

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, FEBRUARY 8, 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 January 11, 2017

III. SUBDIVISIONS

- *1. Replat of Block "G" Creating Sublots 51 – 60 in the "Country View Estates Subdivision" on Honeychuck Lane, Lots 12 and 13 in Brimfield Township, G2 Professional Services, LLC., applicant
- *2. Replat of Sublot 11 in the "Paradise Acres Plat No. 1" on McClintocksburg Road, Lot 40 in Paris Township, Eric Lindsey, applicant
- *3. 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

IV. ZONING

- *1. Franklin Township Rezoning from O-C to I-1, 6700 State Route 43, The Davey Tree Expert Co., applicant.
- *2. Mantua Township Text and Map Amendment Re: Rezoning from C-1 to Neighborhood Commercial
- *3. Brimfield Township Rezoning from R-O to G-C and L-1, Lot 36 on Tallmadge Road, McKinley Development Co., applicant.

**Needs Action*

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

1. January 2017 Work Program Report
2. January 2017 CDBG Report

B. FINANCE

- *1. January 2017 Financial Statements
- *2. 2017 Appropriation Increase for the Operation of the Portage County Regional Planning Commission (Resolution No. 17-03)

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

Next Meeting – Wednesday, March 8, 2017 (Annual Meeting)– RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

VIII. ADJOURNMENT

**Needs Action*



Meeting called to order on January 11, 2017 at: 3:30 pm

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

Staff: T. Peetz E. Beeman

Absent: M. Frederick

J. DiPaola opened the meeting at 3:30 p.m. The minutes of December 14, 2016 were presented. T. Smith made a motion to dispense of the reading of the minutes and to approve the minutes as presented, seconded by R. Messner.

WORK PROGRAM as reported by T. Peetz

Update of Portage County Subdivision Regulations

Todd reported the revisions to the Portage County Subdivision Regulation have been completed. A final draft has been sent to the Portage County Prosecutor's office for review. Todd stated he will be meeting with them to help with the review process. No date has been set.

Planning Administration

A total of 8 subdivision applications were submitted during the month of December 2016 creating 9 lots.

Franklin Township

Staff attended the December Trustees meeting to present a fair housing presentation to meet CDBG requirements.

Freedom Township

Todd reported he provided a cost estimate to do a land use plan for the township.

Garrettsville Village

Staff attended the December 14th Council meeting to present a fair housing presentation to meet CDBG requirements.

Mantua Township

Todd stated staff attended the December 15th Trustees meeting to present a fair housing presentation to meet CDBG requirements. Staff is continuing to help with coordination of the Mantua Center School development plan.

Mantua Village

Staff will continue to coordinate with the Village on future steps regarding a trail grant.



Nelson Township

Todd reported the township officials approved the creation of a new EMC-1 District for the Nelson Raceway Property on December 21, 2016.

Randolph Township

Staff is preparing information to be able to discuss Architectural Design Guidelines. Grant funding is being looked at through the Ohio Arts Council and Heritage Ohio to help with this. The grant is up and coming in March 2017. Todd stated he is creating an architectural review board to get feedback from information Todd will present. We are still proceeding forward with the grant to be able to develop a pattern book.

Ravenna City

Staff has been meeting with city officials to develop a Land Use Plan. Todd reported he is working with the City of Ravenna and Ravenna Township officials on the JEDD. A final draft will hopefully be ready in January for them to review. Todd reported the new Planner, Patrick is helping with the Ravenna City LUP.

Ravenna Township

Todd reported staff is preparing information to begin the process of developing architectural design guidelines. Staff is working with city and township officials on establishing a JEDD.

Rootstown Township

Staff is moving forward to prepare draft language for the Architectural Design Guidelines. Todd met with the township on November 1, 2016.

Shalersville Township

Todd attended the Zoning Commission meeting on December 8, 2016.

City of Streetsboro

Todd reported staff is incorporating comments received into their subdivision regulations. Todd met with the planning director of Streetsboro to finalize the subdivision regulations so it can be sent to the Streetsboro Zoning Commission for review. CRA district maps were revised.

Quarterly Zoning Inspectors (QZI) Meeting

Todd reported the last meeting was held October 27th at the RPC offices at 6:00 p.m. The topic was mobile home parks and possible restrictions as a nonconforming use presented by C. Meduri. The next meeting and topic is to be determined.

