

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, SEPTEMBER 13, 2017

REGIONAL PLANNING COMMISSION MEETING ROOM

124 NORTH PROSPECT STREET

RAVENNA

4:30 P.M.

I. **CALL TO ORDER**

II. ***APPROVAL OF AUGUST 9, 2017 MEETING MINUTES**

III. **SUBDIVISIONS**

- *1. Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC. Applicant (Approval of an Extension of Time until October 11, 2017)
- *2. Replat of Sublots 21-23 in the "Bear Hollow Home Sites Allotment No. 1" on Lake and Ravine Drive, Lot 27 in Deerfield Township, Correct Properties, LLC, Applicant
- *3. Replat of Sublots 19-20 in the Country View Estates (Phase 3) on Country View Drive, Lot 12 in Brimfield Township, Donald & Susan Burkholder, Applicant (Approval of an Extension of Time until October 11, 2017)
- *4. Replat of Block "A" and Block "B" in the "Atwater Station" on Cedar, Hickory and Fair Street, Lots 90 and 98 in Atwater Township, Ruth and Donald McDonald, Applicant (Approval of an Extension of Time until October 11, 2017)

IV. **ZONING**

- *1. Shalersville Township Rezoning from L1-D (Light Industrial) to R-2 (Low Density Residential), Ravenswood Golf Club, Inc., Applicant
- *2. Rootstown Township Text Amendment RE: Section 150.02.B; (Definition of Lot) Section 210.01 – Add Lake District; Add Chapter 340, Residential Lake District Regulations; Create L-D District

**Needs Action*

- *3. Nelson Township Rezoning Commercial to R-2 Residential on State Route 88, Susan Troyer Guy, Applicant.

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

- 1. August 2017 Work Program Report
- 2. August 2017 CDBG Report

B. FINANCE

- *1. August 2017 Financial Statements

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

- 1. Next Meeting – Wednesday, October 11, 2017 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

VIII. ADJOURNMENT

**Needs Action*

Minutes
Portage County Regional Planning Commission
August 9, 2017

Portage County Regional Planning Commission dated August 9, 2017 at 4:30 p.m. The meeting was held in the Portage County Regional Planning Commission Meeting Room, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Dick Messner	Freedom Twp., Jeffrey Derthick
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Robert Dempsey
Mantua Twp., Victor Grimm	Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith
Randolph Twp., John Lampe	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Sugar Bush Knolls, Jim Beal	Windham Twp., Rich Gano
Windham Vill., Deborah Blewitt	Water Resources, Tia Rutledge	PARTA, Clayton Popik
Portage Park Dist., Allan Orashan		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner Frederick Alternate, James Greener		

Members Absent:

Franklin Twp., Sam Abell	Mantua Vill., Ben Prescott	Nelson Twp., Kevin Cihan
Shalersville Twp., Nancy Vines	Suffield Twp., Mark Frisone	Soil & Water, James Bielair
Streetsboro City, Glenn Broska	County Engineer, Mickey Marozzi	
P.C. Commissioner, Sabrina Christian-Bennett		

Staff Present:

T. Peetz E. Beeman A. Craft P. Holland L. Reeves H. Wachholz

Visitors Present:

Ronald Kotkowski, Shalersville Zoning
John H. Cieszkowski, Planning Director, City of Streetsboro
John Chapman, Assistant Law Director, City of Streetsboro
Susan Skrovan, Mantua Twp. & Hiram Vill.

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

STREETSBORO MEMBERSHIP LETTER

John Cieszkowski submitted a letter to Regional Planning requesting that the City of Streetsboro would like to withdrawal from membership in Portage County Regional Planning Commission.

Jim DiPaola addressed membership explaining that per the Portage County Regional Planning Commission Bylaws – the process for withdrawing from membership is to submit a resolution from city council, trustees or governing body that they wish to withdraw from membership one (1) year prior to leaving.

Jim brought this to the board since they are the only ones who can decide whether to wave the one (1) year notice to withdrawal. He pointed out that the City of Streetsboro still has not submitted a resolution to withdrawal. The letter from John Cieszkowski does not constitute that resolution.

Regional Planning member Vicki Kline asked what reasons the city has for wanting to withdraw from membership.

