

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, FEBRUARY 14, 2018

REGIONAL PLANNING COMMISSION MEETING ROOM
124 NORTH PROSPECT STREET
RAVENNA

4:30 P.M.

I. CALL TO ORDER

II. *APPROVAL OF JANUARY 10, 2018 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 March 14, 2018)
- *2. Replat of Sublot 51 and Part of Sublot 21 in the "Fairlane Estates Allotment" on Summerset Drive, Lot 13 in Suffield Township, Doug and Alysha Moore, applicant (Approval of an Extension of Time Until March 14, 2018)
- *3. Replat of Sublots 11-14 and Sublots 15-17 in the "McElrath Park Allotment" on Winfield and Terrill Street, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, applicant (Approval of an Extension of Time Until March 14, 2018)

IV. ZONING

- *1. Brimfield Township Text Amendment Re: Monument and Directional Signs; Driveways; Paving Requirements; Private Roadways; Parking Areas.
- *2. Franklin Township Text Amendment Re: Purpose Statement, I-1 District.
- *3. Randolph Township Text Amendment Re: Chapter 1 (Title, Authorization, Purpose, Guidelines, Applications, Setbacks and Fees)

**Needs Action*

V. EXECUTIVE COMMITTEE

A. WORK PROGRAM

1. January 2018 Work Program Report
2. January 2018 CDBG Report

B. FINANCE

- *1. January 2018 Financial Statements
- *2. Authorization to Enter into Contract with Neighborhood Development Services for Fair Housing Services for the 2017 CHIP Grant (Resolution No. 18-02)
- *3. Authorization to Enter into Contract with the City of Streetsboro for the preparation of the City's 2018/19 Master Plan Update (Resolution No. 18-03)

VI. DIRECTOR'S REPORT

VII. OTHER BUSINESS

1. Next Meeting – Wednesday, March 14, 2018 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

VIII. ADJOURNMENT

**Needs Action*

**Minutes
Portage County Regional Planning Commission
January 10, 2018**

Portage County Regional Planning Commission dated January 10, 2018 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., Wendi O'Neal	Franklin Twp., Sam Abell
Freedom, Jeffrey Derthick	Hiram Twp., Steve Pancost	Mantua Twp., Victor Grimm
Mantua Vill., Paula Tubalkain	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	
Sugar Bush Knolls Vill., Jim Beal	Shalersville Twp., Ronald Kotkowski	
PARTA, Frank Hairston	Water Resources, Tia Rutledge	
Portage Park District, Allan Orashan		
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner Mike Kerrigan		

Alternates Present:

P.C. Commissioner Kerrigan Alternate, Jim Greener

Staff Present:

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

Members Absent:

Garrettsville Vill., Rick Patrick	Hiram Vill., Robert Dempsey	Suffield Twp., Adam Bey
Streetsboro City, Glenn Broska	Windham Twp., Rich Gano	
Windham Vill., Deborah Blewitt	Soil & Water, James Bierlair	
County Engineer, Mickey Marozzi		

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

APPROVAL OF NOVEMBER 8, 2017 MEETING MINUTES

The December 13, 2017 minutes were presented. F. Hairston made a motion to approve the minutes as presented. Motion seconded by S. Pancost. Motion carried with 22 Yeas

SUBDIVISIONS

Plat of "Maplecrest Parkway Subdivision No. 1" on Tallmadge Road, Lots 19 and 36 in Brimfield Township, Maplecrest, LLC.

S. Bennett made a motion to approve an extension of time until February 14, 2018. Motion seconded by J. Kovacich. Motion carried with 21 Yeas.

Replat of Sublot 21 in "Country View Estates Subdivision – Phase 3" on County View Drive, Lot 12 in Brimfield Township, Alan and Katherine Morgan, applicant – Report presented by T. Peetz

The applicant is requesting approval to combine 3 parcels to create 2 parcels. The middle of 3 lots will be split and divided between sublots 21 and 23 creating sublot 21A and 23A.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations have been corrected therefore staff recommends approval of the replat. A motion was made by J. Greener. Motion seconded by S. Bennett. Motion carried with 22 Yeas.

ZONING

Franklin Township Text Amendment – Report presented by T. Peetz

Amendment No. 1

Franklin Township is proposing to add "ARE ALLOWED IN SETBACKS, BUT" to Section 405.06(F), Handicapped Ramps. The Township says that handicapped ramps should comply with setback limits unless the unique characteristics of the land prohibit compliance. Temporary ramps should be taken down when the need no longer exists.

Staff recommends approval of the proposed amendment.

