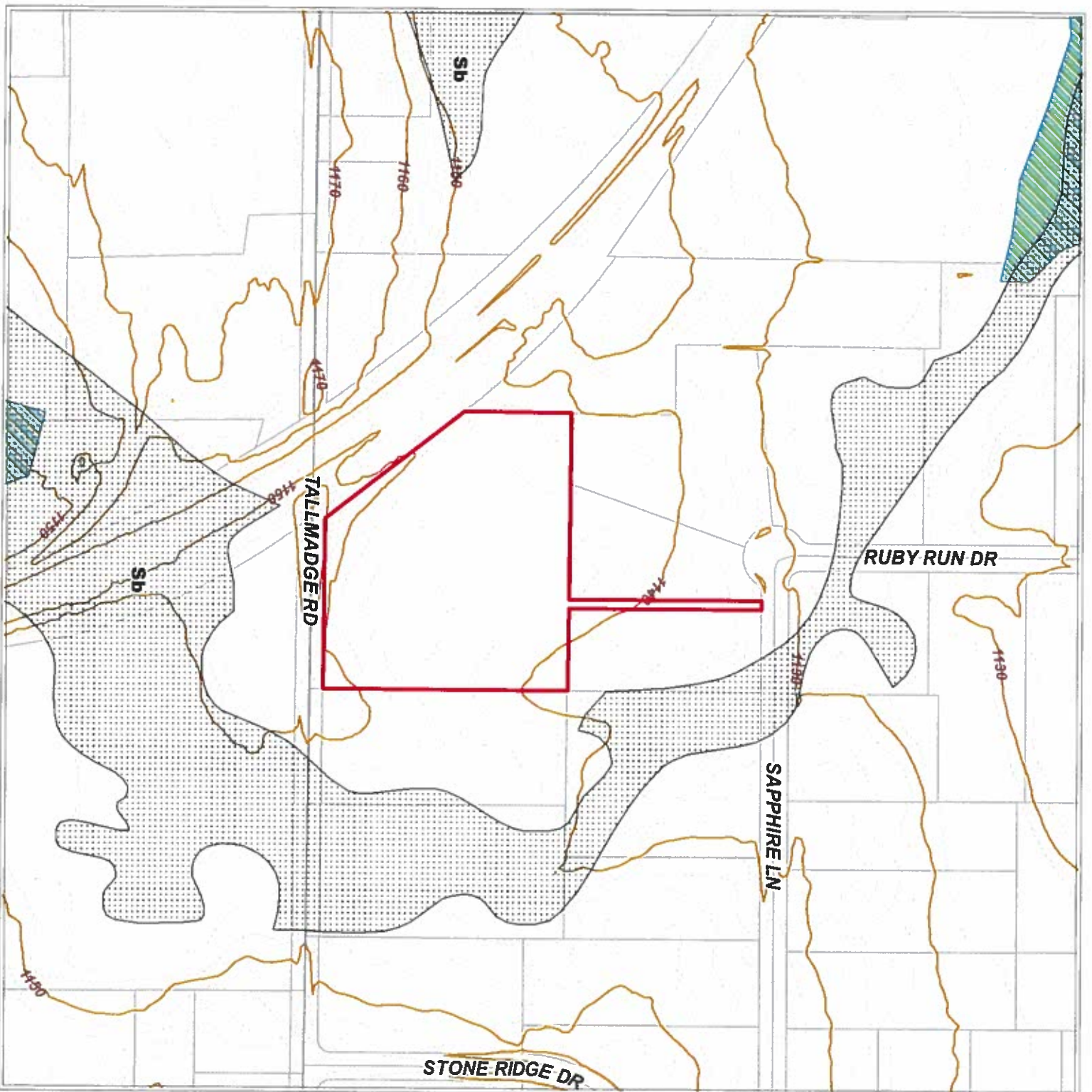
Map Created November 2020





# Rootstown Township

## Environmental Constraints



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

10-foot contours

2-foot contours

Hydric Soils

Wetlands

0 300 600 Ft

Source: Roads, Portage County GIS, 2019;  
Parcels, Portage County GIS, 2020; Contours,  
Portage County GIS, 2016; Flood Zones,  
FEMA 2013; Wetlands, PCWP, 2006; Water,  
NHD USGS, 2012; Proposed Zoning,  
PCRPC, 2020

Map Created November 2020

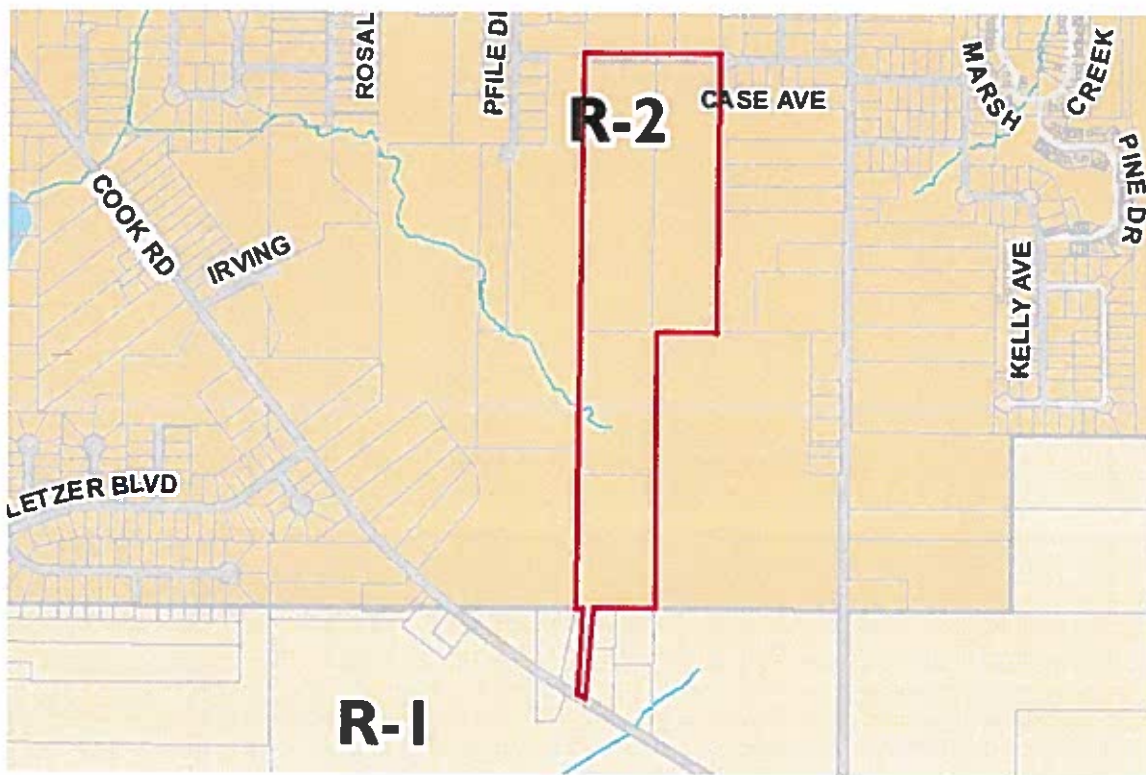




TO: Portage County Regional Planning Commission  
FROM: Rootstown Township Zoning Commission  
DATE: October 22, 2020  
RE: Proposed Amendment to Zoning Resolution – 2020-007

At the October 20, 2020 Zoning Commission meeting, a motion was passed unanimously to propose an amendment of the Rootstown Township Zoning Map.

