

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, APRIL 12, 2017

REGIONAL PLANNING COMMISSION MEETING ROOM
124 NORTH PROSPECT STREET
RAVENNA

4:30 P.M.

I. CALL TO ORDER

II. *Approval of Meeting Minutes of March 8, 2017

III. *Confirmation of the Executive Committee Members

IV. SUBDIVISIONS

- *1. Replat of the East 50" of Sublots 89, 90 and 91 in "Cloverlawn Allotment" on Rose Street, Lot 44 S.D. in Ravenna Township, Randall Johnson, Applicant
- *2. Replat of Sublots 193, 194, 195 and 196 in the "Cleveland Avenue Heights Allotment" on Sumners Street, Lot 12 S.D. in Ravenna Township, Cynthia Sanders, Applicant (Approval of an Extension of Time until May 10, 2017)

V. ZONING

- *1. Rootstown Township Text Amendment RE: Design Guidelines
- *2. Paris Township Text Amendment RE: Adding Section 305.4 (Property Maintenance – Unkempt Lawns)

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

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

B. FINANCE

- *1. March 2017 Financial Statements

**Needs Action*

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

1. Next Meeting – Wednesday, May 10, 2017 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

IX. ADJOURNMENT

**Needs Action*



Meeting called to order on March 8, 2017 at: 3:30 pm

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

Absent: M. Frederick

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. The minutes of February 8, 2017 were presented. T. Smith made a motion to dispense of 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

Planning Administration

A total of 6 subdivision applications were submitted during the month of February 2017 creating 21 lots.

Mantua Township

Staff is continuing to help with coordination of the Mantua Center School development plan.

Ravenna City

Staff met with city officials to discuss their land use plan and to look into more specific areas of the city. Todd attended a JEDD meeting March 8, 2017.

Ravenna Township

Todd reported staff is continuing the process of developing architectural design guidelines. Staff is assisting the city and township officials with their newly established JEDD.

Rootstown Township

Staff is working on draft language for the architectural design guidelines. Todd stated there is a draft ready to have various architects review/comment on. We plan on sending it out sometime next week to the architects.

Shalersville Township

Todd reported Shalersville Township have copied design guidelines from Anderson Township which is located outside Cincinnati. Todd sent a copy to Rootstown Township who is very interested in adopting the same guidelines for themselves.



City of Streetsboro

RPC staff is working with the Streetsboro City staff on their comments and recommended changes. Todd attended a meeting on December 15th to discuss changes that were needed before we could finalize them.

Quarterly Zoning Inspectors Meeting

Todd asked if anyone had a topic for the next meeting. Date is to be determined.

Portage County Land Reutilization Corporation (Land Bank)

Todd reported the last meeting was held on February 22, 2017. Contracts may be forthcoming to have PCRPC coordinate the meetings and assist in the preparation of mapping and possibly some planning for the Land Bank. Todd and Haley did a map presentation. Next meeting is scheduled for March 22 at the Reed Memorial Library at 2:30 p.m.

Portage County Storm Water Program

Todd stated we have signed and forwarded the contract between RPC and the PCC for the Septic System replacement program. 3 applicants are on the list at this time. The contract is in place. We received approval of the application form, affidavit, and 2nd mortgage lien and contractor agreements from the prosecutor's office. We have a total of 3 applicants who need help. Todd reported 2 applicants came in to apply for funds. They are in the process of getting quotes to do the work.

Food Hub (LFPP Grant)

Todd reported staff held a meeting on October 17, 2016. Surveys were filled out and returned so we can determine the level of interest of having a food hub in Portage County. Information will be compiled by the Consultant, AceNet. The grant ends 9/30/16 however; an extension has been requested until 3/28/17. AceNet had a meeting on November 30, 2016 with buyers and farmers at the Reed Memorial Library. A meeting was held on January 25, 2017 at Maplewood. Staff had 2 steering committee meetings on December 5, 2016 and February 16, 2017. The next Steering Committee meeting will be March 20, 2017. The project is anticipated to be completed by March 28, 2017.