Amendment No. 2

Franklin Township is proposing to renumber Section 700.04, Temporary and Multiple Message Advertising Devices. There are two D's. Also, the Township is adding new language to reflect new multiple message signage. Franklin Township is proposing to add the following: "F. ADDITIONAL REQUIREMENTS FOR MULTIPLE MESSAGE AND VARIABLE MESSENGER ADVERTISING DEVICES I.E. DIGITAL SIGNS:

1. THESE TYPES OF SIGNS SHALL ONLY BE PERMITTED IN ANY C-1, C-2, I-1 OR I-2 ZONING DISTRICTS.
2. EACH MESSAGE OR COPY SHALL REMAIN FIXED FOR AT LEAST TEN SECONDS.
3. WHEN A MESSAGE OR COPY CHANGES BY ELECTRONIC PROCESS, IT SHALL BE ACCOMPLISHED IN TWO SECONDS OR LESS.
4. SUCH ADVERTISING DEVICES SHALL CONTAIN A DEFAULT DESIGN THAT WILL FREEZE THE DEVICE IN ONE POSITION IF A MALFUNCTION OCCURS.

Staff recommends approval of the proposed amendment. A motion was made by S. Bennet to follow staff recommendation. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Shalersville Township Zoning Map Amendment from AR-R (Agricultural/Rural Residential) to M-R (Mixed Residential) and Text Amendment Re: Section 363.G, Maximum Height by the Portage County Airport; Amend Section 414, Prohibited Uses – Report presented by T. Peetz

Amendment No. 1

The proposed change is to change the zoning map from A/R-R Agricultural/Rural Residential to Mixed Residential District. Shalersville Township proposed rezoning these areas so that the parcels were not split into two zoning districts. There has been discussion of a property owner wanting to put in a service station or truck stop. However, the property owner learned that approximately 1/3 of the property was zoned Mixed Residential which allows for commercial development and the remainder of the property is zoned Agriculture/Rural Residential. There are three areas consisting of five parcels Shalersville Township is proposing to rezone to Mixed Residential and they are as follows:

1. (Area 1) Northwest of the intersection of State Route 44 and State Route 303 and the north boundary bordering the Ohio Turnpike.
2. (Area 2) East side of State Route 44 and North of State Route 303 and is in close proximity of the Ohio Turnpike.
3. (Area 3) Southwest of the intersection of State Route 44 and State Route 303 and includes three parcels.

The proposed amendment is to put all of the parcels into one zoning district.

The Mixed-Residential District is surrounded by A/R-R, Agricultural Rural Residential on the south, east and west. The north boundary line is the Ohio Turnpike and north of that on the west side of State Route 44 is Industrial. On the East side of State Route 44 is more agriculture and rural residential.

The areas being considered are further going into existing rural residential areas to meet up with property lines. This may or may not have impacts down the road should property owner decide to utilize the additional acreage for non-residential uses.

Three of the five parcels have a house and farm associated with them. The other two parcels are currently being farmed. Only one parcel has the potential for a commercial development. Areas 2 and 3 do not have any activity currently for anything other than what they are currently being used as.

Staff recommends that areas 2 and 3 remain as is and by doing so will allow those property owners the opportunity to work with the Township on any future proposed commercial ventures. The Township could then rezone the property once a use has been identified.

Staff recommends approving area 1 as there is interest in the property for a use that would service the turnpike users. It is unlikely that any residential homes would be built in the area in the back that is getting rezoned. The rezoning would allow for better utilization of the land area. Areas 2 and 3 staff would recommend not amending the map at this point in time. By not rezoning the area this would

allow the Township more of an opportunity to work with the property owners if and when they have a use other than residential or farming and would be a better time to consider amending the map.

Amendment No. 2

Shalersville Township is proposing language to remove the height limits related to the Portage County Airport. Recently the Township had a variance request to increase the height of a proposed building to be more than 45 feet. The concern was that the variance may not have been able to be approved based on the strict and potentially sweeping language contained in Section 363(G). The Airport Board wrote a letter that recommended the BZA approve the height variance as the proposed height since it was not a safety threat to the airport.

Staff said that an alternative would be to change the wording of the text to say "Further height regulations in the vicinity of the Portage County Regional Airport Authority shall not exceed established Federal Aviation Administration Height Regulations." Staff recommends the Township consider the alternative language.

Amendment No. 3

Shalersville Township approved prohibiting medical marijuana cultivation and processing in the General Provisions in Section 414, Prohibited Uses, M.

The following language was not provided to Regional Planning, "MEDICAL MARIJUANA CULTIVATION, PROCESSING AND RETAIL DISPENSARIES LICENSED UNDER OHIO REVISED CODE, CHAPTER 3796."

Staff recommends adding the following language to Section 414 (M) "MEDICAL MARIJUANA CULTIVATION, PROCESSING AND RETAIL DISPENSARIES LICENSED UNDER OHIO REVISED CODE, CHAPTER 3796".

A motion was made by A. Orashan to follow staff recommendation. Motion seconded by J. Kovacich. Motion carried with 21 Yeas and 2 Nays (J. Paulus and K. Cihan).