John Cieszkowski, Planning & Zoning Director for the City of Streetsboro addressed the board regarding the City of Streetsboro's desire to withdraw their membership. John said there are two primary reasons for his decision; the first being the city has a professional planner on staff and the second reason is that John feels the \$11,744.64 membership fee is not the best use of tax payer money (this fee is based on 16,312 persons in the community, which breaks down to .72¢ per person).

Regional Planning board member Allan Orashan asked John if he has discussed this with Streetsboro City Council. John said it came up briefly when he submitted the invoice for 2017 membership. A member of council had asked if John was pleased with the services of Portage County Regional Planning Commission. The council member's husband is the chairman of the planning commission and was aware that John was displeased with the Subdivision Regulations. John said that he made council aware because he put it in his director's report and also made them aware of the bylaw requirements when the 2017 invoice was received. John said that when he first brought up the subject to the mayor and council he was not aware of the one year notice to withdrawal from membership in the bylaw requirements. He stated that had he known he would have taken steps to get the resolution taken care of by the beginning of 2017.

Jim DiPaola stated that he and Todd Peetz met with Mayor Broska and John back in April. It was their understanding from Mayor Broska that if the Subdivision Regulations could be completed by the end of 2017, then Streetsboro would be willing to stay on as a member of Regional Planning. Based on John's letter, obviously that is not their intent.

Tom Smith asked John Cieszkowski to explain why he is not entirely happy with Regional Planning. John stated that he spent seven years as a planning and zoning consultant before joining the City of Streetsboro. He developed zoning text and long range plans for townships, cities, etc. He gauged the efficiency of a consultant on how much time he and/or his staff had to spend working on a project. He feels the amount of review time he alone has had to put in on the Subdivision Regulations to this point has been much higher than he expected. He said the latest draft has several pages with tiny grammatical and formatting errors. He is pleased with about 85% of the work, but when there are still formatting and grammatical errors it seems you are not providing your clients with good service. He understands the Bylaws, but his opinion is that the most important component is pleasing your clients.

Tom Smith addressed the board stating that he has written and read hundreds of drafts. Formats and grammatical errors in drafts should not be an issue until the final product is presented. He also pointed out that the lack of delays and feedback has come from Streetsboro. John said the reason it has taken so long is because he has to spend so much time reviewing it and finding the errors then giving it back to Todd. He said that he is not concerned about the amount of time it has taken. He is concentrating on the quality of what will be presented to the Streetsboro Planning Commission in the final draft.

He is not comfortable submitting what he perceived as the final draft. When he received it, he felt it had taken two steps back from the previous draft and he is not comfortable submitting it to the planning commission.

Tom asked him if he had any issues with the content or was his objection only to the formatting and grammatical errors. John wouldn't say he had no issues with the content and he feels this is not the venue to go through every draft he received to show the errors.

Jim DiPaola addressed John stating that when he and Todd met with Mayor Broska, John stated that the Subdivision Regulations were 95% done. Now John is saying they are 85% done. He asked John if the Subdivision Regulations will be done by the end of 2017. John said he does not expect them to be done. John also admitted that it did take a long time for the Streetsboro Law Director, Engineer and John to review the original draft that was submitted to him.

Tom Smith read the timeline on the project to the board stating that the original draft was submitted in August 2015 with the comments coming back to Regional Planning five months later. The second draft was submitted in March 2016 with the comments coming back six and a half months later. The third draft was submitted in November 2016 with the comments coming back December 2016. The fourth draft was submitted March 2017 and Regional Planning is still waiting four and a half months later for comments to be returned. John stated that the current draft is still being reviewed by the Streetsboro Law Director.

Todd Peetz addressed the board and stated that every draft he has given John was intended to be the final draft, however, not the final document. The final document would be presented to John once all corrections had been made. When John received the March draft there were still some questions regarding changes from the engineer and the law director needed to review. Todd said his goal all along was to get this done as soon as possible with John's expectations being met. Todd also admitted that he had made formatting and grammatical errors in some of those drafts and at John's request had tried to correct them.

Jim Beal reminded the board that no matter the issue with the Subdivision Regulations project, per the bylaw requirement, the board needs to receive a resolution from the City of Streetsboro for the board to act on.

Joe Paulus of Rootstown Township talked about how they went through the process of withdrawing from Portage County Regional Planning Commission a few years ago. They had to follow the bylaw requirements by presenting a resolution one (1) year prior to leaving the commission. They have since rejoined Portage County Regional Planning Commission.