Portage County Land Reutilization Corporation (Land Bank)

Todd reported the next meeting will be held on January 25, 2017.



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 need to get approval of the application form, affidavit, 2nd mortgage lien and contractor agreements from the prosecutor's office.

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. Another meeting is scheduled for January 18, 2017 at Maplewood. Staff had a steering committee meeting on December 5, 2016. The next meeting has been set for February 16, 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.

Celebrate Portage!

A meeting was held on November 29, 2016 to talk about sponsorships for 2017. Next meeting Steering Committee meeting has been set for January 25, 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.

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 therefore 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 being circulated for signatures.

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.

Contracts are in place and construction is underway and is nearing completion.

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 2 requests for assistance received during the month of December 2016.

The 2017 Portage County Regional Planning Commission Work Program was presented and reviewed by Todd. Todd stated the fee schedule for RPC will be looked at and updated if needed. Todd stated he would like to conduct a SWOT with staff and/or the planning commission members on the agency. J. Beal stated this document shows a broad scale of things the RPC is involved in.

Todd presented and reviewed the 2017 General Work Program for the RPC. There being no questions a motion was made by J. Beal to present the 2017 Work Program to the full body as presented, seconded by S. Nutter. Motion carried unanimously.

FINANCE

RPC GENERAL FUND

December 1, 2016 Cash Balance	\$44,179.02
Receipts:	\$26,412.42
Expenditures:	\$60,319.73
December 31, 2016 Cash Balance	\$10,271.71

B-F-15 Formula Grant

December 1, 2016 Cash Balance	\$152,044.97
Receipts:	\$ 35,600.00
Expenditures:	\$ 78,822.49
December 31, 2016 Cash Balance	\$108,822.48



LFPP Food Hub Feasibility Study

December 1, 2016 Cash Balance	\$0.00
Receipts:	\$0.00
Expenditures:	\$0.00
December 31, 2016 Cash Balance	\$0.00

LGIP Park Plan

December 1, 2016 Cash Balance	\$662.51
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
December 31, 2016 Cash Balance	\$662.51

B-F-16 Formula Grant

December 1, 2016	\$11,000.00
Receipts:	\$ 0.00
Expenditures:	\$ 9,536.49
December 31, 2016 Cash Balance	\$ 1,463.51

B-D-16 New Horizons

December 1, 2016	\$0.00
Receipts:	\$0.00
Expenditures:	\$0.00
December 31, 2016 Cash Balance	\$0.00

December 2016 Financial Statements

E. Beeman presented and reviewed the December 2016 financial statements. A motion was made by R. Messner to approve the December 2016 financial statements as presented and to recommend acceptance to the full Commission. Motion seconded by S. Nutter Motion carried unanimously.

Resolution #17-01 The Budget Commission certified funds and provided a certificate of resources in the amount of \$13,066 for fund 8510. It is now necessary to appropriate the funds in the amount of \$13,066. A motion was made by A. Orashan to authorize setting appropriations for the 2015 LFPP Local Foods Promotion Program in the amount of \$13,066, seconded by J. Beal. Motion carried unanimously.

Resolution #17-02 The Budget Commission certified funds and provided a certificate of resources in the amount of \$40,663 for fund 8520. It is now necessary to appropriate the funds in the amount of \$40,663. A motion was made by T. Smith to authorize setting appropriations for the LGIP Countywide Parks & Recreation Plan in the amount of \$40,663 seconded by R. Messner. Motion carried unanimously.



Director's Report

Todd reported Patrick Holland was hired and started with the RPC on 1/9/17 as a planner. Pam Friend was rehired as the part time administrative assistant effective 1/9/17. We do have an intern on staff by the name of Emily Snyder. She is not working on any billable projects at this time. She is helping Amy Craft at this time.

R. Messner asked if RPC could give him a break out of all Brimfield's industrial properties by acreage, how much of the total acreage is currently in use.