EXECUTIVE COMMITTEE

Work Program

December, 2017 Work Program Report

Todd presented the December 2017 Work Program Report.

- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Palmyra Township – Staff met with Township representatives about an Emergency Management Grant and Nature Works Park Grant.

- Ravenna City – Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD. The next community meeting is scheduled for January 22, 2018. Todd will also be meeting with the Planning Commission on January 30, 2018. A scope of services for a bike plan was also prepared.
- Ravenna Township – Staff is working with their JEDD.
- Shalersville Township – Discussed variance information related to a requested height increase on an industrial zoned parcel. Assisted with Project Erie and attended the December Planning Commission meeting.
- Suffield Township – Todd is attended their December Planning Commission meeting related to their land use plan.
- Windham Village – Staff attended their Planning Commission meeting related to their land use plan.
- Quarterly Zoning Inspector (QZI) Meeting – The next meeting will be held on January 25, 2018 at 6:00 p.m. at the RPC office. The topics received included hybrid dogs (wolf mix), medical marijuana and skill games.
- Portage County Land Reutilization Corporation (Land Bank) –The next meeting will be held on February 12, 2018 at 1:00 p.m. at the Reed Memorial Library.
- Portage County Storm Water Program - We have a total of 7 households that have requested assistance with their septic system.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – The next Steering Committee meeting will be held on February 15, 2018 at the RPC offices. The only component left to complete is the website.
- Local Government Innovation fund Marketing and Branding (Planning) Grant – Ideas are being explored as to what other communities across the nation have done to market themselves.
- Celebrate Portage! Visioning in Portage – The next meeting will be held on January 17, 2018.

December, 2017 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

Installation of the elevator has been completed however there is an issue with the elevator ceiling clearance. The Township still needs to install the air conditioning unit in the machine room and replace the flooring. The fire alarm and elevator monitoring drawings still need to be submitted to the Portage County Building Department and once a permit is issued then the Township can have the fire alarms, etc. to be installed. Once all issues are addressed and the lobby is completed the State will be contacted to complete the inspection.

2016 Community Development Allocation Grant

Neighborhood Facilities/Community Center (Windham Community Center)

Construction is nearing completion. Due to the weather delays all work is anticipated to be completed by February 15, 2018.

Neighborhood Facilities/Community Center (Mantua Center School Elevator Lobby)

Construction has been completed. The architect has inspected the work and the contractor is working on completing the items that were on the punch list.

Neighborhood Facilities/Community Center (Adult Day Services)

The specifications are being prepared for the RFP.

Public Facilities (Ravenna City Sidewalks)

All work has been completed.

2018 Community Development Allocation Grant

Notices will be going out mid-February 2018 for the next round of CDBG funding and inviting communities and agencies/organizations to attend a Community Development Implementation Strategy Meeting. The CDBG Allocation grant will be a two year cycle rather a one year cycle.

2018 Portage County Regional Planning Commission Work Program – T. Peetz

Todd presented the 2018 Portage County Regional Planning Commission Work Program.

Allan Orashan made a motion to accept the 2018 Regional Planning Commission Work Program as presented. Motion seconded by J. Paulus. Motion carried with 23 Yeas.

Finance

December 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the December 2017 financial statements and recommends acceptance. J. Paulus made a motion to approve the December 2017 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 23 Yeas.

Authorization to Enter into Contract with the P.C. Prosecutor's Office for Legal Services (Resolution No. 18-01)

K. Cihan made a motion to approve entering into contract with the Portage County Prosecutor's Office for legal services. Motion seconded by A. Orashan. Motion carried with 23 Yeas.

OTHER BUSINESS

S. Abell stated that the number of EMS calls in the Township has risen. S. Abell stated the Township is charged \$1,300 for every EMS call. The Township is charged regardless of whether or not they had to transport or not. Franklin Township's fire levy is only \$350,000 plus the Township puts in money from the JEDD.

J. DiPaola stated that the City of Ravenna started charging for non-transport. J. DiPaola stated that there has to be a hard consequence for abusing the service and the only way would be to charge the person. J. DiPaola felt that there should be some education done here in Portage County as a whole. J. DiPaola said that the fire chief needs to step up and initiate that and they also need to work with the respective Townships, Cities, Villages and the Commissioners too. Once they deny a push that says "if you have this problem you don't dial 911", put your stuff in the vehicle and drive yourself to Urgent Care rather than the Emergency Room. The public needs to be educated as to when to call 911.

T. Smith stated that Paris Township charges \$150.00 if they go out more than 6 times in a year. T. Smith said they have not had to enforce it because the people quit calling 911.

M. Kerrigan stated that some counties have gone with a 311 system.

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on February 14, 2018 at 4:30 p.m.

DIRECTOR'S REPORT

- Haley Wacholz has taken another job with another company and will be only working with RPC part time in order to complete the maps that we need.
- Pam Friend will only be working through the end of January.