**EXISTING:**

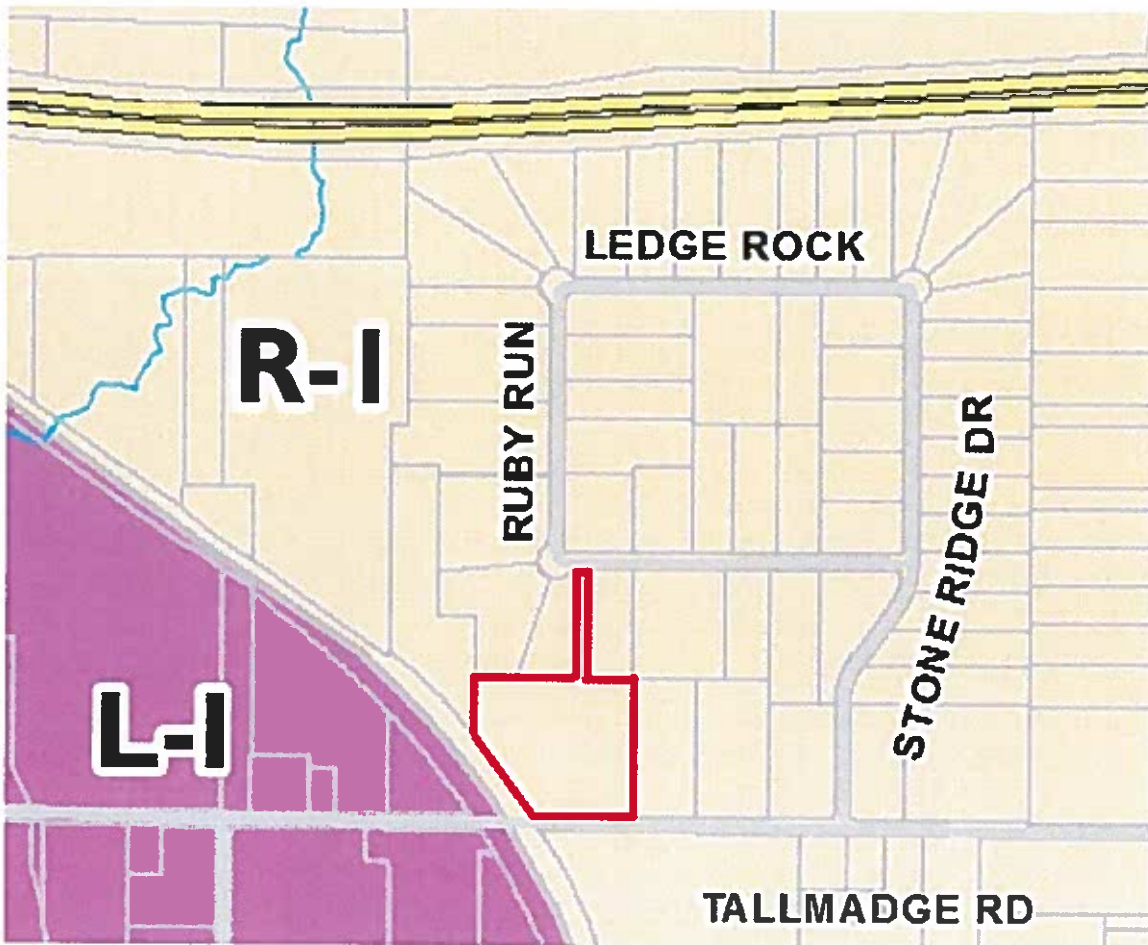


**PROPOSED:**

- Re-zone parcel # 32-014-00-00-010-001 from R-1 to P-R
- Re-zone parcel # 32-015-00-00-015-000 from R-2 to P-R
- Re-zone parcel # 32-015-00-00-015-001 from R-2 to P-R
- Re-zone parcel # 32-015-00-00-031-001 from R-2 to P-R
- Re-zone parcel # 32-015-00-00-031-002 from R-2 to P-R
- Re-zone parcel # 32-015-00-00-034-000 from R-2 to P-R
- Re-zone parcel # 32-015-00-00-034-001 from R-2 to P-R
- Re-zone parcel # 32-015-00-00-034-002 from R-2 to P-R



**EXISTING:**



**PROPOSED:** Re-zone parcel # 32-004-00-00-010-057 from R-1 to P-R

**RATIONALE:** The P-R district is being created specifically for these designated park areas. The lots, structures and uses will be more conforming to the P-R zoning regulations than the R-2 or R-1 zoning regulations.

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

JM

# **WINDHAM TOWNSHIP ZONING TEXT AMENDMENT**

**NOVEMBER 2020**

**Received: October 22, 2020**

**Meeting Date: November 12, 2020**

**Reviewed by Todd Peetz**

**Applicant: Windham Township**

Windham Township Zoning Board began working on regulations for commercial events and event centers. Partly due to the increase in wedding barns and the Spartan Race held in May of 2018.

The RPC staff has met and worked with the Windham Township Zoning Commission. The attached document is a refined version per their recommendations of both staff and the Windham Township Zoning Commission.

## **AMENDMENT 1**

### **Amendment 1 – Events and Event Centers**

#### **Section 5.8. Commercial Events or Event Centers**

**The purpose of this amendment to the resolution is to address commercial events and event centers who charge a fee for entry or use of their property in Windham Township as it relates to permitted uses and limitations.**

#### **A. Permits required / Health Department certification**

- a. **Permits required for event centers booking more than 3 events per year and/or for more than 200 attendees at any single event.**
- b. **Health Department certification renewed as required by Portage County.**
- c. **Maximum occupancy per local fire codes.**
- d. **For events OF 300 attendees coordinate with local emergency service**
  - i. **If traffic control is required, the applicant shall provide traffic control at their cost.**

#### **B. Parking**

- a. **Parking ratio (1:2.5 guests) (1:1 employee)**
- b. **Parking shall not be allowed within 50 feet of exterior property lines.**
- c. **Off-site parking requires a conditional zoning certificate from Board of Zoning Appeals.**
- d. **Ingress / Egress must comply with State, County and/or local fire standards to ensure public safety.**

**C. Hours of operation / Noise restrictions**

- a. Noise limited per Section 2.5 A & J-5. Must cease at 11pm for all events.
- b. Operation from 7am to 11pm on Friday and Saturday. Sunday through Thursday 7am to 9pm.

**D. Acreage and Setbacks**

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

**E. Notifications**

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

**F. Neighboring properties within 100 feet of the building or designated event space shall receive advanced notice of a permitted event at least 2 weeks prior to the event.**

**G. Fee Schedule / Permit Application**

- a. Permits issued by the Zoning Inspector of Windham Township (see fee schedule).

**H. Agritourism**

- a. Agritourism providers, as defined by *Ohio Revised Code 901.80 and 929.01* are recognized as exempt from conflicting zoning requirements of this amendment.
- b. Restrictions permitted under Ohio law remain in effect.

**Amendment 2  
Definitions**

**“Community Event Center” – Means a facility located on private property that primarily functions to provide a facility for any type of social gathering and consisting of multipurpose meeting and/or recreation facilities, typically consisting of one or more meeting or multipurpose room(s) and a kitchen and/or outdoor barbeque facilities, that are available for use by various private groups for such activities as meetings, parties, weddings, receptions, and dances.**

**Staff Comments:**

Staff assisted Windham Township’s efforts to prepare a zoning regulation process to regulate commercial events and event centers. We utilized several other township and municipal codes to craft what they wanted to see for their community. I think we may still need to work with the township to put into Section format and numbering. Also, we need to make sure that in the hours of operation and noise restriction that Section 2.5 A & J-5 tie back to the zoning book correctly.

**Staff Recommendation:** Staff recommends approval with staff recommended changes.

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION  
WORK PROGRAM REPORT  
OCTOBER 2020**

**A. COMPREHENSIVE PLANNING**

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

- On behalf of the EDA, RPC is requesting the submission of economic development projects for EDA funding that are designed to create or retain jobs and to provide assistance to economically distressed communities.

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

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

- We are in the process of merging subdivision regulations that work in surrounding communities. The idea is to implement good ideas that can also work here in Portage County.
- We completed our final draft reviews of the proposed Subdivision Regulations. We held a meeting on October 6<sup>th</sup>. Our next meeting is November 10<sup>th</sup>.

**C. INFORMATION SYSTEMS**

**1. Database Acquisition and Updates**

**2. Web Site**

Check out the website at [www.co.portage.oh.us](http://www.co.portage.oh.us). We have moved everything from our old website over to the County's website.

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

**D. PLANNING ADMINISTRATION**

**1. Subdivision Regulation Administration**

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

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

**b. Divisions of Land**

5+ Acre Lot Divisions	4 Applications	4 Lots
<u>Transfers. To Adj. Prop.</u>	<u>9 Application s</u>	<u>9 Transfer</u>
	<b>16 Applications</b>	<b>10 Lots Created</b>

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

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

- Atwater Township
- Brimfield Township  
Reviewing all of the zoning districts to create an opportunity to reduce or realign them so they do not have so many zoning districts. Working on the update to their comprehensive plan from 1988. Met via Zoom to discuss progress and upcoming meetings. Held a workshop for the Trustees and Department Heads to set a 5 year plan for the Township.
- Franklin Township  
Helping with concerns about a future subdivision project.
- Freedom Township
- Garrettsville Village
- Hiram Township  
Continue to look into grant opportunities for Broadband grants, December 2020 and March 2021.
- Hiram Village
- Mantua Township  
We are preparing to finalize creating a historic preservation district and an interactive structures map for the township. Working with them to update to their zoning book.
- Mantua Village  
We are looking into a variety of grants to help the Village.
- Nelson Township  
Zoning Amendment.
- Palmyra Township
- Paris Township
- Randolph Township
- Ravenna City  
Discussing JEDD, bike plan, landscape plan, wayfinding plan, and scheduled a date to do a presentation on land use plan.



- **Ravenna Township**  
Discussing JEDD, various zoning issues
- **Rootstown Township**  
Working with them on Subdivision Regulations. Processed a rezoning amendment.
- **Shalersville Township**  
Helping to find grant funding for their community park. Reviewed a rezoning amendment.
- **Suffield Township**
- **Sugar Bush Knolls**
- **Windham Township**  
Reviewed a text amendment.
- **Windham Village**

#### **Non-Member Technical Assistance**

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

Local-0  
Areawide-0  
Statewide-0

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

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

- Attended the August meeting

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

- Evelyn Beeman Attended meeting via ZOOM.

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

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

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

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

- Held a meeting on January 23rd and discussed agricultural lot requirements. The next meeting is to be determined. Topic will be about wedding barns and event centers.