Local Government Innovation Fund (LGIP) Countywide parks and recreations Collaboration & Coordination Plan

Todd reported on a new grant that was just awarded to the Portage County RPC in the amount of \$50,000 to work with all the parks and park related facilities in the County to meet 5 set goals: 1) to foster collaboration; 2) Inventory all park amenities/facilities in Portage County; 3) to discuss opportunities for resource sharing; 4) to discuss opportunities to coordinate park services; 5) Compile facility and programming information to share for each community with a master list to be provided on line for public use. The kick-off meeting was held August 11, 2016 at 6:00 p.m. Staff attended a meeting on October 6, 2016. The members are very involved. The next step is to meet with the school superintendents. There was a meeting on November 30, 2016 with the Steering Committee. A meeting is being set up with Spectrum to



help with web site design/interactive web site for one stop shopping for Portage County amenities.

Celebrate Portage!

A meeting was held on February 25, 2017. The awards dinner and other events are to be announced shortly but will take place late August and early September. Next meeting Steering Committee meeting has been set for March 23, 2017.

Todd stated on moving forward we need to develop a way to let the communities know what grants are available and when they are due. Todd stated one of the issues we noticed is there is a big difference between grant ideas versus grant ready projects. When you come to the table with an idea that has been costed out it makes a difference when it comes time to write the grant. Most grants require a match and again this is something that needs worked out ahead of time.

Todd did an overview of grants applied for that are being reviewed for potential funding and a list of ones that are up and coming. A video was created for the Art Place submission to connect the industrial area to the downtown through the Smith & Cowen park site.

2015 CDBG Formula Grant

Neighborhood Facility/Community Center –Mantua Center School

The 2-1/2 story building located at 11741 Mantua Center Road was constructed in 1914 and was recently placed on the National Register of Historic Places. The building is currently being occupied by the Township Zoning Inspector and Fiscal Officer. The annex portion of the building is rented out almost every night to agencies/organizations. Release of funds has been received from the Ohio Development Services Agency.

Persons who rely on wheelchairs to get around are only able to access the annex portion of the building. In an effort to remove the barriers to the elderly and handicapped individuals in the Mantua Township Community, funds will be used to place an elevator in the building, which would provide access to all floors. By removing the barriers to all of the levels of the building, the entire community can use it and it would be more attractive to for profit and non-profit entities that are looking for a place to set up their business. We are waiting for approval from the Ohio Historic Preservation Office. Todd reported a new cost estimate of \$250,000 has been brought to our attention which is much higher than the set budget allows. The estimated construction cost has exceeded the original estimate. The Mantua Restoration Society is looking for additional funds to cover the cost and is reviewing the specifications to see where costs and the scope of work could be reduced. Drawings are ready for the bid process. Project is out to bid with bids due on July 29, 2016. Two bids were received on 7/29/16. The bid for the electric exceeded 10% of the cost estimate and therefor will need to be rebid. A resolution will be passed by the PCC next week to accept the bid received for the general contract work. Contracts for the elevator work are being circulated for signatures. A Notice to Proceed will be issued once the contracts are in place. The RFP for the electrical work was mailed out to 11



electrical contractors. RFP's are due by 2:30 p.m. on 9/21/16. Bid opening was held on September 21, 2016. The contract was awarded by the Portage County Commissioners and the contracts are being prepared. Contracts are being circulated. A pre-construction meeting was held with the electrical contractor, architect and township officials on October 11, 2016. A notice to proceed will be issued once the contract is in place.

The contract is in place for the elevator work and a Notice to Proceed has been issued to the elevator contractor. The engineering for the elevator will start once payment is received by the elevator company. It is anticipated it will take 5 weeks to complete the engineering. Once the engineering is completed a meeting will be set up to review and approve the plans for the elevator. Contract for the electric work is now in place. Construction of the elevator is nearing completion as well as the engineering. Once engineering plans have been completed it will take approximately 3 months for the elevator to be constructed and delivered to the site.

Neighborhood Facility/Community Center-Franklin Township Trustees

Franklin Township took ownership of a building located at 218 Gougler Avenue, Kent in 1840. The building has housed the township government since that time. The meeting room is nearly the entire second floor of the building and is accessible only by a spiral staircase or the fire escape on the outside of the building. This makes the meeting room inaccessible to the elderly or handicapped. Release of funds from the Office of Community Development has been granted. RFQ's have been sent out by the Township. The township awarded a contract for architectural services on February 23rd, 2016. Architectural contract is in place and the architect is working on preparing the drawings and specifications. Project is currently out to bid. Bids are due by June 22, 2016. A pre-bid meeting is scheduled for June 7, 2016. Contract has been awarded and is in place. Notice to Proceed has been issued. Construction is underway and is expected to be complete by early December. The chair lift has been installed and will be inspected by the State on December 8, 2016. Any punch list items will be completed on December 9, 2016. **Project is complete.**