- The Executive Committee will be meeting some time in February to discuss the pros and cons of moving and the RPC budget.
- An orientation meeting is being scheduled for some time in February for any new RPC Members.
- A meeting will be scheduled for some time in March for a Marketing and Branding meeting to talk about how we can market our own communities as well as the County as a whole. A survey will go out to determine what day of the week and time would be best to hold the meeting.

ADJOURNMENT

F. Hairston made a motion to adjourn the meeting at 5:30 p.m. Motion seconded by W. O'Neal.

Minutes approved at the February 14, 2018 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on January 10, 2018 at: 3:30 pm

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

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. The minutes of December 13, 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

Planning Administration

A total of 13 subdivision applications were submitted during the month of December 2017 creating 10 new lots.

Franklin Township

Staff prepared handicapped ramps and digital signs text amendments which are on the full commission meeting for review today.

Mantua Township

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

Palmyra Township

The township is working with Amy in reference to NatureWorks and fire protection grants for 2018.

Ravenna City

Continue to help with newly established JEDD. P. Holland is working with the parks and recreation director as well as Bob Finney to produce a bike plan. Staff is in the process of finalizing the newly created Land Use Plan.

Ravenna Township

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

Shalersville Township

Staff assisted in granting a 45 foot to 50 foot height variance for the Erie Project due to the proximity to the Portage County Airport. Staff attended the December 2017 Planning Commission meeting.



Suffield Township

Todd reported staff did begin the update to their Land Use Plan. Todd met with zoning officials on January 10. A draft copy was given to them for review.

Streetsboro City

Todd reported he met with John Cieszkowski from the City of Streetsboro on Friday, January 5. He indicated he would like RPC to focus on updating their Master Plan at this point in time. Todd reported we are still anticipating getting the changes to the Subdivision Regulations that were submitted for review and comment. John stated the Subdivision Regulations are undergoing a complete review by the city attorney. Todd stated the plan update has a 15 month completion date from the time the contract is signed.

Windham Village

Todd reported staff has begun preparing a Land Use Plan for the village. Staff met with village officials on December 12, 2017 who indicated they will be holding community meetings to get a feel for what they would like to see for their community. The first community meeting will be scheduled for February 2018.

Quarterly Zoning Inspectors (QZI) Meeting

The next meeting date is January 25, 2017. Topics for discussion included hybrid dogs (wolf mix), latest medical marijuana news and skill games.

Portage County Land Reutilization Corporation (Land Bank)

Todd reported staff is working on mapping requests from the land bank. Staff has been working on mapping properties the Land Bank owns, properties that have been demolished and properties that have been sold. This is a tool to be able to show the public accomplishments that have been made. The next land bank meeting is scheduled for January 2018.

Portage County Storm Water Program

We have a total of 7 applicants on the list at this time. RPC is working in conjunction with the Health Department to help landowners get their septic systems replaced. We have received approximately 7 property owners that fall within 50% grant funding with the balance to be funded through the Portage County Storm water Program as a loan to be paid back when the property sells. Contracts are being circulated for approval and/or signatures. Todd reported the amount of time to get things routed through the different channels has been a problem.

Ravenna City Land Use Plan

Staff met with city officials on December 11, 2017. We are working closely with the City's core group to develop goals, objectives and strategies. Feedback was received on the mapping and approximately 50 surveys have been returned. This project is 95% complete. We are looking to conduct a community meeting the week of January 22 and will endeavor to meet with the City of Ravenna Planning Commission on January 30, 2018 and City Council between March/May 2018.



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

A steering committee meeting will be held on February 15, 2017 at the RPC offices. Todd reported talking to a web designer who is working with the Park District. This project is 90% complete.

LGIP Marketing and Branding (planning) Grant

This is a planning grant for the purpose of Marketing and Branding Portage County. The contract is now in place to begin work. A letter will be drafted and sent to all communities to think about ideas for marketing/branding Portage County. February 2018 will have the RPC orientation for all new community members who would like to learn what the RPC is all about. We will also hold a meeting for anyone who would like to submit a project for funding under the 2018 County Formula Grant. It would also help with looking for grants to know what communities are in need of.

Celebrate Portage

The next meeting will be held on January 17, 2018 at the RPC offices.

2015 CDBG Formula 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 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. Ohio Department Services approved the request for an additional 2 months to complete the project. The end date for construction will be October 31, 2017. The elevator is operating at this time however it is not ready for state inspection. The township needs to purchase and install an air conditioning unit in the machine room and replace the flooring. Once all issues are addressed and the lobby is completed, the state will be contacted to complete an inspection. There are still punch list items that are being worked out. Todd updated everyone on the problems with finalizing the work.