#### **9. Portage County Storm Water Program – Home Sewage Repair and Replacement Program**

- The Portage County Storm Water Program has set aside \$500,000 to repair and replace home sewerage systems. This is part of a three-pronged program to help homeowners with the problem of high costs to repair and replace the home sewerage system. The contract to extend the program is in place and 8 septic systems are in process.

#### **10. Brimfield Comprehensive Plan**

- We are updating the 1988 comprehensive plan. There is emphasis on the first 5 years of the plan. Economic development and land use considerations are also at the forefront of what the plan is directed to assist the Township with. There will be a broad use of interactive maps as part of the plan to be extremely user friendly and allow the public better access to the information.

### **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. Events have been cancelled for 2020. We are planning on a kickoff to 2021 in January 2021, to be announced and COVID permitting.

Grant Submitted	Status	Grant Description	Amount Requested	Awarded	Date of Notice
ODNR Recreational Trails Program	FUNDED	Submitted by Atwater Township for Old School Park project	\$53,595	\$53,595	5-Feb-20
The Water Supply Revolving Loan Account (WSRLA)	PARTIALLY FUNDED	March 4 <sup>th</sup>	50% Principal Forgiveness \$7,300,466		
Industry Sector Partnership Grant	Submitted November 3rd	The State of Ohio is investing in a strong workforce to fill in-demand jobs and continues to diversify and grow a high quality, dynamic workforce. The state offers funding and support to local communities interested in starting or accelerating an industry sector partnership. Industry sector partnerships design and implement workforce strategies for specific sectors and individual regions.	\$125,000 2:1 Match		
Community Resilience	NOT FUNDED	To support these efforts, ServeOhio, in conjunction with its partners, the American Electric Power Foundation and the Corporation for National and Community Service, announces the availability of grants to support community resiliency initiatives that mobilize residents to address significant needs in their community as a result of the novel coronavirus. Grant awards will range between \$500 to \$2,000, and projects must take place prior to April 30, 2020.	\$2,000	NONE	8-Apr-20
Adult Drug Court and Veterans Treatment Court Discretionary Grant Program	FUNDED	This program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to enhance the operations of drug courts or to implement new veteran's treatment courts.	25% Match	HOPE Court: \$492,782 RISE Court: \$492,782	October 16, 2020
SNAP Process and Technology Improvement Grants	NOT FUNDED	Improve quality and efficiency of SNAP operations and processes	\$141,902		

Coronavirus Emergency Supplemental Funding Grant	Submitted July	Applicants can use CESF funds for preparation and response to the Coronavirus for any one of the following Program Purpose Areas: Law Enforcement Programs, Adult and Juvenile Corrections, Community Corrections Probation and Parole Programs, Court Programs, and Victim Services Programs	\$70,623	Adult Probation	
USDA Rural Placemaking Innovation Challenge	NOT FUNDED	This initiative provides planning support and technical assistance to foster placemaking activities in rural communities. Funds will help enhance capacity for broadband access; preserve cultural and historic structures; and support the development of transportation, housing, and recreational spaces.	\$125,000	RPC	October 14, 2020
Ohio Public Works Commission	End of September	The Ohio Public Works Commission was created to assist in financing local public infrastructure improvements under the State Capital Improvement Program (SCIP) and the Local Transportation Improvements Program (LTIP). These programs provide financial assistance to local communities for the improvement of their basic infrastructure systems. Eligible projects include improvements to roads, bridges, culverts, water supply systems, wastewater systems, storm water collection systems, and solid waste disposal facilities.	Grant approx. \$3 million Loan approx. \$250,000	Engineers	
Grant Title	Due Date	Current Grant Being Considered	Amount	Department	

Ohio Humanities: Quarterly Grants	September 15, 2020 (Draft SUBMITTED Aug 18) March 2021	Ohio Humanities has 2 special funding opportunities available at all times: 1) Towards A Beautiful Ohio: Ohio Humanities is a 3-year initiative focusing on the environment. As part of this initiative, they seek to strategically invest in public conversations that address environmental issues from a humanities perspective. 2) Humanities and the Experience of War: helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life.	\$2,001-5,000	Mantua	
USDA Community Connect	December 23	The grant program offers financial assistance to eligible applicants that will construct broadband networks that provide service on a community-oriented connectivity basis in rural areas.	\$100,000- 3 million	15%	
<b>Grant Title</b>	<b>Due Date</b>	<b>Grant Opportunities 30-120 Days Out</b>	<b>Amount</b>	<b>Match</b>	
Ohio Department of Transportation and Ohio EPA -- Diesel Emission Reduction Grant (DERG)	Anticipated RFP November 2020	Supports proposals from public sector and private sector (with a public sponsor) diesel fleets that will undertake vehicle/equipment replacement, repower, or retrofit for the purpose of emissions reduction in eligible Ohio counties. Fleets may also apply for idle reduction equipment	\$50,000-\$2M	20%	
ODNR Division of Forestry: 2017 Volunteer Fire Assistance Grant	Next Cycle begins November 2020	The U.S. Department of Agriculture, Forest Service, through the Cooperative Forestry Assistance Act, has allocated funds to Ohio for the Volunteer Fire Assistance (VFA) Grant Program. These funds will be distributed to fire protection agencies based on the Act and the federal guidelines. The grants are 50/50 matching reimbursement grants. This means a fire department that receives a grant must purchase the equipment prior to receiving reimbursement for 50% of the total project amount.	TBD	50%	

Land & Water Conservation Fund	November 16	ODNR	\$500,000	50%	
OCJS: Ohio Drug Law Enforcement Fund Grant	January 2021	The Ohio Drug Law Enforcement Fund will provide funding to defray expenses that a drug task force organization incurs in performing its functions related to the enforcement of the state's drug laws and other state laws related to illegal drug activity. Each applicant will need to demonstrate how their application meets the stated purpose of the fund.	\$250,000	25%	
Ohio Civil Justice Grants	Early 2021	Support local court technology projects. The funds will be used to address a variety of issues and situations where the lack of sufficient technology is a barrier to the efficient and effective administration of justice. Any court of appeals, common pleas court (or any division therein), municipal court, or county court is eligible to apply. <a href="http://www.supremecourt.ohio.gov/grants/">http://www.supremecourt.ohio.gov/grants/</a>			
NEH Preservation Assistance Grants for Smaller Institutions	Available: November 13, 2020 Due: January 14, 2021	Help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections.	Up to \$10,000	No	
Flood Mitigation Assistance Grant Program	January 29	The Flood Mitigation Assistance program is authorized by Section 1366 of the National Flood Insurance Act of 1968, as amended with the goal of to reduce or eliminate flood risk of severe repetitive and repetitive flood damage to buildings insured by the National Flood Insurance Program (NFIP). The program provides funding to states, territories, federally recognized tribes and local communities for projects and planning that reduces or eliminates long-term risk of flood damage to structures insured under the NFIP. Funding is also available for management costs.	Up to \$300,000	10-25%	
Clean Ohio Trail Fund	February 1	ODNR	\$500,000	25%	
Recreational Trails Program	February 1	ODNR	\$150,000	20%	



Ohio EPA Grants Litter and Prevention Grants: <i>Recycling Market Development Grants</i>	Annually due February 1	Market Development Grants are offered to Ohio businesses and non-profit organizations that propose to create equipment infrastructure for successful markets of recyclable materials and related products. Applicants must be sponsored by an eligible governmental agency who will serve as the grant applicant and a pass-through agency for documenting and receiving funds. The applicant must include a commitment to provide 100 percent matching funds. The grant has a maximum duration of 24 months.	Up to \$200,000	100%	
Ohio EPA Grants Litter and Prevention Grants: <i>Scrap Tire Grants</i>	Annually due February 1	Scrap Tire Grants provide financial assistance to Ohio's businesses, communities and non-profit organizations to convert manufacturing operations to accept scrap tire material, expand tire processing operations or utilize scrap tire material in civil engineering construction projects or manufactured products. Businesses or non-profit organizations must secure a local government sponsor to serve as the grant applicant. Applicants must commit to providing 100 percent matching funds. The grant has a maximum duration of 24 months.	Up to \$200,000	100%	
Ohio EPA Grants Litter and Prevention Grants: <i>Community and Litter</i>	Annually due February 1	Community Development Grants allow Ohio communities to support and expand community recycling and litter prevention efforts. Grants provide funding for equipment to support recycling collection and materials processing. Those eligible to apply include municipal corporations, counties, townships, villages, state colleges or universities, solid waste management districts and authorities, park districts, health districts, statewide recycling and litter prevention trade associations, non-profit organizations and state agencies. The grant requires 50 percent matching funds to be available and spent on the approved project. The grant period is 12 months in duration	Up to \$200,000	25%	
NEA Art Works-Design	February 2021	Reviewing form for RPC for submission of the planning, development, printing of Architectural guidelines for Portage County	\$10,000-\$100,000	Yes, unsure how much	NEA Art Works-Design