John Chapman, Assistant Law Director, City of Streetsboro stated that this would have to go before the planning commission for recommendation to council. At the planning commission meeting, as well as the city council meeting, Portage County Regional Planning would have an opportunity to speak about the matter.

APPROVAL OF MINUTES JUNE 14, 2017

The July 12, 2017 minutes were presented. J. Greener made a motion to approve the July 12, 2017 minutes. Motion was seconded by J. Kovacich. Motion carried with 21 Yeas.

INTERGOVERNMENTAL REVIEW

*PO1 USDA Housing Preservation Grant, Neighborhood Development Services, Inc., Applicant.

T. Peetz presented the Intergovernmental Review regarding the USDA Housing Preservation Grant and recommended approval. V. Kline made a motion to approve the review. Motion was seconded by J. Paulus. Motion carried with 21 Yeas.

SUBDIVISIONS

Replat of Block "A" in the "Stone Hill Estates (Phase 1)" on Mantua Center Road and Parkwood Avenue, Lot 28 Mantua Township, Hexagonal Family Enterprises, Inc., Applicant

Jim Greener raised concerns about placement of the water wells on the lots. The health department has not given its approval of septic system. Once the health department approves the septic placement staff would recommend approval. R. Dempsey made a motion to approve per staff recommendations. Motion was seconded by D. Blewitt. Motion carried with 21 Yeas.

Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC Applicant (Approval of an Extension of Time until September 13, 2017)

Staff would recommend approval of an Extension of Time until September 13, 2017. D. Messner made a motion to follow staff recommendations and approve. Motion was seconded by R. Patrick. Motion carried with 21 Yeas.

Replat of Sublots 174-186 in the "Ravenna Building Company Allotment No. 3" on Skeels Street and Prospect Street, Lot 64 S.D. in Ravenna Township, Pilgrim Rest Baptist Church, Applicant

Staff recommends approval. D. Blewitt made a motion to follow staff recommendations and approve. Motion was seconded by J. Kovacich. Motion carried with 21 Yeas.

ZONING

Shalersville Township Text Amendment RE: Prohibit outside sales in the mixed Residential Commercial District – Report presented by Todd Peetz

Amendment 1 – Section 351 Permitted Uses in Mixed Residential (M-R) Districts – The Township would like to protect the integrity of the outside appearance of the M-R District. They could create a new Section or rephrase the current language. Staff would recommend approval as amended.

R. Patrick made a motion to follow staff recommendations and approve the amendment. Motion was seconded by J. Paulus. Motion carried with 21 Yeas.

Brimfield Township Text Amendment RE: Section 308, Town Center District – Report presented by Todd Peetz

Amendment 1 – Section 308.1, Town Center District – The Township would like to strengthen the language from “encourage” to “will” and “shall”. The amendment is to add emphasis to the “purpose” language of the zoning district. Staff recommends approval as submitted.

Amendment 2 – Section 308.02, Town Center District – The Township would like to strengthen the language from “encourage” to “will” and “shall”. The Township would like to ensure that there is a mix of uses in the Town Center District. Staff recommends approval with the change to add building square footage.

Amendment 3 – Section 308.02 B (f) – Current Planned Residential Development does not include a mix of uses and the proposed change is for internal consistency with the zoning district. This is for internal consistency. We also recommend moving up and re-ordering the conditional uses based on removing the pre-existing “f”. Staff recommends approval as amended.

J. Paulus made a motion to approve all three amendments with staff recommended changes. Motion was seconded by D. Messner. Motion carried with 21 Yeas.

Randolph Township Map Amendment RE: Town Center Commercial to General Commercial – Report presented by Todd Peetz

Amendment 1 – Amend Zoning Map from T-C Town Center to G-C General Commercial District – The proposed amendment was suggested by the Township to the applicant, Sarchione Car Dealership(s). The applicant had previously been processing a series of variances. The proposed commercial district is consistent with their operations. Staff recommends approval.

V. Kline made a motion to approve Zoning Map Amendment per staff recommendations. Motion seconded by J. Paulus. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

July 2017 Work Program Report

- **Subdivision Regulation Administration** – There were 10 applications and 14 lots created.
- **Brimfield Township** – Helping with a mapping task for one of their projects.
- **Mantua Township** – Prepared text and zoning amendment. Continue to assist in coordinating the Mantua Center School development plan.
- **Paris Township** – Evaluated a potential zoning change.
- **Randolph Township** – Processed map amendment.