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. Bid opening was held on September 13. Project was awarded by the Portage County Commissioners on September 26, 2017. The contracts are being circulated for signatures. Additional funds are needed to cover the cost of the removal of the shingles. RPC staff and the mayor have been in contact with NDS regarding obtaining RLF Funds. The contract is in place and a notice to proceed issued. A pre-construction meeting was held on November 21, 2017. Construction will start week of December 11, 2017. It is anticipated all construction will be completed by the end of January 2018. Due to the inclement weather construction will be completed sometime in February 2018.

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. Construction is nearing completion. Once the installation of the elevator is completed the contractor will complete the interior work in the lobby.

S. Bennett stated this project has been ongoing for some time. T. Peetz stated there have been multiple issues with this project beginning with the BF 15 Formula Grant. Everything from increasing the elevator from a 4-5 person to one that would hold a gurney which not only changed the scope of the project but increased the cost as well. Then a trustee from Mantua Township bid on the project which had conflict issues and caused it to be rebid. Time was lost because of this. J. Beal stated errors found with the electrical system necessitated a change order as well as an increase in cost. The project basically was doubled in cost. J. Beal stated the RPC staff incurred all the extra cost for the changes and had to track and make sure everything was done correctly and to keep the project moving to the tune of \$17,000. Construction is nearing completion. It is anticipated that all construction will be completed by December 11, 2017. Todd reported a water pipe burst from the extreme cold and flooded the elevator shaft. The township is working on resolving the problems. The township must complete the fire suppression and install new wood flooring in the machine room utilizing township funds. An air conditioning unit must be installed to keep the temperature regulated.

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. The specifications are being prepared for the RFP.



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. The pre-construction meeting was held on 9/22/17. Construction is anticipated to start on October 9, 2017 and is estimated that it will take approximately 3 weeks to complete the work. Construction started on October 16, 2017 and all work is anticipated to be complete by November 24th, 2017. **All work is complete.**

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 two requests for assistance received in December.

Todd presented and reviewed the 2018 General Work Program. S. Bennett stated the Commissioners would like to pursue a Comprehensive Plan for the County and to begin work during fiscal year 2018. S. Bennett suggested Todd set up a time to talk to the Commissioners about the project, timeline and cost. J. Beal questioned what is entailed in the US Census update and are there funds available to do the work? Todd stated this entails mapping boundary changes in the County. One area that will be affected will be Brady Lake due to the Village being dissolved and Hiram Village annexed a small parcel from Hiram Township. Todd stated the census seems to be projecting losses between now and the next census and even further into the future according to projections we recently viewed. Discussion held. A. Orashan made a motion to accept the 2018 Work Program as presented, seconded by S. Bennett. Motion carried unanimously.

FINANCE

RPC GENERAL FUND

December 1, 2017 Cash Balance	\$85,312.63
Receipts:	\$18,544.51
Expenditures:	\$68,995.35
December 31, 2017 Cash Balance	\$34861.79



B-F-15 Formula Grant

December 1, 2017 Cash Balance	\$2,120.15
Receipts:	\$ 0.00
Expenditures:	\$2,120.15
December 31, 2017 Cash Balance	\$ 0.00

LGIP Park Plan

December 1, 2017 Cash Balance	\$298.69
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
December 31, 2017 Cash Balance	\$298.69

B-F-16 Formula Grant

December 1, 2017	\$ 40,498.34
Receipts:	\$122,000.00
Expenditures:	\$ 69,783.66
December 31, 2017 Cash Balance	\$ 92,714.68

B-D-16 New Horizons

December 1, 2017	\$6,232.58
Receipts:	\$ 0.00
Expenditures:	\$1,638.62
December 31, 2017 Cash Balance	\$4,593.96

LGIP Branding/Marketing

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

December 2017 Financial Statements

E. Beeman presented and reviewed the December 2017 financial statements. A motion was made by S. Bennett to approve the December 2017 financial statements as presented and to recommend acceptance to the full Commission, motion seconded by A. Orashan. Motion carried unanimously.

Resolution #18-01 Authorization to enter into contract with the Portage County Prosecutor's office for legal services not to exceed \$10,000 presented. A motion was made by T. Smith to



enter into contract for legal services with the Prosecutor's office not to exceed \$10,000 seconded by S. Nutter. Motion carried unanimously.

Todd reported Haley Wachholz has tendered her resignation. She has indicated however, that she is willing to work part time for Regional Planning for 2 days a week. Todd stated he is willing to try this arrangement to see if it works out.

Todd stated we will gather information to be able to discuss whether the RPC should move to the County Administration Building and/or sell the offices located on North Prospect. All options should be considered. Some of the options include keeping the North Prospect property, renting it out and moving to the Administration Building or sell the North Prospect property and move to the Administration Building. J. Beal stated space planning should be done prior to moving anywhere. J. Beal stated if the RPC relocates to the administration building and decides to look for a tenant to lease the premises there should be a timeline set to obtain a renter so the RPC isn't on the hook for the debt payment. Discussion held. J. DiPaola suggested this committee set up a work session to discuss all options. We need 3 things a repair/replace estimate for the infrastructure work that needs done, cost estimate to move and selling the building and an estimate to move and rent the building. Todd stated the handicap ramp needs totally replaced, the parking lot needs repaved and the lights in front of the building don't work. Jim DiPaola stated a work session gives more flexibility of time. Everyone agreed. A time in February would be good. A floor plan should be obtained from J. Townend before the work session.