Historic Preservation – Phoenix Building

This is a second phase of 111 & 113 East Main Street of the Phoenix Building. A 6,000 sq. ft. roof needs to be replaced so interior work of six new apartments on two floors can move forward. Coleman Professional Services is working on securing their funds to leverage completion of the project. Kevin Coleman Services has approached the City of Ravenna to secure additional funding for this project. We are waiting on word from them to initiate the project. Coleman Professional Services have received additional funding from Ravenna City to help with cost of construction. A contract is being negotiated with the Architect. The architectural drawings and specifications are nearing completion. The project is currently out to bid. Bids are due by 2:00 p.m. on September 14, 2016. Bid opening was held 9/14/16. The Portage County Commissioners has awarded the project and the contracts are being circulated for signatures. A notice to proceed will be issued once the contract is in place. It is anticipated that construction will take 30 days to complete. **Project is complete.**



Other funds responsible for the balance of the contract are being processed. This project has been nominated for a Preservation Achievement Award. More information is listed on the Cleveland Restoration website.

Parks and Recreation Facilities – McElrath Improvement Corporation

Funds are being provided to make needed repairs to the concession stands and restrooms as well as to repair the actual baseball fields through the purchase of screened top soil. Staff met with township officials to talk about maintenance issues of the ballfields. We have received a proposal for the repair to the baseball fields. Work has begun. A proposal was not received for the plumbing repairs to the concession stands and restrooms therefore it had to be re-bid. Contract is in place with construction to begin within the next week. The ballfields have been completed. The plumbing repairs for the concession stand are nearing completion. **All work has been completed.**

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.

Public Utilities – Village of Garrettsville

As part of the parking facilities activity the village will be installing electric and replacing the 107 year old water lines which failed during the fire as part of furnishing a new utilities service corridor along the rear of the property parallel to Main Street. No CDBG funds are being contributed however; work will be completed in conjunction with the parking facilities report. An amendment is being processed to eliminate this activity. A public hearing was held on November 29, 2016 to finish the amendment process. **This activity has been cancelled.**

Fair Housing

Fair Housing services include 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 during the month of January 2016.



Todd noted Portage County will not be submitting a CDBG application for fiscal 2017 per the new rules stating it will be on a 2 year cycle. Portage County's 2 year cycle submission will not be until 2018. Todd will attend a meeting in Columbus on April 12 to glean more details.

FINANCE

RPC GENERAL FUND

February 1, 2017 Cash Balance	\$22,947.45
Receipts:	\$145,278.16
Expenditures:	\$36,114.04
February 28, 2017 Cash Balance	\$132,111.57

B-F-15 Formula Grant

February 1, 2017 Cash Balance	\$108,822.48
Receipts:	\$ 0.00
Expenditures:	\$ 8,892.00
February 28, 2017 Cash Balance	\$ 99,930.48

LFPP Food Hub Feasibility Study

February 1, 2017 Cash Balance	\$10,225.55
Receipts:	\$0.00
Expenditures:	\$10,225.55
February 28, 2017 Cash Balance	\$0.00

LGIP Park Plan

February 1, 2017 Cash Balance	\$662.51
Receipts:	\$15,000.00
Expenditures:	\$11,069.90
February 28, 2017 Cash Balance	\$4,592.61

B-F-16 Formula Grant

February 1, 2017	\$1,463.51
Receipts:	\$6,600.00
Expenditures:	\$ 0.00
February 28, 2017 Cash Balance	\$8,063.51



B-D-16 New Horizons

February 1, 2017	\$1,900.00
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
February 28, 2017 Cash Balance	\$1,900.00

February 2017 Financial Statements

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

Resolution #17-08 Authorization to enter into contract with Coverall North America, Inc./dba Coverall Health Based Cleaning System for janitorial Services for an amount of \$210/month. T. Peetz stated Coverall will replace Judy Bryant who resigned in January. A motion was made by T. Smith to approve entering into contract with Coverall to provide janitorial services for an amount of \$210/month as presented, seconded by A. Orashan. Motion carried unanimously.