Portage Foundation	February 2021	For community projects throughout Portage County. Main Street Ravenna?	\$500 to \$3,000	Depends on request type	
Violence Against Women	Anticipated Feb 2021	The Violence Against Women Act (VAWA) Program funds projects that assist units of local government develop and strengthen effective law enforcement and prosecution strategies and services to combat crimes against women.	\$4M	No	
Rural Energy for America Program Renewable Energy Systems & Energy Efficiency Improvement Loans & Grants in Ohio	March 2021	<a href="#"><u>Provides guaranteed loan financing and grant funding to agricultural producers and rural small businesses to purchase or install renewable energy systems or make energy efficiency improvements. Applications for this program are accepted year-round at your local office.</u></a>	\$20,000 or less and up to \$500,000	75% of project cost -Grant only 25% for loan or loan/grant	
Cops Community Policing Development	March 2021	USDOJ-COPS-This solicitation is open to all public governmental agencies, profit and nonprofit institutions, institutions of higher education, community groups and faith-based organizations.	Up to \$5.6M available for program	No	
ODNR: Clean Ohio Trails Fund	March 2021	Improve outdoor recreational opportunities for Ohioans by funding trails for outdoor pursuits of all kinds. Eligible projects include: Land acquisition for a trail, trail development, trailhead facilities, engineering and design. a reimbursement program that provides up-to-75 percent project funding. This grant program is state funded and is administered by the ODNR.	\$1,677,851 million allocated to state	25%	
Grant Title	Due Date	Grants Opportunities 120+ Days	Amount	Match	
Nonprofit Security Grant Program (NSGP)	April 2021	NSGP provides funding for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist attack. The NSGP also seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts	\$100,000	No	

COPS Anti-Methamphetamine Program (CAMP)	April 2021	The COPS Anti-Methamphetamine Program (CAMP) is a competitive grant solicitation, open to state law enforcement agencies with multijurisdictional reach and interdisciplinary team (e.g. task force) structures. CAMP funds must be used to investigate illicit activities related to the manufacture and distribution of methamphetamine (including precursor diversion, laboratories, or methamphetamine traffickers). Each grant is two years (24 months) in duration, and there is no local match. Each grant recipient may receive a maximum of \$2 million.	Min request 1 million Max request 2 million	No	
COPS Anti-Heroin Task Force (AHTF) Program	April 2021	The COPS Office Anti-Heroin Task Force (AHTF) Program is a competitive grant solicitation, open to state law enforcement agencies with multijurisdictional reach and interdisciplinary team (e.g. task force) structures, in states with high per capita rates of primary treatment admissions. Approximately \$35 million in funding is available for FY 2020 AHTF. Each grant is <b>three years (36 months)</b> in duration, and there is <b>no local match</b> . Each grant recipient may receive a maximum of <b>\$4 million</b> . <a href="https://cops.usdoj.gov/ahtf">https://cops.usdoj.gov/ahtf</a>	\$4M	No	
FEMA: State Homeland Security Program Grants (HSGP)	April 2021	In FY 2020, there are three components of HSGP: State Homeland Security Program (SHSP), Urban Area Security Initiative (UASI), and Operation Stonegarden (OPSG)	\$5,384,800 -\$6,731,000 allocated for Ohio	TBD	
Office of Criminal Justice Services: Residential Substance abuse Treatment Funding	April 2021	The goal of the RSAT Program is to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. <a href="https://www.ojp.gov/funding/explore/current-funding-opportunities">https://www.ojp.gov/funding/explore/current-funding-opportunities</a>	estimated total of \$27,000,000	25%	
Grant Title	Due Date	Ongoing Grant Opportunities	Amount	Match	

Ohio Humanities: Special Grants (Cultural Heritage Tourism Planning and Media Planning)	1st business day of each month	Ohio Humanities reviews cultural heritage tourism planning grant proposals on a monthly basis. These planning grants support convening stakeholders to assess potential project ideas, consulting with humanities professionals, identifying interpretive themes, and building regional cultural heritage infrastructure. Drafts submitted online are recommended but not required.	Up to 2K	1:1	
Ohio Humanities: Monthly Grants	1st business day of each month	When humanities perspective is integrated from a project's inception, this provides coherence throughout the planning, implementation, and later evolutions of a cultural and heritage tourism initiative. Using Ohio Humanities grants, local community organizations have developed exhibits, walking and driving tours, digital tools, and lively historical experiences	Up to \$2K	1:1	
USDA Community Facilities Grant and Loan	Ongoing	Provides affordable funding to develop essential community facilities in rural areas <a href="https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program/oh">https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program/oh</a>	Rates set by Rural Development Must be eligible for grants		
EDA Public Works and Economic Adjustment Assistance Programs	Ongoing	Under this NOFO, EDA solicits applications from applicants in order to provide investments that support construction, non-construction, planning, technical assistance, and revolving loan fund projects under EDA's Public Works program and EAA program (which includes Assistance to Coal Communities). Grants and cooperative agreements made under these programs are designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities, including those negatively impacted by changes to the coal economy.	\$3,000,000 ceiling; \$100,000 floor	Yes, but unknown	

WSRLA	Ongoing	The Water Supply Revolving Loan Account (WSRLA), Ohio's Drinking Water SRF program, is a part of the larger Drinking Water Assistance Fund (DWAF). Beginning in 1998, its focus is to address human health and failing water treatment and supply needs of private and public entities, with almost \$1.2 billion having been loaned as of 2016. DEFA and DDAGW jointly administer this program, also with the assistance of OWDA	Loan forgiveness		
Abandoned Gas Station Cleanup Grant	Ongoing	Ohio Development Services Agency, in partnership with Ohio EPA and the Department of Commerce, Bureau of Underground Storage Tank Regulations (BUSTR), has a resource to help clean up abandoned gas and service stations throughout Ohio.	up to \$500,000 or \$100,000 for property assessment activities	no	
ODNR Division of Forestry: Dry Fire Hydrant Grant Program	No deadline; funds are available annually	The Ohio Department of Forestry Grant Program is focused on improving wildfire protection and fire department preparedness by providing funding assistance for dry hydrant installation.	\$2,250	100%	
<b>Grant Title</b>	<b>Due Date</b>	<b>Grants To Review in 2021</b>	<b>Amount</b>	<b>Adm. Revenue</b>	
FEMA SAFER grants	May	The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).	2,500 awards for an estimated total of 315,000,000	75% for first and second year 35% for third year	



Diesel Emissions Reduction Grant	May	Public and private sector diesel fleets (motor vehicle, marine, locomotive and highway construction equipment) that are eligible under the Federal Highway Congestion Mitigation and Air Quality (CMAQ) program and located in a. Private sector fleets must apply through a public sector partner. Administered jointly with Ohio Depart. Transportation.	\$350,000	No	
EMS Priority One and Supplemental Grants	May	Priority applications are for training of personnel and purchase of equipment; priority for paramedic training programs and those seeking accreditation. The EMS grant award year begins on July 1 and runs through June 30. There are six types of grants (Priorities 1 - 6) available. The amount awarded for each priority is determined by the State Board of Emergency Medical, Fire, and Transportation Services and by the amount of funds available during the award year. Grant applications are available by February 1st	TBD	Unknown	
Lake Erie Commission: Lake Erie Protection Fund (LEPF)	May	Projects focus on critical issues facing Lake Erie, including water quality protection, fisheries management, wetlands restoration, watershed planning, invasive species, algal bloom research, Lake Erie ecological shifts, and environmental measurements. <b>Applications that include match will receive bonus scoring during the grant review.</b>	Up to 50,000	No	
Edward Byrne Memorial Justice Assistance Grant (JAG)	May	Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant Program allows states and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions.	TBD	TBD	

OVC FY 2020 Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance Project	May	This project will provide training, technical assistance, and support to enable communities to augment their existing emergency response plans to ensure that they include effective protocols and strategies to address the immediate and long-term needs of victims, families, first responders, and communities after criminal mass violence or domestic terrorism incidents. The project will target training and technical assistance for law enforcement and other first responders; state, local, or tribal units of government; and victim service providers who are central in coordinating responses to criminal mass violence incidents. OVC anticipates making one award of up to \$3 million for a 36-month period of performance, to begin on October 1, 2020.	\$3,000,000	No	
Lake Erie Protection Fund	May	Established to finance research and on-the-ground projects aimed at protecting, preserving and restoring Lake Erie and its watershed. Projects focus on critical issues facing Lake Erie, including nutrient reduction, beneficial use of dredged material, water quality protection, fisheries management, wetlands restoration, watershed planning, invasive species, algal bloom research, Lake Erie ecological shifts, and environmental measurements.	50,000		
Ohio Traffic Safety Office	May	Each proposal should focus on one or more of these issues: alcohol/drug-impaired driving, occupant protection, and/or speed management. Grant proposals must show a clear correlation between the state-identified goals and the countermeasure activities that are proposed.	TBD	TBD	