There being no further business to come before the Committee a motion was made by T. Smith to adjourn the meeting at 4:26 p.m. Seconded by J. Beal. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

Minutes submitted for approval by Secretary on February 14, 2018

**BRIMFIELD TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
February 2018**

Received: January 29, 2018
Meeting Date: February 14, 2018

Reviewed by: Todd Peetz

Amendments 1, 2, 3

**Section 700.13.C.2 – Monument Signs
Section 700.13.C.3 – Monument Signs
Section 700.13.C.5 – Directional Signs**

Rationale: Brimfield Township would like to clarify the sign requirements mostly dealing with height and size.

Type of Sign	Size of Sign	Additional Requirements
2. Monument sign to identify a non-residential use (public, institutional, recreational, commercial, industrial etc.) establishment.	1. Sign face shall not exceed six (6) <u>thirty-two (32)</u> square feet. 2. Overall height shall be no greater than four (4) <u>six (6)</u> feet.	1. One (1) sign per premise <u>parcel</u> . 2. The sign shall be located on the Street side of the building.
3. Monument signs to identify a residential subdivision development, condominium, multi-family housing complex, shopping center, or industrial park .	1. Sign face shall not exceed thirty-two (32) square feet. 2. Overall height shall be no greater than six (6) feet.	1. One (1) sign per street frontage <u>main access</u> 2. Placed at entranceway only 3. Signs may be externally illuminated.
5. Directory signs for all non-residential uses.	1. Total sign face shall not exceed thirty-two (32) <u>six (6)</u> square feet. 2. <u>Overall height shall be no greater than three (3) feet.</u>	1. <u>One entrance/exit per access drive</u> 2. Signs may be internally or externally illuminated.

Staff Comments: The proposed language allows for monuments signs to be larger, but decreases the directional sign and also limits one sign for the main access not two signs for corner lots. Increasing the monument sign and decreasing the directional sign makes sense.

Staff Recommendations: Staff would recommend approval.

Amendment 4
Section 700.17 Signage Along I-76

Rationale: Brimfield Township would like to ensure that if large highway signs were to experience something like catastrophic wind damage that the sign would fall or land on their property and not a neighboring property.

Section 700.17 Signage Along I-76

Signs used for advertising businesses on properties that border along I-76 and are located in an I-C, H-C, T-C, O-R and L-I Zoning Districts shall comply with the following requirements:

- A. The applicant shall provide written proof of compliance with all ODOT and other applicable state requirements.
- B. Only one advertising sign shall be permitted along I-76 per property. This sign is in addition to the other signs permitted on a property and/or business.
- C. The sign shall be located in the side or rear yard areas of the property.
- D. No sign shall be permitted closer than the sign's overall height, plus fifty (50) feet to a lot located in a residential zoning district.
- E. Location of signage shall be free and clear of any direct impact to neighboring property owners and the general public regarding the potential drop zone.

Staff Comments: The proposed language would be the responsible thing to do. However the signs for Speedway and McDonalds would not be able to meet this requirement. This amendment will make some existing signs non-conforming.

Staff Recommendations: Staff would recommend approval. Just note that some existing signs will be non-conforming.

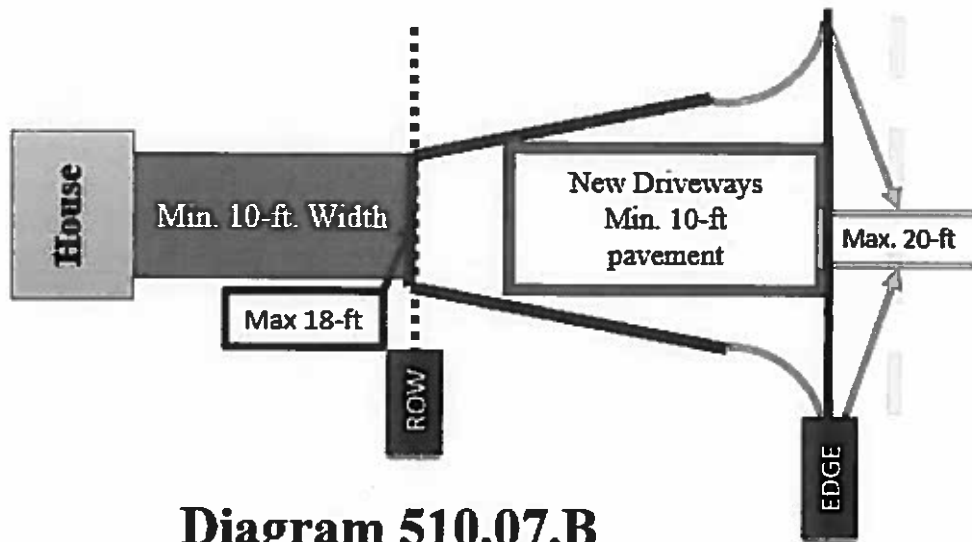
Amendment 5
Section 510.07 Driveways

Rationale: Brimfield Township would like to establish maximum driveway widths and driveway aprons.