There being no further business to come before the Committee a motion was made by A. Orashan to adjourn the meeting at 4:15 p.m. Seconded by R. Messner. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

Minutes submitted for approval by: Secretary on February 8, 2017

**Minutes
Portage County Regional Planning Commission
January 11, 2017**

Portage County Regional Planning Commission dated January 11, 2017 at 4:35 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 Twp., Steve Pancost	Garrettsville Vill., Rick Patrick	Hiram Vill., Rob Dempsey
Mantua Twp., Victor Grimm	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., Tom Smith	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Suffield Twp., Mark Frisone	Shalersville Twp., Nancy Vines
Windham Twp., Rich Gano	Sugar Bush Knolls Vill., Jim Beal	PARTA, Clayton Popik
Water Resources, Tia Rutledge		
Portage Park District, Allan Orashan		
P.C. Commissioner, Vicki Kline		

Alternates Present: P.C. Commissioner Frederick Alternate, James Greener

Staff Present:

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

Members Absent:

Freedom, Jeffrey Derthick	Mantua Vill., Ben Prescott	Randolph Twp., Pat McGowan
Streetsboro City, Glenn Broska	Windham Vill., Deborah Blewitt	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi		
P.C. Commissioner, Sabrina Christian-Bennett		

Visitors Present: Chris Brown

The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

APPROVAL OF MINUTES DECEMBER 14, 2016

The December 14, 2016 minutes were presented. J. Kovacich made a motion to approve the December 14, 2016 minutes as presented. Motion seconded by J. Greener. Motion carried with 19 Yeas.

SUBDIVISIONS

Replat of Sublots 37-41 in the "Ladue Reserve Subdivision (Phase 2)" on East Point Drive, Lot 5 in Mantua Township, K. Hovnanian Ladue Reserve, LLC, applicant – Report presented by Todd Peetz

The applicants request approval to replat Sublots 37-41 in Ladue Reserve Subdivision, to create lots 37R (3.395 acres), 39R (2.3223 acres) and 41R (2.6439 acres). This replat combines five smaller lots in Ladue Reserve that have Frontage on East Point Drive. This proposed replat will combine lots 37, 38, 39, 40 and 41 to further be divided into three similar but larger lots.

Once approved and recorded, the replat changes Sublots 37-41 into Sublots 37R, 39R and 41R increasing the acreage of each. Lot 40 has been approved for septic, but will expire 12/31/16. The Health Department would not allow additional land to be added to the approved septic permit. However, once after 1/1/17 the Health Department will support the replat.

Staff recommends approval of the replat. J. Greener made a motion to follow staff recommendation. Motion seconded by V. Grimm. Motion carried with 19 Yeas.

Replat of Block "G" Creating Sublots 51-60 in the "Country View Estates Subdivision" on Honeychuck Lane, Lots 12 and 1.3 in Brimfield Township, G2 Professional Services, LLC, applicant – Report presented by Todd Peetz

The applicants request approval to replat Block "G" in Country View Estates Subdivision to create Sublots 51 through 60. This replat divides Block "G" in Country View Estates into ten smaller Sublots ranging in acreage from .3306 acres to .8192 acres that have frontage on Honeychuck Lane.

Staff recommends approval if all the comments have been satisfied by 1/11/17, if not staff is recommending an extension of time until February 8th, 2017. J. Greener made a motion to follow staff recommendation and grant an extension of time until February 8th, 2017. Motion seconded by A. Orashan. Motion carried with 19 Yeas.

ZONING

Ravenna Township Text Amendments – Report Presented by Todd Peetz

Amendment No. 1 – Amending Nonconforming Use Requirements; Section 700.10B subsection 61 Conditional Use Dog Kennels

Amendment No. 2 – Residential Low Density (RL); Section 501.02(5) e Other Uses

Amendment No. 3 – Community Residential Zoning District (C-R)

Ravenna Township currently does not have dog kennels listed as a permitted or conditional use. Listing dog kennels as a conditional use allows for someone to make an application while providing Ravenna Township with some extra criteria.

Staff recommends approval as written with a minor typo change in "I". Also, Township may want to consider adding clarification to "K" about landscaping screening. J. Kovacich made a motion to follow staff recommendations. Motion seconded by K. Cihan. Motion carried with 21 Yeas.

Rootstown Township Text Amendment – Report Presented by Todd Peetz

Amendment No. 1 – Delete Chapter 330 Planned Commercial Overlay Districts

At their December 6, 2016 Zoning Commission public hearing, a motion passed unanimously to remove Chapter 330, titled Planned Commercial Overlay District regulations, from the zoning resolution. Chapter 330 is believed to be incomplete and would allow commercial uses in residential zoning districts. Staff recommends approval as submitted.