Director's Report

Todd reported staff will be working to obtain a Critical Infrastructure grant to help make up for the income loss of not getting a Formula Grant application until 2018. We have a meeting scheduled for April 12, 2017 with Mayor Blewitt from Windham Village to talk about their needs. Discussion held.

Todd reported a letter was received from the Board of Portage County Commissioners stating the funding for the new planner position is a one-time payment. Todd stated these things will have an impact on next year's budget. Todd reported the RPC is under reimbursement status when it comes to unemployment. This means if someone is laid off the RPC would receive an invoice from the Job & Family Services for the employees' wages being paid out.

Todd stated we have been looking in to applying for a Food Hub Grant to help get a food hub going in Portage County. We are considering an "internet food hub" first and to implement a transaction fee to help with costs.

Another idea is to have private entities pay a small fee to access the Parks Inventory website to help with the up keep. If we end up with a really good product we could take it to other neighboring counties as a way to get revenue by creating a useful product for them.

We could possibly offer mapping services that was done for the land bank on parcels owned by them showing zoning, utility information, etc. to real estate companies. A. Orashan stated it could be useful especially when it comes to sewer and water. Dates when sewer systems were inspected are another useful piece of information. R. Messner stated lot size, area



requirements, vacant or not, conditionally permitted uses for it, the gas pressure, electricity voltage, wattage available, cable and who all the suppliers are. Stow currently offers all of these things by address. If this could be provided for Portage County you could have the townships, cities, villages, and real estate agents subscribe to use the website. Discussion held. R. Messner stated parcel information on Industrial properties is really needed for requests coming in to northeast Ohio from other states and even countries. It would be a strong economic development tool.

There being no further business to come before the Committee a motion was made by T. Smith to adjourn the meeting at 4:25 p.m. Seconded by R. Messner. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

Minutes submitted for approval by: Secretary on April 12, 2017

**Minutes
Portage County Regional Planning Commission
March 8, 2017**

Portage County Regional Planning Commission dated March 8, 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	Franklin Twp., Sam Abell
Hiram Vill., Rob Dempsey	Mantua Twp., Victor Grimm	Mantua Vill., Ben Prescott
Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith
Randolph Twp., Victoria Walker	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Nancy Vines	Sugar Bush Knolls, Jim Beal
Windham Vill., Deborah Blewitt	PARTA, Clayton Popik	
Portage Park Dist., Allan Orashan		
PC Commissioner, Sabrina Christian-Bennett		

Alternates Present:

P.C. Commissioner Frederick Alternate, James Greener
Water Resources, Tia Rutledge
Suffield Twp., Adam Bey

Members Absent:

Freedom Twp., Jeffrey Derthick	Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost
Streetsboro City, Glenn Broska	Windham Twp., Rich Gano	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi	PC Commissioner, Vicki Kline	

Staff Present:

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

Visitors Present:

Matthew Merchant	Robert Bossow	Brent Artman
John Lampe		

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola at 4:35 PM.

APPROVAL OF MINUTES FEBRUARY 8, 2017

The February 8, 2017 minutes were presented. S. Bennett made a motion to approve the February 8, 2017 minutes as presented. Motion seconded by J. Kovacich. Motion carried with 18 Yeas.

NOMINATING COMMITTEE REPORT (Election of Officers) – Allan Orashan

The Nominating Committee met on Wednesday, February 8, 2017. There was a discussion on the Chairman and Vice Chairman positions for the board. A motion was made to nominate Jim DiPaola as Chairman and Tom Smith as Vice Chairman. Allan Orashan asked the board if there were any other nominations from the floor. There being no further nominations from the floor S. Bennett made a motion made a motion to elect Jim DiPaola as Chairman and Tom Smith as Vice Chairman. Motion was seconded by D. Messner. Motion carried with 18 Yeas.

SUBDIVISIONS

Replat of Sublots 1, 2, 3 and 4 of Block K in the “Ravenna Building Company Allotment No. 2” on Wilson and Lane Avenue, Lot 20 in Rootstown Township, Ed Wilson, applicant – Report presented by Haley Wachholz

The applicant is requesting to combine 4 smaller lots into 1. There are two existing structures that are proposed to be demolished that are currently extending into the right of way line on Wilson Avenue.

Staff recommends approval of the replat. T. Smith made a motion to approve staff recommendation. Motion seconded by J. Greener. Motion carried with 18 Yeas.