Section 510.07 Driveways

Driveways are permitted in any required yard or edge of any yard provided:

- A. A driveway may be constructed at least two (2) feet from the property line, unless otherwise specified in this Resolution.
- B. A driveway shall have a ~~minimum~~ maximum apron width of ~~sixteen (16)~~ twenty (20) feet, a maximum width of eighteen (18) feet at the road right-of-way (ROW) and a minimum width of ten (10) feet the entire length, in order to accommodate fire apparatus and safety/emergency vehicles. Any culvert replacement saw-cut by Township Road Department will be replaced with asphalt or stone. Any new driveway beginning at the edge of road (EDGE) shall have a minimum of SIXTEEN ~~ten-linear~~ (16 ~~10~~) feet pavement OR MATCH PAVEMENT WITH OF THE DRIVEWAY AT THE RIGHT-OF-WAY LINE. See Diagram 510.07.B.
- C. See Chapter 6 600.05 – Design Specifications and Standards



Staff Comments: The proposed language in “b.” going from a minimum to a maximum really limits the property owner. A three car garage would not be able to comply and if someone wanted a little extra space in their driveway it would not be permitted. We would recommend not making the proposed changes in “b” that includes maximum widths. The second part of “b” deals with culvert replacement by the Township and new driveways. We think the existing

existing language is okay and added that where the private driveway and the right-of-way converge that their widths match at that point. We would also recommend to amend or delete Diagram 510.07.B as the dimensions are simply too small for a typical residential home.

Staff Recommendations: Staff would recommend approval as amended. See staff comments for clarification..

Amendment 6
Section 601.00 Paving Requirements

Rationale: Brimfield Township would like tie Section 510.07.B to the paving requirements found in this Section.

Section 601.00 Paving Requirements

- A. Except for single-family and two-family residences, the required number of parking and loading spaces as set forth in these sections, together with driveways, aisles, and other circulation areas, shall be improved with asphalt or concrete paving, except as specified in Subsection 601.01.
- B. Single-family and two-family parking, aisles and circulation areas residences can be improve with gravel or lime rock provided that Section 510.07.B paving requirements are met to the approval of the Road Superintendent.

~~Parking, aisles or circulation areas for single family and two family residences can be improved with gravel or limerock subject to approval of the Road Supervisor~~

Staff Comments: See comments in amendment 5. This is probably okay with our suggested changes.

Staff Recommendations: Staff would recommend approval as amended.

Amendment 7
Section 510.08 Private Roadways

Rationale: Brimfield Township would like to clarify private street widths for public safety and for passage of emergency vehicles.

Section 510.08 Private Roadways

- A. All private roadways shall have a minimum improved surface of ~~twenty-two (22)~~ twenty-five (25) feet in width for the safe passage of emergency vehicles and fire apparatus, unless otherwise governed by the Portage County Subdivision Regulations or Brimfield Township fire department regulations.
- B. All private roadways that are dead-end must have adequate space for all types of fire equipment to turn around at the end.

does not make sense

Staff Comments: This was recommended for fire safety then that is a good amendment.

Staff Recommendations: Staff would recommend approval as submitted.

Amendment 8
Section 600.04 Location of Parking Areas

Rationale: Brimfield Township would like to clarify parking locations to ensure safety.

Section 600.04 Location of Parking Areas

The following regulations shall govern the location of off-street parking spaces and areas:

- 1. Single-Family, Two-Family and/or Three-Family Residences
 - A. All parking areas shall be located on the same lot that the principal use is located.
 - B. Residences shall have garages or parking areas for at least two (2) motor vehicles per dwelling unit.
 - C. No parking ON THE SIDE WALK AND/OR closer than five (5) feet to any edge of pavement on any public road.
 - D. ~~Driveway requirements as specified in Section 510.07~~

Staff Comments: We would recommend deleting "d." as this pertains to construction criteria and part "c" should probably mention parking on the sidewalk. The concern with "c" is enforcement. Are vehicles creating a hazard for other drivers and pedestrians; if so then this is a good amendment. Enforcement may be an issue especially with cars parking on the streets when there is no more parking in the driveway for a special event, holiday or family function.

Staff Recommendations: Staff would recommend approval as amended.