National Institute of Food and Agriculture-Community Food Projects Competitive Grant Program (CFPCGP)	May	CFP intends to solicit applications and fund two types of grants. The types are entitled (1) Community Food Projects (CFP) and (2) Planning Projects (PP). The primary goals of the CFP are to: Meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service; Increase the self-reliance of communities in providing for the food needs of the communities; Promote comprehensive responses to local food access, farm, and nutrition issues; and Meet specific state, local or neighborhood food and agricultural needs including needs relating to: Equipment necessary for the efficient operation of a project; Planning for long-term solutions; or The creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers.	\$ 4,800,000 available	100%	
NatureWorks	June	The NatureWorks grant program provides up to 75% reimbursement assistance for local government subdivisions (townships, villages, cities, counties, park districts, joint recreation districts, and conservancy districts) to for the acquisition, development, and rehabilitation of recreational areas.	County allocation, up to \$150,000	25%	
EPA CHILDREN'S HEALTHY LEARNING ENVIRONMENTS	June	The purpose of the Children's Healthy Learning Environments Grant Initiative is to provide capacity building to address children's environmental health in school and childcare settings. The Children's Healthy Learning Environments Grant Initiative provides funding directly to organizations to support school- and/or childcare center-based capacity building projects that help school communities understand and address local environmental and public health issues that affect children.	\$315,000	No	
Department of Justice Reducing Risk for Girls in the Juvenile Justice System	June	<a href="https://www.ojp.gov/funding/explore/current-funding-opportunities">https://www.ojp.gov/funding/explore/current-funding-opportunities</a>	\$425,000	No	

The Paradox Prize	TBD	The mission of this inaugural challenge for The Paradox Prize is to inspire innovations through an open call for ideas aimed at generating sustainable solutions that will eradicate the 'no car, no job; no job, no car' paradox in Northeast Ohio.	\$20,000-100,000	TBD	
US Department of Health and Human Services Drug Free Communities Support Program	June	Eligibility applicants are community-based coalitions addressing youth substance use that have previously received a DFC grant but experienced a lapse in funding or have concluded the first five-year funding cycle and are applying for a second five-year funding cycle.	\$125,000	100-150% depending on number of years requested	
EPA Removal Emergency Response Program	June	This notice announces the availability of funds and solicits applications from eligible entities to promote the participation of individual State and territorial programs in research activities with the mission of advocating for and supporting State emergency response readiness and removal program planning and preparedness.	\$100,000	5%	
NEH: Division of Public Programs, Digital Projects for the Public	June	Digital Projects for the Public-grants support projects that significantly contribute to the public's engagement with the humanities.	Maximum \$30,000 (Discovery grants) \$100,000 (Prototyping grants) \$300,000 (Production grants)	No	
Strengthening the Medical Examiner-Coroner System Program	June	With this solicitation, BJA seeks proposals to strengthen the medical examiner/coroner (ME/C) system in the United States. Through this program, BJA will support grants in two focus areas by: (1) Supporting forensic pathology fellowships (2) Providing resources necessary for medical examiner and coroner offices to achieve accreditation	\$125,000	No	

Ohio Humanities: Special Grants Program (Educator Enrichment Grants)	July 2021 — Draft submitted by June 2021	Educator enrichment grants are designed to enhance teachers' understanding and appreciation of the humanities. Projects should provide a rich humanities experience that enhances success in the K-12 classroom. Educator enrichment projects provide opportunities to build partnerships and leverage external funding.	\$5,000-20,001	1:1	
Historic Preservation Tax Credit Program: Round 25	Pre-App Request Deadline: July	The Ohio Historic Preservation Tax Credit Program provides a tax credit in order to leverage the private redevelopment of historic buildings. The program is highly competitive and receives applications bi-annually in March and September. -SHPO Pre-App Request Deadline: July 31, 2020-Intent to Apply and SHPO Pre-Application Meeting Deadline: Aug. 14, 2020 -Historic Documentation (1 & 2) deadline: Aug 31, 2020	25% of the qualified costs of a rehabilitation project up to \$5M	75% of project cost	
Ohio Humanities: General Grant	July 2021 — Draft submitted by June 2021	Cultural program with clear focus on humanities Cultural programs involving humanities professionals. Cultural Programs with public benefit Cultural Programs with balanced views Any project over \$2K must have outside evaluator; all grants are a dollar for dollar match Quarterly and monthly grants available also <a href="http://www.ohiohumanities.org/grants-2/">http://www.ohiohumanities.org/grants-2/</a>	Max \$20,000	1:1	
Historical Marker Program	July	As part of the Ohio Historical Connection, this program offers support for markers. Other grants available for markers. <a href="https://www.wgpfoundation.org/apply-for-grant/">https://www.wgpfoundation.org/apply-for-grant/</a>	\$1,000	No	
Ohio Environmental Education Fund General Grant Program	July?	The OEEF has five targeted areas of focus where Ohio EPA has determined an immediate need for more educational and awareness outreach effort due to significant environmental impacts in our state	Up to \$50,000 Mini-grants are for \$500-5,000	10%	



Ohio Humanities: Special Grants Program (Cultural Heritage Tourism Grants)	July 2021 — Draft submitted by June 2020	Ohio Humanities reviews cultural heritage tourism implementation grant proposals twice times each year. Proposed projects should work toward enhancing community life and focus on tourism as a learning opportunity for travelers and local residents.	\$5,000-20,000	1:1	
Ohio Humanities: Special Grants Program (Media Grants)	July 2021 — Draft submitted by June 2021.	Ohio Humanities reviews media grant proposals twice each year. Successful projects will have an Ohio connection, humanities perspectives, and a plan for broad distribution. Radio and television documentaries should be targeted for public broadcast. Applicants should submit a full draft online before the deadline.	Up to 20K	1:1	
Distance Learning and Telemedicine Grant Program	July 2021?	Through the US Department of Agriculture, the Distance Learning and Telemedicine program helps rural communities use the unique capabilities of telecommunications to connect to each other and to the world, overcoming the effects of remoteness and low population density. For example, this program can link teachers and medical service providers in one area to students and patients in another.	\$50,000 to \$1,000,000	15%	
Ohio Public Works Commission	TBD	The OPWC provides financing for local public infrastructure improvements through both the State Capital Improvement Program (SCIP) and the Local Transportation Improvement Program (LTIP). SCIP is a grant/loan program for roads, bridges, water supply, wastewater treatment, storm water collection, and solid waste disposal. LTIP is a grant program for roads and bridges only.	Up to 100% loan		

National Endowment for the Arts: OUR TOWN Grant Projects that Build Knowledge About Creative Placemaking and Arts Engagement, Cultural Planning, and Design Projects	August	Grant Program Description - This area of Our Town funding is to build and disseminate creative place making knowledge more broadly. These projects can be carried out by arts service or design service organizations, and/or other national or regional membership or university-based organizations that provide technical assistance to those doing place-based work, to expand the knowledge base about creative place making to their members and the field. These projects should expand the capacity of artists and arts organizations to be more effective entrepreneurs and to work more effectively with economic and community development practitioners, and vice versa, to improve the livability of the communities and create opportunities for all	Between \$25,000-200,000	100%	
National Endowment for the Humanities: Public Humanities Grants	August	Public Humanities Projects grants support projects that bring the ideas and insights of the humanities to life for general audiences. Projects must engage humanities scholarship to analyze significant themes in disciplines such as history, literature, ethics, and art, or to address challenging issues in contemporary life. NEH encourages projects that involve members of the public in collaboration with humanities scholars or that invite contributions from the community in the development and delivery of humanities programming. This grant program supports a variety of forms of audience engagement.	Maximum award amount Planning: \$75,000 Implementation: \$400,000 (+additional \$100,000 for Positions in the Public Humanities if you choose to apply for one)	No	
Water Resource Restoration Sponsor program (WRRSP)	August	The Water Resource Restoration Sponsor Program (WRRSP) was created to counter the loss of ecological function and biological diversity that jeopardizes the health of Ohio's water resources. This program funds both preservation and restoration of aquatic habitat to accomplish this goal. The WRRSP relies on having a sponsoring wastewater loan from the Water Pollution Control Loan Fund (WPCLF).	\$15M	Must have a WPCLF Sponsor	
Choice Neighborhoods Planning Grants (HUD)	September	The program helps communities transform neighborhoods by redeveloping severely distressed public and/or HUD-assisted housing and catalyzing critical improvements in the neighborhood,	Up to \$450,000	5%	

		including vacant property, housing, businesses, services and schools.			
EPA Brownfield Grants	October 28	EPA's Brownfields Program provides direct funding for brownfields assessment, cleanup, revolving loans, environmental job training, technical assistance, training, and research. To facilitate the leveraging of public resources, EPA's Brownfields Program collaborates with other EPA programs, other federal partners, and state agencies to identify and make available resources that can be used for brownfield activities.	\$200,000-800,000	Dependin g on type: 20% or \$40,000	
State Farm Insurance Community Grants	October 31	We make it our business to be like a good neighbor, helping to build safer, stronger and smarter communities across the United States. Through our company grants, we focus on three areas: safety, education, and community development.	\$5,000 and up	Unknown	
State Farm Insurance Community Grants	October 31	We make it our business to be like a good neighbor, helping to build safer, stronger and smarter communities across the United States. Through our company grants, we focus on three areas: safety, education, and community development.	\$5,000 and up	Unknown	

**CDBG REPORT  
November 2020  
Work Through October 2020**

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

**Water Facility Improvements – Ravenna Head Start Waterline - \$108,480 (CDBG) + \$16,923 (Portage Private Industry Council) + \$3,685 (Ravenna City)**

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

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

Funds will be used to run a water line that will enable the Ravenna Head Start facility, located at 4833 Harding Avenue in Ravenna Township to tap into the City of Ravenna water system. Portage Learning Center will contribute the additional funds needed to cover the cost of construction.