Replat of Sublots 10 and 11 in the “Butternut Ridge Subdivision” on Acorn Avenue, Lot 10 Brimfield Township, Bennett Land Title on William Anderson, applicant – Report presented by Haley Wachholz

The applicant is requesting to redraw Sublots 10 and 11. There is an existing structure on each lot. The proposed replat will move the lot line to a distance of 7ft. from the structure on lot 10 R. The setback line must be at least 5ft. so this is acceptable.

Staff recommends approval of replat. D. Messner made a motion to approve staff recommendations. Motion seconded by J. Greener. Motion carried with 17 Yeas. S. Bennett abstained.

Replat of Block B-R4 in the “Wintergreen Point Subdivision” on Misty Glen and Green Hill, Lot 43 in Rootstown township, Roots-1, LLC, applicant – Report presented by Haley Wachholz

The applicant requests approval to create 19 lots in the Wintergreen Point Subdivision. There are no existing structures on the proposed lots. There are no wetlands or floodplains in the proposed building area and all zoning and subdivision requirements have been met.

Staff recommends approval of replat. S. Bennett made a motion to approve staff recommendations. Motion seconded by J. Greener. Motion carried with 21 Yeas.

Replat of the East 50" of Sublots 89, 90 and 91 in "Cloverlawn Allotment" on Rose Street, Lot 43 S.D. in Ravenna Township, Randall Johnson, Applicant (Approval of an Extension of Time until April 12, 2017)

Staff would recommend an extension of time. D. Messner made a motion to approve an extension of time until the April 12, 2017. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

ZONING

Rootstown Township Text Amendment RE: Section 480.03.C (Wind Towers) & Section 610.2 Agricultural Use – Presented by Todd Peetz

Amendment 1 – At the February 7, 2017 Zoning Commission public hearing, a motion was passed unanimously to amend Section 480.03. When this amendment was processed there was a standard example for Townships to use. At the time Rootstown included the language in the book there was not an adjustment in this section, this change corrects that mistake.

Amendment 2 – The amendment would add "based on adequate documentation" to Section 610.02. The rationale is this would provide a tool for the Zoning Department to verify agricultural use on the applicant's property.

Staff recommends approval as submitted. S. Abel made a motion to approve staff recommendations. Motion was seconded by J. Kovacich. Motion carried with 21 Yeas.

Shalersville Township Text Amendment RE: Design Guidelines – Report presented by Todd Peetz

Amendment 1 – Architectural Guidelines – There is interest in the Shalersville Town Center area. Shalersville would like to be able to control new development so that it best serves the community interest. Regional Planning sent out a number of guidelines from around the state. Shalersville identified with the guidelines from Anderson Township, which is near Cincinnati, the Township would like their guideline to be similar to Anderson's. Currently, there is a moratorium on building in Shalersville Township as they work through this process. This is the first time that a Township has passed design guidelines in Portage County.

Staff would recommend approval with additions we added to the document per Shalersville. J. Kovacich made a motion to approve staff recommendations. Motion was seconded by N. Vines. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

Work Program

February 2017 Work Program Report – Presented by Todd Peetz

- Subdivision Regulation Administration – There were 6 application and 21 lots created.

- Atwater Township – Working on Trails Grant for the Old School Park.
- Brimfield Township – Prepared Zoning Amendment for February Meeting.
- Franklin Township – Prepared Zoning Amendment for February Meeting.
- Mantua Township – Prepared Text and Zoning Amendment. Continue to assist in coordinating the Mantua Center School development plan.
- Randolph Township – We are discussing how to further develop their Architectural Design Guildlines.
- 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 Ravenna Township and the City of Ravenna with their JEDD.
- Ravenna Township - Staff continuing to further develop Architectural Review Design Guidelines and assisting them with Ravenna Township and the City of Ravenna JEDD.
- Rootstown Township – Architectural Review Design Guidelines, moving forward with the draft language. Draft text amendment language for the January Board meeting.
- Shalersville Township – Processed a text amendment for the March Board Meeting.
- Streetsboro City – Continue to work with Streetsboro staff about their comments to incorporate into their Subdivision Regulations. We met on February 21 to discuss changes that were needed before we could finalize them.
- Portage County Land Reutilization Corporation (Land Bank) – Contracts for PCRPC to coordinate the meetings and assist in the preparation of any mapping and possibly some planning for the Land Bank. Haley provided some mapping at the February 22nd meeting. The director of the Land Bank contacted Regional Planning and asked for a price proposal to do (3) separate mapping projects. The next meeting is scheduled for March 22nd at the 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. We now have (2) applicants in the process.
- Food Hub – Local Food Promotion Program Grant – Steering Committee meeting is February 24th. The next Steering Committee meeting is scheduled for March 20, 2017 @ 1:30 PM. The project is anticipated to be completed by March 28, 2017.