- Ravenna City – Met to discuss their land use plan and also look into more specific areas of the City. We are also working to assist the City of Ravenna with their JEDD.
- Ravenna Township - We are also working to assist Ravenna Township with their JEDD.
- Rootstown Township – Working on a Lake Zoning District for developments on Muzzy and Sandy lakes. We met with staff to discuss zoning language and potential options.
- Shalersville Township – Processed a text amendment for the August board meeting. We provided additional information on outside sales.
- Streetsboro City – RPC staff revised changes to Streetsboro about their comments to the Subdivision Regulations on March 24th. Staff met on March 29th to discuss changes that were needed before they are finalized. We are waiting on a response to the latest submission of Subdivision Regulations changes. We revised a flow chart for their subdivision regulations.
- Windham Village – We submitted a Critical Infrastructure Grant application. We met with council on July 18th to consider a comprehensive or land use plan.
- Quarterly Zoning Inspectors (QZI) Meeting – The next meeting is tentatively scheduled for July 27th with the topic to be determined.
- Portage County Land Reutilization Corporation (Land Bank) – PCRPC is awaiting the contract before mapping project can begin. Staff attended the July 27th, 2017 meeting at Reed Memorial Library. The next meeting is scheduled for Thursday, August 24th at Reed Memorial Library at 2:30 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – \$500,000 has been set aside to repair and replace home sewer systems. This is a (3) pronged program to help homeowners with the problem of high cost to repair or replace their home sewer system. The contract implementation is in place and we are taking applications. Two contracts are being circulated for approval and signatures.
- Ravenna City Land Use Plan – Staff is currently collecting data and mapping key elements of the City. Staff is working closely with the City's "core group" to develop goals, objectives and strategies. We received feedback on the maps and survey, which will be going out shortly. We are planning to have a community meeting the week of July 31st.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A steering committee meeting was held on July 13, 2017. The next meeting is scheduled for August 17th, 2017.

- Celebrate Portage/Visioning in Portage (VIP) – The steering committee held a meeting on July 6, 2017. The events start the last week in August with the Car Show being held August 30th. September 2nd is the runway festival at the Airport and the dinner is being held on September 7th. Saturday, September 9th is the volunteer day.

Grant Activity Update

Amy Craft continues to work on grant applications. There are several applications due in September. Membership is encouraged to notify Regional Planning with any grants they have interest in pursuing or projects they have planned that a grant may assist in funding.

July 2017 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

Ohio Edison has installed the electrical poles as requested by the Township. All of the elevator parts have been manufactured. Canton Elevator will start to assemble and install the elevator the first week in August. It is estimated that it will take 5 weeks to install the elevator once the electrical work is completed and approximately a week for the general contractor to complete the final work.

Parking Facilities – Garrettsville Parking Lot – Construction is nearing completion. All work is anticipated to be completed within the next couple of weeks.

Administration and Implementation of the CDBG Grant - \$53,800

According to the grant agreement all construction must be completed by August 31, 2017 and all invoices must be paid out by September 30, 2017. Final Performance Report is due by October 31, 2017. Because the Mantua Township Elevator Project will not be completed by August 31, 2017 an extension is being requested until October 31, 2017.

2016 Community Development Allocation Grant

The grant agreement and approval is in place; funds have been released for the following projects:

Neighborhood Facilities/Community Center (Windham Community Center) – Contract is in place for architectural services. The work specifications are nearing completion and it is anticipated that the project will go out to bid by mid-August.

Neighborhood Facilities/Community Center (Mantua Center School) – Construction is underway. The block color has been selected and it is anticipated that it will take approximately 3 weeks for the block to be manufactured and delivered to the site.

Public Facilities – City of Ravenna – ADA Handicap Accessibility in LMI Residential Areas – The bid opening was held on July 5, 2017 and the Commissioners have awarded the project. The contracts have been signed by the contractor and the Mayor of the City of Ravenna. The contract is being circulated for signatures by the County Auditor, Prosecutor and the Portage County Board of Commissioners.

A Notice to Proceed will be issued and a pre-construction meeting will be held once the contracts have been signed by all parties.

Fair Housing - \$7,000

There were 10 requests for assistance received in July.

Finance

July 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the July 2017 financial statements and recommends acceptance. J. Greener made a motion to approve the July 2017 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 21 Yeas.