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

**WORK COMPLETED**

**Demolition/Clearance – Windham Township Demolition - \$24,520**

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

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

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

Funds will be used to dismantle and haul-off the building's structural components to an approved landfill, pump, crush and fill the septic system and fill, grade and seed the site in order to eliminate a blight to the neighborhood.

**WORK COMPLETED**

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

The supportive living site (Edinburg House) located at 4155 State Route 14 in Edinburg Township is home to five aging adults with severe and persistent mental illness and may have other disabilities, including mobility or medical concerns. The other supportive living facility (Rhodes House) located at 5974 Rhodes Road in Franklin Township has 6 individuals with similar demographics.

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

#### **Edinburg House**

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

#### **Rhodes Road House**

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

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

### **WORK COMPLETED**

### **Neighborhood Facility/Community Center – F&CS Chiller System - \$85,000**

The facility located at 705 Oakwood Street; Ravenna City has a number of major repairs that are imminent. The largest of the repairs is an 80-ton Trane Chiller system that is over 50 years old that provides air conditioning to 40,000 square foot building. The current system is built to function with two compressors; of these two required compressors, one is completely inoperable. Therefore, the whole load of the chiller system is running off of one side of the completely inoperable. As a result, the functioning compressor gets overheated from being overworked, which increases the risk of it completely breaking down. For nearly four years, the functioning compressor has been held together by bungee straps to keep it running. Two years ago, an additional bungee strap was added for further support; however it is on the brink of complete failure which could happen any time. Once it breaks, the entire unit will become inoperable. Furthermore, because



of its age, the chiller unit cannot be repaired. To make matters worse, most of the windows do not open at the building and it gets very hot and humid inside the building with no circulating air. If the system fails, the building will be without air conditioning or air flow, affecting hundreds of staff and visitors that occupy the building on a daily basis.

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

The estimated project costs include:

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

## **WORK COMPLETED**

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

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

The project will involve removal of the existing concrete roadway and aprons and replacement with 7" thick concrete with dowel bars to tie the concrete slabs together and maintain roadway integrity. The existing concrete drive aprons will be replaced with 6" thick concrete.

The estimated cost of the project is \$138,865 and the City of Ravenna will contribute \$5,665.

This project will increase the safety of the neighborhood by providing a smooth, safe concrete roadway and aprons that have a design life of 30+ years.

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

## **WORK COMPLETED**

**Fair Housing - \$10,000**

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

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

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

**WORK COMPLETED**

**Administration - \$87,200**

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

*The final report was submitted to OCD on October 29, 2020.*

**2018 CDBG CRITICAL INFRASTRUCTURE GRANT (WINDHAM VILLAGE) - \$200,000 (CDBG) + \$85,700 (RLF) + \$30,000 (Windham Village) - (September 1, 2018 – October 31, 2020)**

**Sidewalk Improvements - \$30,500 (CDBG)**

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

**WORK COMPLETED**

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

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

**WORK COMPLETED**

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

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

**WORK COMPLETED**

**Administration - \$20,000**

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

*The final report was submitted to OCD on October 29, 2020.*

**2018 CDBG CRITICAL INFRASTRUCTURE GRANT (RAVENNA CITY) - \$495,300 (CDBG) + \$83,500 (Ravenna City) (February 1, 2019 – March 31, 2021)**

**Flood and Drainage Facilities - \$8,400 (CDBG) + \$3,915.00 (Ravenna City)**

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

***WORK COMPLETED***

**Water Facility Improvements - \$369,500 (CDBG)**

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

***WORK COMPLETED***

**Sidewalk Improvements - \$18,800 (CDBG)**

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

***WORK COMPLETED***

**Street Improvements - \$68,600 (CDBG) + \$53,500 (Ravenna City)**

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

***WORK COMPLETED***

**Administration - \$30,000 (CDBG)**

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

***The final payment has been made to the contractor.***

***All drawdown requests must be submitted by February 28, 2021. All funds must be expended prior to March 31, 2021 and the final report is due to OCD by March 31, 2021.***

**2020 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$630,000.00 (Portage County - \$480,000 + City of Streetsboro - \$150,000)**

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

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

*The Environmental Review is nearing completion. A letter was sent to the State Historic Preservation Office on October 20, 2020. Once a response is received then the Notice of Finding of No Significant Impact and Notice of Intent to Request Release of Funds can be published in the Record Courier and posted on the website. After the 15-day public comment period then the Release of Funds can be submitted to OCD. It is anticipated the funds will be released by mid-December.*

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

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

**Interior Work**

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

**Exterior Work**

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

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

**Environmental Review has been completed and the funds were “released” by OCD on October 2, 2020.**

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

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

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

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

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

***The Environmental Review is nearing completion. A letter is being drafted to the State Historic Preservation Office.***

**Fair Housing - \$10,000**

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

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

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

***There were five requests for assistance received in October. One call was in the City of Aurora; One call was in Atwater Township; One call was in the City of Ravenna; One call was in Ravenna Township and One call was in the City of Streetsboro.***

**Administration - \$72,000**

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

***The Grant Agreement has been signed by the Commissioners and returned to OCD for signing.***

***An Environmental Review has been completed for the following activity:***



- ***Neighborhood Facility/Community Center (Windham Community Center)***

***The Request for Release of Funds for the Windham Community Center was submitted to OCD on September 25, 2020 and the funds were “released” on October 2, 2020.***

***The Environmental Review is nearing completion for the following activities:***

- ***Water Facility Improvements (Haven of P.C. Water & Sewer Project)***
- ***Neighborhood Facility/Community Center (Freedom Township ADA Project)***

***Once the Environmental Review is completed the Request for Release of Funds will be submitted to the Commissioners for signing.***

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

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

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

***The Environmental Review has been completed and the funds were “released” by OCD on September 28, 2020.***

***We are currently taking applications for the Senior Assistance Program.***

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

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

***Tier 1 of the Environmental Review has been completed. A Notice of Intent to Request for Release of Funds will need to be published in the newspaper prior to submitting to OCD for release of the funds.***

***We are currently taking applications for the Home Repair Program.***

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

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

***An Ordinance was passed by the City of Streetsboro in October agreeing to enter into contract with RPC for administration of the Senior Assistance Program and the Home Repair Program.***

***An Environmental Review has been completed for the following activities:***

- ***Public Service (Streetsboro Senior Assistance Program)***
- ***Home/Building Repair (Streetsboro Home Repair Program) (Only Tier 1 has been completed)***

***The Request for Release of Funds for the Streetsboro Assistance Program was submitted to OCD on September 24, 2020 and the funds were “released” on September 28, 2020.***

***Tier 1 of the Environmental Review has been completed for the Streetsboro Home Repair Program. A Notice of Intent to Request for Release of Funds will need to be published in the newspaper prior to submitting to OCD for release of the funds.***