- 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. Staff planning to meet with the City Engineer before a final draft is complete.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A meeting was held on March 2nd, 2017. Meeting with group to discuss a web based system.

Celebrate Portage!/Visioning in Portage (VIP) – The next steering committee meeting will be held on March 23rd.

Grant Activity

Several grants have been submitted and Amy Craft is working on additional grant applications; including the Atwater Trail Grant, Safety Grant and OH EPA Grant. Again, 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. Portage County Commissioner, Sabrina Christian- Bennett reminded membership that the Commissioners funded the grant writer position so that communities could utilize this assistance. Amy Craft spoke about the need for communities to submit project ideas to her so that she can be watching for the appropriate grants as they become available.

February, 2016 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

A Conditional Permit has been issued to the contractor. A full permit will not be issued until the engineer and/or architect addresses the positive pressure requirement. The Ohio Building Code requires that a positive pressure opening protective assembly be installed at each of the elevator shaft entrances into the corridors. The architect and/or engineer will need to provide additional information to the County Building Department showing how it will meet the requirement or the Township can appeal the item on the Adjudication Order/Conditional Permit to the State of Ohio Board Building Appeals. Demolition has started and the engineering for the elevator has started. The contract for electric will be put in place once the County re-opens for business. The goal is to have it installed by May or June 2017.

Neighborhood Facility/Community Center – Franklin Township ADA

The chair lift has been installed and has been inspected by the State. All punch list items have been completed except for the exterior work. Exterior work will be completed in the spring.

Historic Preservation – Phoenix II Roof Replacement

Construction is completed.

Parking Facilities – Garrettsville Parking Lot

The contracts are in place for all 3 contractors and a Notice to Proceed has been issued. Pre-Construction meeting will be scheduled once the contracts are in place. Then construction can begin.

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)

Neighborhood Facilities/Community Center (Mantua Center School)

Neighborhood Facilities/Community Center (Coleman Adult Day Services)

Public Facilities – City of Ravenna – ADA Handicap Accessibility in LMI Residential Areas

Finance

February 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the February 2017 financial statements and recommends acceptance. A. Orashan made a motion to approve the February 2017 financial statements as presented. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Authorization to Enter into Contract with Coverall Cleaning Systems for Office Cleaning Services (Resolution No. 17-08)

T. Peetz presented Resolution No. 17-08, which allows Regional Planning to Enter into Contract with Coverall Cleaning Systems.

A. Orashan made a motion to approve Resolution No. 17-08. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

The state has gone to a Bi-Annual funding for the CDBG, which means have the counties will get funded in 2017 and the other half will be funded in 2018. Portage County falls into the 2018 CDBG funds. A letter has gone out to all the communities, agencies and organizations regarding the proposed change.

OTHER BUSINESS

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on April 12, 2017 at 4:30 p.m.

ADJOURNMENT

S. Bennett made a motion to adjourn the meeting at 5:50 p.m. Motion seconded by B. Prescott. Motion carried with 22 Yeas.

Minutes approved at the April 12, 2017 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary

**REPLAT of the EAST 50' of SUB-LOTS 89, 90 & 91,
in CLOVERLAWN ALLOTMENT, RAVENNA**

Case No. 17-06
Reviewed By: Haley Wachholz
Date Submitted: 3-01-17
Due: 4-12-17

APPLICANT: Randall L. Johnson
3291 Rose St. Ravenna, Oh 44266

REQUESTED ACTION: The applicant is requesting to replat sub-lots 89, 90 and 91 for the purpose of adding a new septic system.

LOCATION: **Vicinity Map (Exhibit 1)**
The Cloverlawn allotment is located off of Rt. 59 near the border of Ravenna and Franklin Twp.

SIZE & ZONING: (Exhibit 2)

	<u>Required</u>	<u>S/L 8R*</u>
Min. lot size	.5 ac.	.2135 ac.
Min. frontage	80 ft.	50.03 ft.
Min. lot width	80 ft.	185.93 ft.
Front yard depth	35 ft.	52.5 ft.
Side yard width	10 ft.	5 ft.

