

**Minutes
Portage County Regional Planning Commission
July 12, 2023**

Portage County Regional Planning Commission dated July 12, 2023 at 4:30 p.m. The meeting was held at the Reed Memorial Library, 167 East Main Street, Jenkins Room, Ravenna.

Members Present:

Atwater Twp., Thora Green	Brimfield Twp., Mike Hlad	Freedom, Charlene Walker
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Mantua Vill., Tammy Meyer
Palmyra Twp., Sandy Nutter	Paris Twp., David Kemble	Randolph Twp., Sue White
Ravenna Twp., Jim DiPaola	Ravenna City, Frank Seman	Rootstown Twp., Joe Paulus
Sugar Bush Knolls Vill., Jim Beal	Windham Twp., Rich Gano	Windham Vill., Nick Bellas
County Engineer, Larry Jenkins	PARTA, Amy Proseus	Soil & Water, Anthony Lerch
Water Resources, Tia Rutledge	Portage Park District, Allan Orashan	
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

T. Peetz	E. Beeman	L. Reeves	G. Gifford	N. DeHaven
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Public Present:

J. Gadd

Members Absent:

Franklin Twp., Joe Cicozzi	Hiram Vill., Keith Holmes	Mantua Twp., Susan Lilley
Nelson Twp., Mike Kortan	Suffield Twp., Adam Bey	Shalersville Twp., Ron Kotkowski
P.C. Commissioner, Mike Tinlin	P.C. Commissioner, Anthony Badalamenti	

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

PUBLIC HEARING – 2024 REGIONAL PLANNING COMMISSION BUDGET

Jim DiPaola opened the public hearing.

T. Peetz presented the 2023 Regional Planning Commission Budget. The breakdown of the revenue is as follows:

Rental Income	\$ 30,900
RPC Membership Dues	\$262,616
Subdivision Fees	\$ 20,000
Copies/Misc./Over hours	\$ 4,000
PCC Contracts	\$ 73,500

Contracts	\$202,000
Estimated Beginning Balance 2023	<u>\$ 35,000</u>
	\$628,016

According to the By-Laws dues can be increased due to increase in population and/or based on the CPI. The 2022 population estimates are not out yet and the current CPI Index is 4%.

The breakdown of the expenses is as follows:

Salaries	\$319,800
Fringe Benefits	\$165,738
Legal Counsel	\$ 10,000
Travel/Training	\$ 5,000
Dues	\$ 726
Utilities	\$ 4,900
Advertising	\$ 350
Telephone	\$ 1,300
Postage	\$ 1,200
Repairs	\$ 2,000
Equipment Rental	\$ 4,200
Professional & Technical Services	\$ 4,003
Audit Services	\$ 6,200
Periodicals & Publications	\$ 250
Supplies	\$ 3,672
Photocopying/Printing	\$ 2,500
Debt Service	\$ 15,000
Building Improvements	<u>\$ 10,000</u>
	\$556,839

There being no public comment J. DiPaola closed the public hearing at 4:35 p.m.

APPROVAL OF JUNE 14, 2023, MEETING MINUTES

The June 14, 2023 minutes were presented. J. Paulus made a motion to approve the minutes as presented. Motion seconded by D. Kemble. Motion carried with 21 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Rootstown Township is proposing to remove the option of a “density bonus” for PRD’s so that the housing density within a PRD cannot exceed what would be permitted elsewhere in the same zoning district.

Staff agreed the formula was difficult to understand. The formula provided a density bonus if the criteria was met. The idea was to preserve sensitive lands from development of straight zoning. Staff would like to take a closer look at the existing formula and present an alternative in the fall of this year.

Amendment No. 2

Schedule 320.05.F.3 does not exist in the zoning resolution. This section was intended to refer to Schedule 320.05 E., which has the minimum open space requirements for each district.

This is a proposed correction to match the intent of the book and correct a mislabeling of the zoning section.

Staff recommends approval of the proposed amendment.

A motion was made by S. Christian-Bennett to follow staff recommendation on proposed Amendment No. 1 and No. 2. Motion seconded by R. Gano. Motion carried with 20 Yeas and 1 Nay (J. Paulus).