DIRECTOR'S REPORT

Todd announced that Suffield Township has asked Regional Planning to complete a Land Use Plan. He also talked about the potential for Deerfield Township and one other community to join the Regional Planning Commission in 2018. The Executive Committee will be meeting next week to discuss the 2018 Budget deficit. Portage County Commissioner Vicki Kline discussed that the commissioners are considering another location for RPC.

OTHER BUSINESS

Dick Messner – Dick announced that he will be retiring his position as Zoning Inspector for Brimfield Township at the end of August.

City of Streetsboro – Membership discussed the City of Streetsboro's request to withdrawal from the Portage County Regional Planning Commission.

Tom Smith made a motion that Portage County Regional Planning Commission, not wave any portion of the Bylaws. Motion was seconded by A. Orashan. Motion carried with 21 Yeas.

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on September 13, 2017 at 4:30 p.m.

ADJOURNMENT

A. Orashan made a motion to adjourn the meeting at 5:50 p.m. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Minutes approved at the September 13, 2017 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on August 9, 2017 at: 3:30 pm

In Attendance: J. Beal T. Smith S. Nutter
R. Messner A. Orashan J. DiPaola

Absent: M. Frederick

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. The minutes of July 12, 2017 were presented. T. Smith made a motion to dispense with the reading of the minutes and to approve the minutes as presented, seconded by J. Beal. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Update of Portage County Subdivision Regulations

Todd reported he will be meeting with a new assistant prosecutor, David Garnier on August 11th to go over the draft that was given to the Prosecutor's for review.

Planning Administration

A total of 10 subdivision applications were submitted during the month of July 2017 creating 14 new lots.

Brimfield Township

Staff provided mapping assistance for one of their projects.

Mantua Township

Staff is continuing to help with coordination of the Mantua Center School development plan. Staff prepared a text and zoning amendment.

Paris Township

Staff evaluated a potential zoning change and consulted with the Prosecutor's office. The prosecutor's office stated it was not something that required a response from Regional Planning.

Randolph Township

Staff processed a map amendment.

Ravenna City

Staff met with city officials to discuss their land use plan and to look into more specific areas of the city. Continue to help with newly established JEDD.



Ravenna Township

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

Rootstown Township

A new zoning district (Lake District) is being developed for 3 areas in Rootstown. All 3 areas were pre-zoning. Discussion held. The 3 areas are Sandy Lake, East Muzzy Lake and Sappwood Shores. Staff met with township officials to discuss zoning language and potential options.

Shalersville Township

Staff processed a text amendment regarding prohibiting outside sales in the mixed residential commercial district. It is on today's full Commission for review.

Streetsboro City

RPC staff submitted revised changes to Streetsboro staff about their comments pertaining to their subdivision regulations on March 24th. We met on March 29th to discuss the changes that are needed before we could finalize them. A flow chart for the subdivision regulations was revised.

Windham Village

Staff helped the village to prepare and submit a Critical Infrastructure Grant to the Ohio Development Services. Staff met with Windham Village Council on July 18th to consider a comprehensive or land use plan.

Portage County Land Reutilization Corporation (Land Bank)

Todd reported staff is working on mapping requests from the land bank. The next land bank meeting is scheduled for August 24th at the Reed Memorial Library at 2:30 p.m.

Portage County Storm Water Program

We have a total of 3 applicants are on the list at this time. The first contract is in place. Work has been completed and an invoice received for payment from the contractor. We have a total of 2 applicant's contracts that are in process of approval. Once they have been reviewed and certified by the county auditor construction will begin.

Ravenna City Land Use Plan

Staff has been collecting data and mapping key elements of the City. Staff met with the Mayor in October and we are working closely with the City's core group to develop goals, objectives and strategies. Feedback was received on the mapping and survey which will be going out shortly. We are hopeful to have the first community meeting sometime during the week of August 21st.



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

The last steering committee meeting was held on July 13th at the RPC offices. The next meeting is scheduled for August 24th. Brian Kelley stated he is willing to utilize \$15,000 of funding from the Marketing and Branding Grant to put towards the parks interactive program.

Celebrate Portage

Todd stated the first event for this year will be the car show on August 30 followed by the Runway Fest at the Portage County Airport on September 2, 2017. The dinner will be held on September 7 with Volunteer Day on September 9. Recipients who received a \$500 grant to help fund activities were Mantua Township, Rootstown Township, Habitat for Humanity, and the Mantua Potato Festival.