*- There is a pre-existing house on-site built in 1949
Zoning: The replat site is in the residential low zoning category.

LAND USE: **Site:** There are two existing structures on these lots, a home and a detached garage.
Surrounding: Land surrounding the replatted lot is zoned low density residential with general commercial along Rt. 59.

UTILITIES: Portage County sanitary sewer and central water are not available.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: Soils on lots 89, 90 and 91 are all Canfield-Urban land complex (CfB) with 2 to 6 percent slopes.

- Canfield-Urban land complex, 2-6% slopes (CfB): This soil type is moderately well drained, formed from till. This soil type has no frequency of ponding or flooding.

Wetlands: According to the Portage County Wetland Inventory, there do not appear to be wetlands on the site.

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

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

	Approval	Conditional approval	Disapproval	No comment
<i>Chief Building Official:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>County Engineer:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Health Dept.:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No authority in areas with central sewer.			
<i>Soil & Water Conservation Dist.:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tax Map:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Water Resources Dept.:</i>	<input type="checkbox"/> Central sewer is not available from PCWR. Central water is not available.			
<i>Ravenna Township:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

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

316.15- Building setback lines.

316.24- Approval of tax map. Original lot is 44 not 43 as noted.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replatted lot is more in compliance with zoning requirements.

ANALYSIS:

The purpose of this replat is to replat lots 89, 90 and 91 for the purpose of a new septic system for the home residing on these lots. The only correction is a minor map correction detected by tax map.

RECOMMENDATIONS:

As long as the required changes have been made and approved, the staff of RPC recommends approval of the replat of Lots 89, 90 and 91 in the Cloverlawn Allotment.

Exhibit 1

Cloverlawn Allotment Ravenna Township

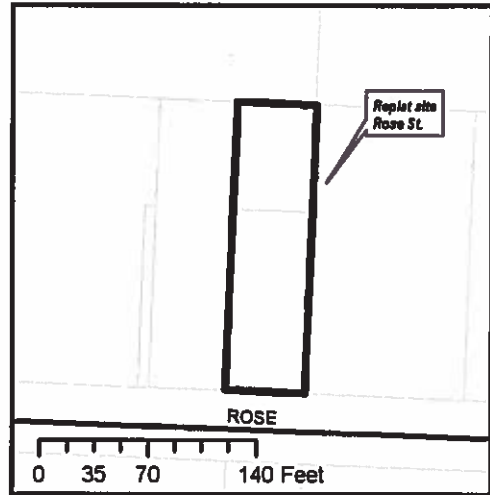


Exhibit 2
Replat

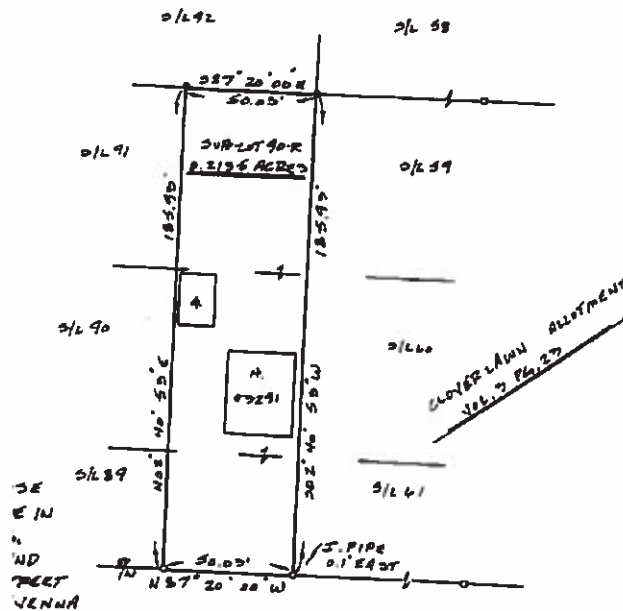




Exhibit 3
**Soils, Wetlands,
Flood Hazard Areas &
Priority Conservation
Areas**
Cloverlawn Allotment
Ravenna Township

Wetlands &
Priority Conservation Areas



Portage County Soil Survey
Digital version, 2006.

 Hydric soils

0 145 290 580 Feet



 Wetlands

 Flood Zone A

 Flood Zone AE

FEMA Flood Insurance Rate Map, 2013