Amendment No. 2 – Section 150.2 Definitions; Add Definition of a Wholesaler

To distinguish a wholesale establishment from a retail establishment, both of which are included in the Schedule of Permitted Uses for industrial districts (Section 370.03); this definition is consistent with other similar definitions for "wholesaler". Staff recommends approval as written.

Amendment No. 3 – Section 620.06

This change is to establish the same notification requirements for a development plan review as for a Conditional Use Permit or Variance Request. Staff recommends approval.

Amendment No. 4 – Section 310.14; Homeowners Association

This would hold homeowners associations responsible for enforcing their own rules before reporting to the township zoning department, in cases where the matter is also a violation of the township zoning resolution. Staff recommends approval; however, a supportive opinion from the County Prosecutor's office should be part of the motion.

J. Paulus made a motion to follow staff recommendations and approve. Motion seconded by V. Kline. Motion carried with 21 Yeas.

EXECUTIVE COMMITTEE

Work Program

December, 2016 Work Program Report

Todd presented the December 2016 Work Program Report.

- Update of Portage County Subdivision Regulations – The final draft is currently being reviewed by the Prosecuting Attorney's Office. Public meetings will then be held to discuss the proposed changes and then it will be forwarded to the Portage County Board of Commissioners for approval.
- Subdivision Regulation Administration – There were 8 application and 9 lots created.

- Franklin Township – Attended Trustees meeting December 13th to discuss fair housing requirements.
- Freedom Township – Provided a cost estimate to do a land use plan for the Township and attended their Trustees meeting December 1st.
- Garrettsville Village – Attended Village Council meeting December 14th to discuss fair housing requirements.
- Mantua Township – Attended Trustees meeting December 15th to discuss fair housing requirements. Continue to coordinate the Mantua Center School Development plan.
- Mantua Village – Continue to work with the Village on the next steps regarding the trail grant.
- Nelson Township – Continue to assist with miscellaneous coordination of the zoning change involving the Race Track.
- Randolph Township – Staff continuing to further develop Architectural Review Design Guidelines.
- 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. Met with the City's CIC committee on December 14th.
- 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 – Attended their Zoning Commission meeting on December 8th.
- Streetsboro City – Continue to work with Streetsboro staff about their comments to incorporate into their Subdivision Regulations. Met with them on December 15th to discuss changes that were needed before we can finalize.
- 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. The Land Bank had a meeting on December 7th. The next meeting is scheduled for January 25th at the Reed Memorial Library at 2:30 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – waiting to meet with the Prosecutor's office to make sure all paperwork is correct.

- Food Hub – Local Food Promotion Program Grant – A public meeting that included producers and buyers was held on January 25, 2017 at 6 PM at the Maplewood Career Center. Steering Committee meeting is February 16th.
- 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 December 8, 2016 at 6:00 p.m. at the RPC office. Next meeting to be held in February.
- Celebrate Portage/Visioning in Portage (VIP) – The steering committee kick-off meeting will be held on January 25, 2017.

Grant Activity

Several grants have been submitted and Amy Craft is working on additional grant applications.

December, 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.

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 has started and is nearing completion.

Parking Facilities – Garrettsville Parking Lot

The contracts are in place for all 3 contractors and a Notice to Proceed has been issued. Construction will begin in the spring.

2016 Community Development Allocation Grant

An environmental review will need to be completed and the Release of Funds submitted to the State before any work can begin.

2017 Portage County Regional Planning Commission Work Program

Todd Peetz discussed Project/Work Item General Tasks for 2017 including Grants, Subdivision Review, Zoning Text and Map Amendments, 2017 CDBG Grant, etc. V. Kline made a motion to approve the 2017 Portage County Regional Planning Commission Work Program. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Finance

December 2016 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the December 2016 financial statements and recommends acceptance. J. Beal made a motion to approve the December 2016 financial statements as presented. Motion seconded by R. Dempsey. Motion carried with 21 Yeas.

**Authorization to Set Appropriations for the 2015 Local Foods Promotion Program (LFPP)
(Resolution No. 17-01)**

T. Peetz presented Resolution No. 17-01, which sets the appropriations for the 2015 Local Foods Promotion Program (LFPP) in the amount of \$13,066.

J. Greener made a motion to approve appropriations in the amount of \$13,066 for the 2015 Local Foods Promotion Program (LFPP). Motion seconded by J. Paulus. Motion carried with 21 Yeas.