Neighborhood Facility/Community Center – Mantua Township Elevator

Ohio Edison has installed the electrical poles as requested by the township. All of the elevator parts have been manufactured. Canton Elevator will start to assemble and install the elevator the first week in August. It is estimated that it will take 5 weeks to complete the installation of the elevator and approximately a week for the general contractor to complete the final work. Due to the timing staff has asked for an additional 2 months to complete the work from the Ohio Department Services.

Parking Facilities – Village of Garrettsville

A fire in the historical, commercial district of the Village of Garrettsville destroyed an entire block of buildings on 3/22/14. Funds are being provided to remove and pave the existing parking lot and to create an entrance to the parking lot located parallel to Main Street in the historic, commercial district in the village in order to eliminate blight to the area to benefit 1,410 persons. Release of funds has been received on this project. The Ohio Development Services have given the village for additional improvements. We are waiting for the Village of Garrettsville to initiate the project which should happen shortly. Bid specifications and cost estimates are nearing completion with project bid to go out early September. A pre-bid meeting will be held at 9:00 a.m. on September 12, 2016. Bids are due by 2:30 p.m. on September 28, 2016. It is anticipated the Portage County Commissioners will award the project sometime within the next week. Contracts for 3 contractors are being prepared and circulated for signatures. A notice to proceed will be issued once the contracts are in place. Contracts are in place for all 3 contractors and a notice to proceed has been issued. Construction will begin in the spring. Project is underway and is nearing completion.

2016 CDBG Formula Grant

Neighborhood Facilities/Community Center (Windham Community Center)

The Windham Village Community Center needs the following repairs:

- Replace existing failing asphalt roof with a new metal roof system
- Replace all gutters and downspouts
- Replace existing siding and paint exterior
- Add 3 new ADA Compliant exterior decks for ingress and egress



Add new security lighting

An RFP was sent out for architectural services on March 31, 2017. RFP's are due by 2:30 p.m. on April 19, 2017. A contract was awarded for architectural services on April 25, 2017. The contract is being circulated for signatures. Contract is in place for architectural services. The work specifications are nearing completion and it is anticipated that the project will go out to bid by mid-August.

Neighborhood Facility/Community Center (Mantua Center School)

Phase 2 will construct a slightly inclined walkway that leads from the handicapped accessible parking spots to the elevator as well as an entrance lobby to the elevator. Without the walkway to the elevator, elderly and handicapped individuals will be prevented from entering the Mantua Township Administration and community building's main building.

Drawings are being prepared and the project will go out to bid by mid-April. The project went out to bid on April 24, 2017. A pre-bid meeting was held on May 1, 2017. Bids are due by 2:30 p.m. on May 12, 2017. Contract was awarded. Construction is underway. The block color has been selected and is anticipated to take approximately 3 weeks for the block to be manufactured and delivered to the site.

Neighborhood Facilities/Community Center (Coleman Adult Day Services)

CDBG funds will be used to replace 215 lights of 21 different types located throughout the building, exterior walkways and parking.

An RFP is being prepared.

Public Facilities (City of Ravenna)

CDBG funds will be used to provide ADA handicap accessibility in LMI residential areas by installing and upgrading 45 curb ramps and 2073 linear feet of sidewalks.

Drawings and specifications are being prepared. Project will go out to bid at the beginning of June 2017. Bid opening was held on July 5, 2017, the Commissioners have awarded the project. Contracts have been signed and are being circulated for signatures. A notice to proceed will be issued and a pre-construction meeting will be held once the contract has been signed by all parties.

Fair Housing

Fair housing services including landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent. There were 10 requests for assistance received in July.