Nelson Township Text Amendment – T. Peetz

This amendment was tabled to July 12, 2023 and needs to be extended until the August 9, 2023 RPC Meeting.

EXECUTIVE COMMITTEE

WORK PROGRAM

June 2023 Work Program Report

Todd presented the June 2023 Work Program Report.

- P.C. Subdivision Regulations Update – The Steering Committee met in June and the next meeting is scheduled for July 25, 2023. A survey will be going out to all fiscal officers asking for feedback on what should be changed, etc.
- Brimfield Township – Continued working on a Historic Structures Story Map and updating their Comprehensive Plan.
- Franklin Township – Met with the Township to discuss doing an income survey of the former Brady Lake Area and about CDBG funding available to the Township.
- Mantua Village – Received notification today that the Target of Opportunity Grant was funded for the façade located on the east side of Main Street and North Prospect Street.
- Nelson Township – Working with the Township on an amendment that was table until today's meeting.
- Paris Township – Working with the Township on having more legally defensible zoning resolution.

- Ravenna City – Working with the City on an MOU for the Comprehensive Plan. JEDD meetings have started again.
- Ravenna Township – JEDD Meetings have started again and are working on an update to the JEDD Agreement.
- Shalersville Township – Staff is making great progress on the Land Use Plan.
- Windham Township – Met with the Township in June and will be meeting with the Township again on July 20, 2023.
- Quarterly Zoning Inspector's Meeting – A meeting was held on April 27, 2023 and the topic was about small solar farm requirements. The next meeting will be held on July 27, 2023 at 6:00 p.m. The meeting location will be in Palmyra Township and the topic is to be determined.

June 2023 CDBG Report – Report presented by L. Reeves

2021 Critical Infrastructure Grant – Windham Village

The contract was awarded by the Commissioners and the contract is now being circulated for signatures.

2022 Community Development Allocation Grant

Volunteer Park Project

The Commissioners approved the RLF funds for the project. Work can now begin on getting the construction out to bid.

Clearance Activities – Coleman Demolition Project – Seven Request for Proposals was received for an asbestos survey on June 28, 2023. Resolution to award was passed by the Commissioners on July 6, 2023. Contract has been prepared and is circulating for signatures.

Freedom Schoolhouse ADA Project – RFP was re-advertised again in the newspaper on June 20, 2023 and were due by July 5, 2023. Two RFP's was received, and the Commissioners will award on July 13, 2023.

DMRC ADA Project

Waiting for the updated cost estimate and plans/specifications to be completed. A meeting with the architect and the engineer was held on June 27, 2023 and the architect is anticipating the plans/specifications to be completed so that the project could be bid out by mid-July.

Public Service – Streetsboro Senior Assistance Program

Ninety-Two (92) applications have been received for the Senior Assistance Program. Lawn mowing services are ongoing.

2022 Downtown Revitalization Target of Opportunity Program

Received notification today the grant was funded and that the grant agreement is on it's way.

2023 Residential Public Infrastructure Grant – Mantua Village

Even though we received approval to submit a full application, staff was told the income survey would need to be re-done.

FINANCE

June 2023 Financial Statements

J. DiPaola stated that the Executive Committee reviewed the June 2023 financial statements and recommends acceptance.

R. Patrick made a motion to approve the June 2023 financial statements as presented. Motion seconded by T. Meyers. Motion carried with 20 Yeas.

2024 Regional Planning Commission Budget (Resolution No. 23-09)

J. DiPaola presented Resolution No. 23-09, which was the 2024 budget for the Portage County Regional Planning Commission.

A. Orashan made a motion to approve the 2023 budget for the Portage County Regional Planning Commission. Motion seconded by S. Christian-Bennett. Motion carried with 20 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced the next Regional Planning Commission meeting will be held on August 9, 2023 at 4:30 p.m. located at the former Regional Planning Commission, 124 North Prospect Street, Ravenna.

ADJOURNMENT

A motion was made by S. Christian-Bennett to adjourn the meeting at 5:00 p.m. Motion seconded by R. Gano. Motion carried with 20 Yeas.

Minutes approved at the August 9, 2023, Meeting.



Jim DiPaola, Chairman



Todd Peetz, Secretary