**Authorization to Set Appropriations for the 2016 Countywide Parks & Recreation Plan (LGIF/LGIP)
(Resolution No. 17-02)**

T. Peetz presented Resolution No. 17-02, which sets the appropriations for the 2016 Countywide Parks & Recreation Plan (LGIF/LGIP) in the amount of \$40,663.

V. Kline made a motion to approve appropriations in the amount of \$40,663 for the 2016 Countywide Parks & Recreation Plan (LGIF/LGIP). Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

DIRECTOR'S REPORT

T. Peetz introduced Patrick Holland who has been hired as a Planner. Patrick is a graduate of Ohio State University and has a Master's Degree in City & Regional Planning. The position was made possible through funding allocated by the County Commissioners.

T. Peetz announced that Emily Snyder has joined the staff of Regional Planning as an intern and that Pam Friend has been rehired as the part-time administrative assistant.

OTHER BUSINESS

Nominating Committee

The bylaws require the Regional Planning Commission appoint a Nominating Committee for the Chairman and Vice Chairman positions, which will be voted on at the March 2017 RPC meeting. Chairman J. DiPaola has asked A. Orashan to chair the committee. J. Beal and D. Messner have also agreed to serve on this committee. Committee will meet at the completion of the February 8th, 2017 meeting.

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on February 8, 2017 at 4:30 p.m.

ADJOURNMENT

K. Cihan made a motion to adjourn the meeting at 5:10 p.m. Motion seconded by J. Kovacich.

Minutes approved at the February 8th, 2017 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary

**REPLAT of BLOCK "G" CREATING SUBLOTS 51-60,
COUNTRY VIEW ESTATES SUBDIVISION**

Case No. 16-30
Reviewed By: Haley Wachholz
Date Submitted: 11-15-16
Due: 12-14-16 (EXT. of time until February 8, 2017)

APPLICANT: G2 Professional Services, LLC
 4730 Pin Oak Rd. Akron, Ohio 44333

REQUESTED ACTION:

The applicants request approval to replat Block "G" in Country View Estates Subdivision, to create sublots 51 through 60. This replat divides Block "G" in Country View Estates into ten smaller sublots ranging in acreage from .3306 acres to .8192 acres that have frontage on Honeychuck Lane.

LOCATION: Vicinity Map (Exhibit 1)

The Country View Estates Subdivision including the properties being replatted are located along the south of Meloy Road and north of I-76.

SIZE & ZONING: (Exhibit 2)

Site zoning: The replat site is in the R-2, Single Family Residential District.

^ Lot size reflects preliminary plan

	<u>Required</u>	<u>S/L51-53</u>	<u>S/L54*</u>	<u>S/L55*</u>
Min. lot size	1 ac.	0.3099 ac.	0.4170 ac.	.8192 ac.
Min. frontage	60-125* ft.	90 ft.	80 ft.	80 ft.
Min. lot width	125 ft.	150 ft.	80 ft.	80 ft.

	<u>Required</u>	<u>S/L56*</u>	<u>S/L57</u>	<u>S/L58</u>
Min. lot size	1 ac.	0.7305 ac.	0.3429 ac.	.8192 ac.
Min. frontage	60-125* ft.	80 ft.	98.5 ft	80 ft.
Min. lot width	125 ft.	80 ft.	94.41 ft.	80 ft.

	<u>Required</u>	<u>S/L59</u>	<u>S/L60</u>
Min. lot size	1 ac.	0.3475 ac.	0.3738 ac.
Min. frontage	60-125* ft.	84.85 ft.	81.21 ft.
Min. lot width	125 ft.	84.85 ft.	

* Denotes specification for cul-de-sac lots.

Surrounding zoning: Land surrounding the replatted lot is medium density residential, Residential District R-2 and medium-high density residential, Residential District (R-3).

LAND USE: **Site:** there are no existing structures on these lots.

Surrounding: Land in the Country View Estates Subdivision is Medium Density (R-2) Residential and properties outside the subdivision along Meloy Road vary from R-1 to R-3 residential.

UTILITIES: Central sewer is available from PCWR. Central water is available.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: Lots 51 through 53 contain Wooster Silt Loam (WuC) to the East and (WuD2) to the west side of the properties. Both soil types are Wooster Silt Loam the difference is the slope and erosion rating being higher on (WuD2).

Lots 54 through 58 contain mostly Olmstead Loam (Od) and Wooster Silt Loam 6 to 12 percent (WuC). There is a small portion of Wooster Silt Loam 12 to 18 percent in the southern portion of lots 54 and 55.