**PORTAGE COUNTY RPC  
FINANCIAL STATEMENT  
October 31, 2020**

	Month to Date		Year to Date	
Beginning Cash Balance	\$ 54,328.85	<-- Oct 1st-->	\$ 56,588.68	<-- Jan. 1st
Total All Receipts	\$ 18,546.18		\$ 314,536.79	
Total All Expenditures	\$ 46,438.63		\$ 344,689.07	
Ending Cash Balance	\$ 26,436.40	<--Oct 31st -->	\$ 26,436.40	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	227,598.00	1,756.17	188,153.87	41,073.88	39,444.13	83%
Subdivisions	18,000.00	920.00	12,345.00	-	5,655.00	69%
IGR's	100.00	-	-	-	100.00	0%
Copies/Misc.(community over hrs)	2,000.00	6.50	978.66	3,348.09	1,021.34	49%
Publications	-	-	-	-	-	0%
Grant (State)	-	-	-	-	-	0%
Rental Income	-	-	4,400.00	200.00	(4,400.00)	
Contracts	52,000.00	1,751.85	38,901.86	6,607.76	13,098.14	75%
Contract Portage County	30,500.00	7,297.34	48,016.47	6,482.13	(17,516.47)	157%
Other (Grantwriter)	40,000.00	6,814.32	21,740.93	6,027.92	18,259.07	54%
Refund/Reimbursement	-	-	-	-	-	0%
Donation	-	-	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>370,198.00</b>	<b>18,546.18</b>	<b>314,536.79</b>	<b>63,739.78</b>	<b>55,661.21</b>	<b>85%</b>
January 1, 2020 Unencumbered						
Cash Balance	47,899.69					
<b>TOTAL CERTIFICATE OF RESOURCES</b>	<b>418,097.69</b>					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	248,826.00	29,172.02	209,543.24	-	39,282.76	84%
3 PERS	34,796.00	4,084.08	29,336.02	-	5,459.98	84%
3 Medicare	3,447.00	398.55	2,870.24	-	576.76	83%
3 Workers Comp	4,233.00	495.90	3,562.14	-	670.86	84%
3 Unemployment	126.00	-	126.40	-	(0.40)	100%
3 Health Insurance	80,220.00	9,738.48	66,642.95	-	13,577.05	83%
4 Travel/Training	1,000.00	-	-	-	1,000.00	0%
4 Dues	626.00	-	387.50	-	238.50	62%
4 Publications	249.00	182.00	182.00	-	67.00	73%
4 Utilities	11,220.00	660.44	6,788.63	1,615.37	2,816.00	75%
4 Advertising	300.00	-	99.00	101.00	100.00	67%
4 Telephone	1,300.00	96.21	934.94	-	365.06	72%
4 Postage	1,600.00	-	700.00	600.00	300.00	81%
4 Repairs	1,100.00	-	240.00	360.00	500.00	55%
4 Equip/Copier/Postage meter Leases	4,150.00	242.86	3,184.00	485.98	480.02	88%
4 Professional & Technical Services	1,760.00	-	500.00	1,200.00	60.00	97%
4 Audit Services	3,700.00	45.10	45.10	3,354.90	300.00	92%
4 Legal Services	10,000.00	833.33	8,333.34	1,666.66	(0.00)	100%
4 Insurances (Bldg & Bonds)	-	-	-	-	-	0%
5 Supplies	2,400.00	186.08	1,051.67	267.66	1,080.67	55%
5 Photocopying/Printing	2,200.00	77.26	1,451.27	344.73	404.00	82%
5 Equipment/Software	255.00	226.32	236.63	-	18.37	93%
5 Food Supplies	-	-	-	-	-	0%
5 Furniture	-	-	-	-	-	0%
6 Building Improvements	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	-	-	-	-	-	0%
<b>TOTAL 2020 EXPENDITURES</b>	<b>413,508.00</b>	<b>46,438.63</b>	<b>336,215.07</b>	<b>9,996.30</b>	<b>67,296.63</b>	<b>84%</b>
2019 Carryover Encumbrances						
Independence Business Supply	8,474.00	-	8,474.00	-	-	100%
<b>Total 2019 Encumbrances</b>	<b>8,474.00</b>	<b>-</b>	<b>8,474.00</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL</b>	<b>421,982.00</b>	<b>46,438.63</b>	<b>344,689.07</b>	<b>9,996.30</b>	<b>67,296.63</b>	

**CDBG FUNDS**  
**10/31/20**

<b>FUND</b>	<b>BEGINNING CASH BALANCE</b>	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>ENDING CASH BALANCE</b>
Critical Infrastructure RC	11,233.05	21,000.00	30,821.34	1,411.71
Critical Infrastructure WV	2,881.33	-	581.75	2,299.58
Formula 2018 Grant (BF-18)	4,049.77	-	2,360.54	1,689.23
<b>TOTAL</b>	<b>18,164.15</b>	<b>21,000.00</b>	<b>33,763.63</b>	<b>5,400.52</b>

10/31/20

2018 Formula Grant

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Portage Private Industry waterline	\$ 108,480.00	\$ -	\$ 108,479.79	\$ 0.21	\$ -	\$ 108,480.00	\$ -
City of Ravenna concrete removal	\$ 133,300.00	\$ -	\$ 133,300.00	\$ -	\$ -	\$ 133,300.00	\$ -
Replace 80-ton Trane Chiller Syst	\$ 85,000.00	\$ -	\$ 83,499.15	\$ 1,500.85	\$ -	\$ 85,000.00	\$ -
Housing Repairs	\$ 37,500.00	\$ -	\$ 42,495.76	\$ (4,995.76)	\$ -	\$ 37,500.00	\$ -
Demolition of church Winham Twp	\$ 24,520.00	\$ -	\$ 21,025.30	\$ 3,494.70	\$ -	\$ 24,520.00	\$ -
Fair Housing	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
Administration	\$ 87,200.00	\$ 2,360.54	\$ 75,890.77	\$ 11,309.23	\$ -	\$ 77,400.00	\$ 9,800.00
<b>TOTALS</b>	<b>\$ 486,000.00</b>	<b>\$ 2,360.54</b>	<b>\$ 474,690.77</b>	<b>\$ 11,309.23</b>	<b>\$ -</b>	<b>\$ 476,200.00</b>	<b>\$ 9,800.00</b>

01)

BF 18 02)

03)

04)

05)

06)

07)

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



**2018 CRITICAL INFRASTRUCTURE GRANT (WV) B-X-18-1CJ-1**

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
02-1	Bauer Street Improv sidewalks	\$ 30,500.00	\$ -	\$ 30,500.00	\$ -	\$ -	\$ 30,500.00	\$ -
02-2	Bauer Street Improvements	\$ 38,900.00	\$ -	\$ 59,430.46	\$ (20,530.46)	\$ -	\$ 38,900.00	\$ -
02-3	Bauer Street Improv Water Facility	\$ 110,600.00	\$ -	\$ 56,391.18	\$ 54,208.82	\$ -	\$ 79,700.00	\$ 30,900.00
1-1	General Administration	\$ 20,000.00	\$ 581.75	\$ 13,978.78	\$ 6,021.22	\$ -	\$ 13,500.00	\$ 6,500.00
	RLF Match	\$ 85,700.00		\$ 85,700.00	\$ -	\$ -	\$ 85,700.00	\$ -
	<b>TOTALS</b>	<b>\$ 285,700.00</b>	<b>\$ 581.75</b>	<b>\$ 246,000.42</b>	<b>\$ 39,699.58</b>	<b>\$ -</b>	<b>\$ 248,300.00</b>	<b>\$ 37,400.00</b>

Grant period 9-1-18/10-31-2020

2018 CRITICAL INFRASTRUCTURE GRANT (RC) B-X-18-1CJ-2

	Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
02-1	Vine & Gill Street flood & drainage facilities	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -	\$ 8,400.00	\$ -
02-2	Vine & Gill Street sidewalk improvements	\$ 18,800.00	\$ -	\$ 17,704.75	\$ 1,095.25	\$ -	\$ 17,800.00	\$ 1,000.00
02-3	Vine & Gill Street street improvements	\$ 68,600.00	\$ 26,191.29	\$ 84,791.29	\$ (16,191.29)	\$ -	\$ 68,600.00	\$ -
02-4	Vine & Gill Street Water facility improvements	\$ 369,500.00	\$ -	\$ 284,145.48	\$ 85,354.52	\$ 21,000.00	\$ 305,200.00	\$ 64,300.00
1-1	General Administration	\$ 30,000.00	\$ 4,630.05	\$ 16,046.77	\$ 13,953.23	\$ -	\$ 12,500.00	\$ 17,500.00
	<b>TOTALS</b>	<b>\$ 495,300.00</b>	<b>\$ 30,821.34</b>	<b>\$ 411,088.29</b>	<b>\$ 84,211.71</b>	<b>\$ 21,000.00</b>	<b>\$ 412,500.00</b>	<b>\$ 82,800.00</b>