FINANCE

RPC GENERAL FUND

July 1, 2017 Cash Balance	\$130,042.55
Receipts:	\$10,586.71
Expenditures:	\$51,080.50
July 31, 2017 Cash Balance	\$89,548.76

B-F-15 Formula Grant

July 1, 2017 Cash Balance	\$63,077.40
Receipts:	\$ 0.00
Expenditures:	\$16,506.40
July 31, 2017 Cash Balance	\$46,571.00

LGIP Park Plan

July 1, 2017 Cash Balance	51.78
Receipts:	\$0.00
Expenditures:	\$0.00
July 31, 2017 Cash Balance	\$51.78

B-F-16 Formula Grant

July 1, 2017	6,282.46
Receipts:	\$0.00
Expenditures:	\$3,345.66
July 31, 2017 Cash Balance	\$2,936.80

B-D-16 New Horizons

July 1, 2017	\$286.52
Receipts:	\$4,200.00
Expenditures:	\$948.21
July 31, 2017 Cash Balance	\$3,538.31

LGIP Branding/Marketing

July 1, 2017	\$0.00
Receipts:	\$0.00
Expenditures:	\$0.00
July 31, 2017 Cash Balance	\$0.00



July 2017 Financial Statements

E. Beeman presented and reviewed the July 2017 financial statements. A motion was made by R. Messner to approve the July 2017 financial statements as presented and to recommend acceptance to the full Commission, motion seconded by T. Smith. Motion carried unanimously.

Director's Report

Todd reported Suffield Township have agreed to move ahead with an update on their Land Use Plan.

Todd stated he prepared a quote for the Village of Windham to prepare a Land Use Plan.

Deerfield Township called and indicated a request to reinstate zoning will be on the ballot this fall. A proposed Zoning Resolution must be available for all residents to review before voting so they have requested our help. This would entail Deerfield becoming a member of the planning commission to be able to offset the cost.

Todd reported Edinburg Township is talking about rejoining the planning commission in 2018. It will be good to have them on board as well as Deerfield Township.

Todd stated Passages have indicated their funding has taken a hit and they may be moving. The Portage County Commissioners have suggested they work with Amy Craft to write a grant to possibly secure funds to keep their doors open.

Todd stated our GIS person will be graduating this month. It will necessitate adding her on as full time with benefits.

Todd stated our part time person has personal issues on the horizon and may need to leave us in the near future.

J. Beal asked if the workers comp article that was in the paper indicating a refund was forthcoming to Portage County would find its way back to the Regional Planning Commission in the way of a credit or rebate. Discussion held. E. Beeman stated she would look into it. The question came up to find out what departments we are lumped in with. Are they a high risk group and is there anything we can do about it.

Todd reported D. Messner has given a notice that he is retiring and will be leaving the planning commission as the appointed member for Brimfield Township.

Todd stated a Commissioner alluded to possibly relocating Regional Planning offices to the old Rootstown Water Company building on St. Rt. 44. T. Smith stated just moving costs and rewiring the building would probably cost up to \$10,000. The commissioners asked what kind of square footage we anticipate needing. The Reed Memorial Library could potentially meet our needs for a meeting room. The 6th floor of the administration building was also talked



about as a potential space. J. Beal stated a square footage requirement for daily activities should be looked at minus the meeting room. However, when looking at spaces you would need to factor this in when looking at location that it would be available for use. T. Smith asked what the total debt service balance is. T. Peetz stated around \$224,000. T. Smith stated if you move somewhere else you would be taking in a whole new set of problems. R. Messner stated ease of access and parking are issues needing addressed. T. Smith another option is to get the debt service waived. J. Beal stated the more criteria you come up with to be able to assess your needs is what is needed. J. DiPaola stated since we are at this point the Executive Committee needs to meet to put to paper requirements, space needs, technology, and storage. T. Smith questioned if we could approach the USDA for total debt forgiveness. Todd stated it could be an option on the table. J. DiPaola suggested a meeting be set on 8/23/17 @ 3:00 p.m. Todd stated the county is storing records for us with the newer boxes being stored in the basement of the Economic Development offices. J. Beal said that would run up your square footage requirements. T. Smith suggested we ask for aid from Senator Eklund. He may be able to approach USDA about a loan forgiveness. Thoughts of inviting him to the August 23rd meeting were entertained. J. Beal stated we should give him data as to what we are looking for rather than just ask if he can help us. Everyone agreed. J. Beal stated it would make sense to go through the brainstorming as to what the options could be. T. Smith stated we should be up front about our situation with the recurring budget problems. Releasing the debt could resolve our current budget problem and possibly for the foreseeable future. We should give one angle so he doesn't tell us to try all the other options first. Discussion held. J. Beal stated we should only bring up options that he could help with.

There being no further business to come before the Committee a motion was made by T. Smith to adjourn the meeting at 4:30 p.m. Seconded by A.Orashan. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

Minutes submitted for approval by: Secretary on September 13, 2017