Lots 59 and 60 lie on primarily Olmstead Loam (Od) and Wooster Silt Loam soils (WuC). There is a small portion on the north eastern most corner of lot 60 that is Chili loam (CnB).

- Olmstead Loam (Od): These are very poorly drained soils formed on outwash plains with frequency of ponding, the depth to the water table is typically 0 to 6in.
- Wooster Silt Loam, 6 to 12% slopes(WuC): Well drained composed of till material with the water table sitting 36in below the surface.
- Wooster silt loam, 12 to 18% slopes (WuD2): These are moderately eroded well drained soils formed on Till plains with no frequency of flooding or ponding.
- Chili loam, 2 to 6% slopes(CnB): Well drained soils composed of outwash material.

Wetlands: According to the Portage County Wetland Inventory, there are wetlands in the eastern portion of subplot 58.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
<i>Tax Map:</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Water Resources Dept.:</i>	Central sewer is available from PCWR. Central water is available.			
<i>Brimfield 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:

- 317.6 Needs wetlands affidavit permit number. *Addressed in December 2016*
- 316.12 Centerline intersection of roads. *Addressed in December 2016*
- 316.8 Municipal, township, county boundaries *Addressed December 2016*
- 316.20 Approval of plat by Portage Co. Engineer, financial documents for the non-completed work and the maintenance guarantee are not in place.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replatted lot meets zoning requirements.

ANALYSIS: This is the sixth (6th) phase of this subdivision and is consistent with the earlier phases. Objections for this replat are in regards to financial aspects and map changes. The replat meets requirements except for those changes noted above, these should be addressed prior to final approval.

RECOMMENDATIONS:

Staff recommends approval if all the comments have been met. If comments have not been satisfied by 2/08/2017, we either recommend extension of time to March 8th, 2017 or disapproval.



Exhibit 1
**Country View Estates
Replat**
Brimfield Township

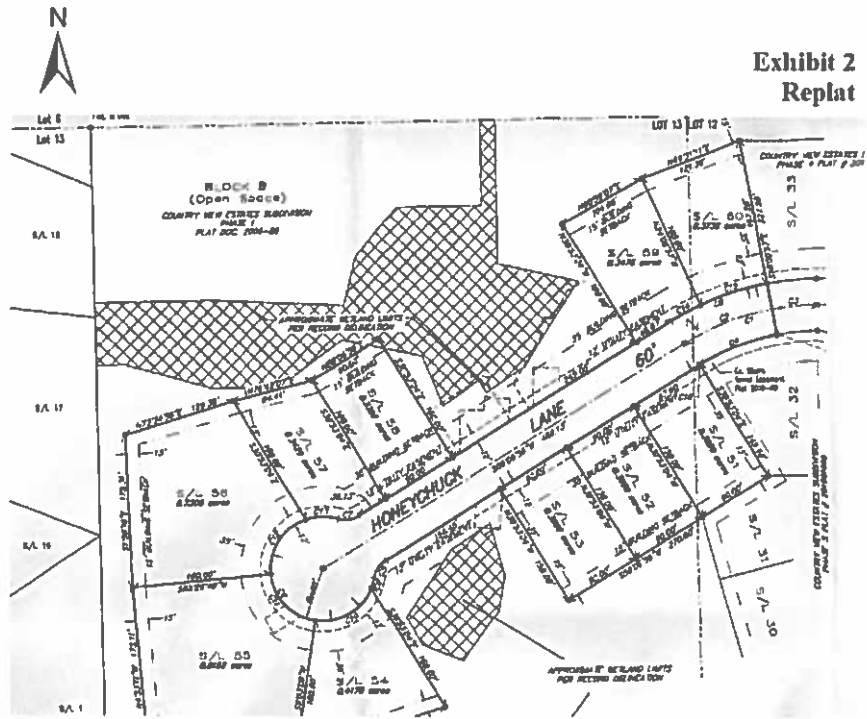
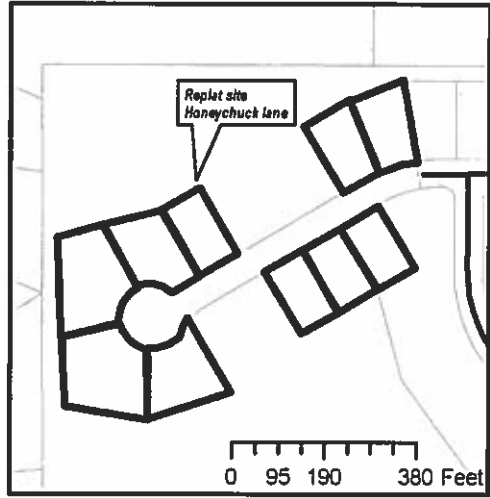