Grant period 2-1-19/03-31-2021

## 2015-2020 PORTAGE COUNTY HOME SEWAGE DISPOSAL PROGRAM

Description	Draw	RPC Admin	Stormwater Funds	ADDRESS	Recorder Fees	Admin Fees
budget amount -->		50,000.00	\$ 450,000.00			
Draw	1	6,372.71	\$ 10,776.00	5666 Unger Road, Atwater	\$ 76.00	\$ -
Draw	2	4,465.73	\$ -			
Draw	3	1,985.79	\$ -			
Draw	4	4,269.31	\$ -			
Draw	5		\$2,755.11	1088 Waterloo Road, Mogadore	\$ 92.00	\$ 250.47
Draw	6		\$ 6,589.55	6753 Berry Road, Ravenna	\$ 76.00	\$ 599.05
Draw	7		\$ 2,285.69	2083 Pontius Road, Mogadore	\$ 84.00	\$ 207.79
Draw	8		\$ 2,481.60	6764 Sprott Avenue, Ravenna	\$ -	\$ 225.60
Draw	9		\$ 2,343.67	10720 Woodard, Deerfield	\$ 76.00	\$ 213.07
Draw	10		\$ 2,651.06	328 Industry Road, Atwater	\$ 76.00	\$ 241.06
Draw	11		\$ 7,651.60	1367 Laura Lane, Mogadore	\$ 76.00	\$ 695.60
Draw	12	2,912.29	\$ -			
Draw	13	6,082.43	\$ -			
Draw	14		\$ 1,969.00	6601 St. Rt. 225, Ravenna	\$ 92.00	\$ 179.00
Draw	15		\$ 15,757.50	11054 Center Road, Garrettsville	\$ 76.00	\$ 1,432.50
Draw	16		\$ 13,530.00	3859 Industry Road, Rootstown	\$ 76.00	\$ 1,230.00
Draw	17		\$ 9,230.00	2296 Bixler Drive, Mogadore	\$ 84.00	\$ 830.00
Draw	18		\$ 2,304.40	1331 Martin Road, Mogadore	\$ 76.00	\$ 200.40
Draw	19		\$ 12,371.05	4271 Mahoning Road, Diamond	\$ 76.00	\$ 1,115.55
Draw	20		\$ 8,654.15	2111 Meloy Road, Kent	\$ 76.00	\$ 777.65
Draw	21		\$ 7,335.80	4157 Lynwood Drive, Kent	\$ 76.00	\$ 657.80
Draw	22		\$ 32.00	Lien release	\$ 32.00	\$ -
Draw	23		\$ 7,558.00	81 Pontius Road, Mogadore	\$ 76.00	\$ 678.00
Draw	24	3,324.69	\$ -			
Draw	25	1,244.70	\$ -			
Draw	26		\$ 15,052.00	1341 Laura Lane, Mogadore	\$ 92.00	\$ 1,360.00
Draw	27	3,341.72	\$ -			
Draw	28		\$ 2,518.00	3073 Spring Valley, Mogadore	\$ 76.00	\$ 222.00
Draw	29		\$ 12,374.00	7615 Hudson Road, Kent	\$ 76.00	\$ 1,118.00
Draw	30		\$ 7,258.75	6585 Wayland Road, Ravenna	\$ 84.00	\$ 652.25
Draw	31		\$ 2,493.25	6701 St Rt 303, Ravenna	\$ 76.00	\$ 219.75
Draw	32		\$ 7,880.50	8021 Hewins Road, Garrettsville	\$ 76.00	\$ 709.50
Draw	33		\$ 8,106.00	195 Heartwood Dr, Mogadore	\$ 76.00	\$ 730.00
Draw	34		\$ 8,161.00	1195 Ravenna Road, Kent	\$ 76.00	\$ 735.00
Draw	35		\$ 2,451.75	4088 Lynwood Drive, Kent	\$ 84.00	\$ 215.25
Draw	36		\$ 4,134.50	4518 Rock Spring Road, Ravenna	\$ 92.00	\$ 367.50
Draw	37	2,017.60	\$ -			
Draw	38		\$ 2,264.40	2241 Alliance Road, Deerfield	\$ 82.00	\$ 198.40
Draw	39		\$ 38.00	2241 Alliance Road, Deerfield	\$ 38.00	
Draw	40	2,703.71	\$ -			
Draw	41		\$ 38.00	2111 Meloy Road, Kent	\$ 38.00	
Draw	42		\$ 14,314.63	495 Hartzell Road, Deerfield	\$ 82.00	\$ 1,293.88
Draw	43		\$ 18,782.00	3802 Herriff Road, Ravenna	\$ 82.00	\$ 1,700.00
Draw	44		\$ 4,296.10	3849 Cook Road, Rootstown	\$ 82.00	\$ 383.10
Draw	45		\$ 15,592.00	594 Kapity Drive, Mogadore	\$ 82.00	\$ 1,410.00
Draw	46	1,453.69	\$ -			
Draw	47		\$ 2,590.00	5303 Pioneer Trail, Mantua	\$ 82.00	\$ 228.00
			\$ 15,490.80	7388 Peck Road, Ravenna	\$ 82.00	\$ 1,400.80
			\$ 19,605.90	2244 New Millford Rd, Atwater	\$ 82.00	\$ 1,774.90
			\$ 22,823.40	1536 Porter Road, Atwater	\$ 82.00	\$ 2,067.40
				5232 Newton Falls Road, Ravenna		
			\$ -			
			\$ 302,541.16		\$ 2,918.00	\$ 26,319.27
		40,174.37	\$ 147,458.84			
		9,825.63				
TOTAL						

left to draw	
\$	157,284.47
GRAND TOTAL RECVD	
\$	342,715.53

**\$31,182.60 TOTAL RECAPTURED**

Address	Program income received		Date	Accumulated Revenue	
6764 Sprott Avenue	\$	2,481.60	4/12/2018	\$	2,481.60
5666 Unger Road	\$	10,776.00	10/30/2018	\$	13,257.60
4271 Mahoning Road	\$	206.00	2/21/2019	\$	13,463.60
4271 Mahoning Road	\$	206.00	4/3/2019	\$	13,669.60
4271 Mahoning Road	\$	206.00	4/18/2019	\$	13,875.60
4271 Mahoning Road	\$	207.05	5/20/2019	\$	14,082.65
4271 Mahoning Road	\$	206.00	6/17/2019	\$	14,288.65
4271 Mahoning Road	\$	206.00	7/19/2019	\$	14,494.65
4271 Mahoning Road	\$	206.00	8/20/2019	\$	14,700.65
4271 Mahoning Road	\$	206.00	9/17/2019	\$	14,906.65
4271 Mahoning Road	\$	206.00	10/17/2019	\$	15,112.65
4271 Mahoning Road	\$	206.00	11/19/2019	\$	15,318.65
4271 Mahoning Road	\$	412.00	12/18/2019	\$	15,730.65
1331 Martin Road	\$	2,318.40	12/23/2019	\$	18,049.05
4271 Mahoning Road	\$	206.00	1/15/2020	\$	18,255.05
4271 Mahoning Road	\$	206.00	2/20/2020	\$	18,461.05
2241 Alliance Road	\$	2,302.40	2/27/2020	\$	20,763.45
4271 Mahoning Road	\$	206.00	3/19/2020	\$	20,969.45
4271 Mahoning Road	\$	206.00	4/21/2020	\$	21,175.45
4271 Mahoning Road	\$	206.00	5/15/2020	\$	21,381.45
2111 Meloy Road	\$	8,668.15	6/23/2020	\$	30,049.60
4271 Mahoning Road	\$	309.00	6/23/2020	\$	30,358.60
4271 Mahoning Road	\$	206.00	7/23/2020	\$	30,564.60
4271 Mahoning Road	\$	206.00	8/17/2020	\$	30,770.60
4271 Mahoning Road	\$	206.00	9/17/2020	\$	30,976.60
4271 Mahoning Road	\$	206.00	10/15/2020	\$	31,182.60

## RESOLUTION

No. 20-12

**RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT  
WITH THE PORTAGE COUNTY PROSECUTOR'S OFFICE  
FOR LEGAL SERVICES.**

It was moved by \_\_\_\_\_, seconded by  
\_\_\_\_\_ that the following resolution be adopted:

**WHEREAS:** The Portage County Regional Planning Commission is in need of legal services, and

**WHEREAS:** The Portage County Regional Planning Commission authorizes to enter into a Fee Agreement with the Portage County Prosecutor's Office to provide said services beginning January 1, 2021 and ending December 31, 2021 for a fee not to exceed \$10,000; NOW THEREFORE BE IT

**RESOLVED:** The Portage County Regional Planning Commission does hereby approve entering into a Fee Agreement with the Portage County Prosecutor's Office for an amount not to exceed \$10,000.

UPON CALL FOR VOTE BY CHAIRMAN, JIM DIPAOLO THE  
VOTE WAS AS FOLLOWS

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

I certify the foregoing is a true copy of a Resolution passed and action taken on November 12, 2020.

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

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



## RESOLUTION

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UPON CALL FOR VOTE BY CHAIRMAN, JIM DIPAOLO THE  
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I certify the foregoing is a true copy of a Resolution passed and action taken on November 12, 2020.

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

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

**FEE AGREEMENT  
FOR LEGAL SERVICES**

Portage County Regional Planning Commission, hereinafter referred to as "Client" agrees to hire the Portage County Prosecutor, hereinafter referred to as "Prosecutor" for a period of 1 year. Client will pay 1 payment of \$833.37 and 11 payments of \$833.33 per month for 12 months for a total of \$10,000 for the year.

This amount covers unlimited attorney services and does not include any other fees which may arise, including but not limited to, filing fees, witness fees, deposition costs, sheriff's fees, and court costs. Any costs not covered by this fee will be billed directly to the Client.

The Client has the option to end this relationship with thirty (30) days notice, after which time client will not be responsible for any further payment of retainer fees, nor would any legal services be expected after that (30) day period.

This Agreement shall otherwise be in effect from January 1, 2021 through December 31, 2021.

\_\_\_\_\_  
Jim DiPaola, Chairman  
Portage County RPC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Todd Peetz, AICP, Director  
Portage County RPC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Victor V. Vigliuzzi  
Portage County Prosecuting Attorney

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Date

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\_\_\_\_\_  
Jim DiPaola, Chairman  
Portage County RPC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Todd Peetz, AICP, Director  
Portage County RPC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Victor V. Vigluicci  
Portage County Prosecuting Attorney

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Date

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# Portage County Regional Planning Commission

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TO: Vic Vigluicci, Portage County Prosecuting Attorney  
FROM: Todd Peetz, AICP, Director  
SUBJECT: Fee Agreement for 2021 Legal Services  
DATE: October 20, 2020

Enclosed are 2 copies of the Fee Agreement for legal services for 2021. If all meets with your approval, please sign both copies and return them to our office. We will pass the resolution to enter into the Agreement at the November 11<sup>th</sup>, 2020 RPC meeting and will return one original to you.

Should you have any questions regarding this Agreement please call me.

Thank you.