Exhibit 2
Replat

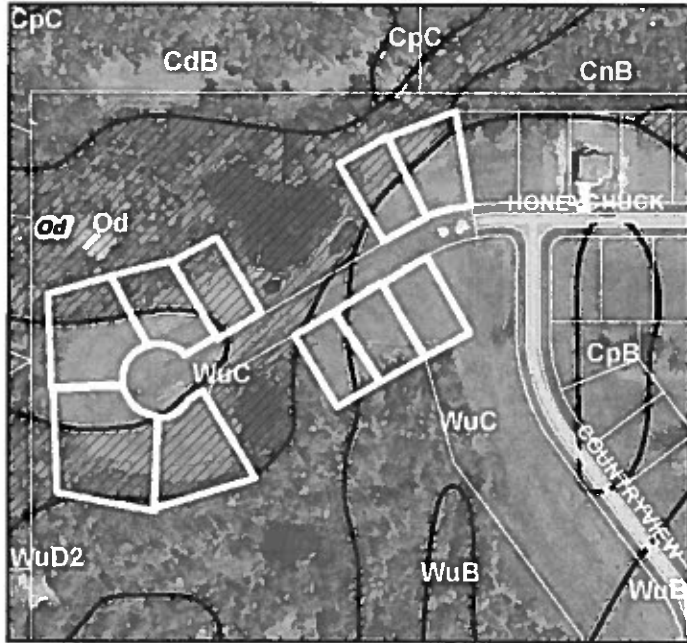
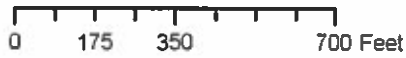
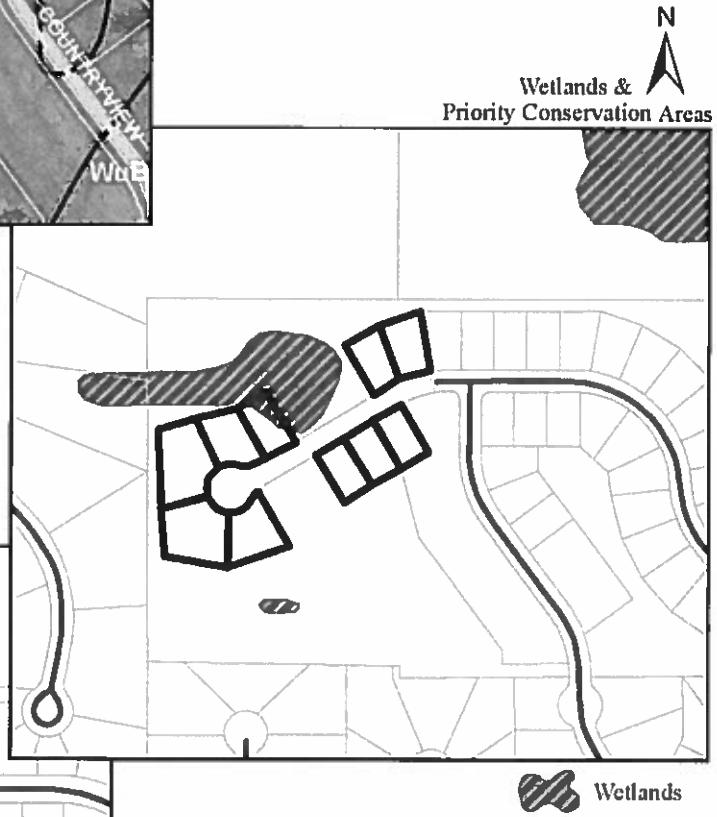


Exhibit 3
Soils, Wetlands, Flood Hazard Areas & Priority Conservation Areas
Countryview Estates, Brimfield
(Phase 6) Sublots 51-60 Replat

Portage County Soil Survey
Digital version, 2006.
 Hydric soils



FEMA Flood Insurance Rate Map, 2013



-  Flood Zone A
-  Flood Zone AE