**FRANKLIN TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
February 2018**

Received: January 16, 2018
Meeting Date: February 14, 2018

Reviewed by: Todd Peetz

**Amendment 1
Section 321.01 – I-1 Industrial Research and Office District. - Purpose**

Rationale: Franklin Township recently processed a map amendment in February/March of 2017 that allowed I-1 zoning to be shown on the map as an active district. This new I-1 district was located on the formerly known Oak Knolls Golf Course (East). As a result of the zoning change there was a great deal of concern over the impacts to commercial and especially to residential properties adjacent to the subject property. The Township would like to adjust the purpose and intent of the I-1 zoning district to further clarify the desire protect adjoining properties from objectionable uses in the district.

Existing: Section 321.01 Purpose The purpose of this district is to provide an environment ~~exclusively for and~~ conducive to the development and protection of modern, administrative facilities and research institutions that are office-like in physical appearance and service requirements.

Proposed Section 321.01 Purpose: “The purpose of this district is to provide an environment conducive to the development and protection of modern administrative facilities and research institutions that are office like in physical appearance and service requirements as well as to provide for and accommodate light industrial uses in the fields of repair, storage, manufacturing, processing, wholesaling, and distribution, free from encroachment of residential, retail, and institutional uses unless otherwise specified in this ordinance. The uses allowed are those which, because of their normally unobjectionable characteristics, can be in relatively close proximity to residential and commercial districts.”

Staff Comments: The proposed language further clarifies the purpose and intent is a very good start. The Industrial Research and Office District may need to have the uses both permitted and conditional be evaluated to determine if those uses match the proposed purpose statement.

Staff Recommendations: Staff would recommend approval as amended. We would also add the recommendation to evaluate the existing and conditional uses to ensure they meet the purpose statement as described.

Industrial Research and Office District Purpose Statement-this purpose statement was originally I-1 and was used by the township trustees for the new R-O district. Franklin Township needed a new I-1 purpose statement, and so we drafted one in May:

Zoning Inspector Sam Abell recommended that the Zoning Commission reword the "Purpose Statement" of I-1 so it is different than R-O. Mrs. Organ distributed a typed paper of her suggestions relating to rewording the purpose statement of the I-1 district. This is also a tool to start forming the new purpose statement. After some talking points,

Mrs. Organ moved that the Commission amends the purpose statement of the I-1 district to read:

"The purpose of this district is to provide an environment conducive to the development and protection of modern administrative facilities and research institutions that are office like in physical appearance and service requirements as well as to provide for and accommodate light industrial uses in the fields of repair, storage, manufacturing, processing, wholesaling, and distribution, free from encroachment of residential, retail, and institutional uses unless otherwise specified in this ordinance. The uses allowed are those which, because of their normally unobjectionable characteristics, can be in relatively close proximity to residential and commercial districts."

Mrs. Tadsen seconded the motion. All Commission members voted yes.

**RANDOLPH TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
February 2018**

Received: January 29, 2018
Meeting Date: February 14, 2018

Reviewed by: Todd Peetz

**Amendment 1
Section 108 – Guidelines**

Rationale: Randolph Township would like to clarify the actions that require a permit and or a fee associated with such identified activities. Underline is all new language and the CAPS and ~~strikethrough~~ are RPC staff comments.

Effective as of: Chapter 1
March 1, 2018

Chapter 1 Title: Title, Authorization, Purpose, Guidelines, Applications, Setbacks and Fees.

Section 108.01 Guidelines

These guidelines include, but are not limited to, the information that is needed by the Zoning Inspector to successfully grant a permit. These guidelines are a compilation of the Randolph Township Zoning Resolution and were put in place for the convenience of those seeking a permit.

APPLICANTS PURSUANT TO SECTION 301.1 ~~You~~ need to contact the Zoning Inspector if you are planning to do any of the following, but not limited to:

- Demolish a building
- Construction of a new home/ commercial building
- Change the roofline of a home/commercial building
- Change the footprint of a home/commercial building (Expand/alter the building in any way)
- Install a fence that does not comply with Section 705.01,F of The Randolph Township Zoning Resolution
- Build a deck or porch
- Build an accessory building/ any taxable structure
- New driveway
- Building a pool (in ground or above ground)
- Building an agricultural building
- Erecting a sign
- Building a lake or pond
- Installing an outdoor Hydronic Furnace

- Installing Solar Panels or Wind Turbines
- Run a Home-based Business
- Build a parking lot
- Establish a Bed and Breakfast
- Any Conditional Uses stated in Chapter 6 of The Randolph Township Zoning Resolution

(Please reference The Randolph Township Zoning Resolution or contact the Zoning Inspector for any questions)

Section 108.02 Procedures for obtaining a Zoning Permit

1. Contact the Zoning Inspector to see what permits are required for what you are building.
[See Section 108.04 of The Randolph Township Zoning Resolution for all applications and procedures.]
2. Thoroughly fill out application(s), including all maps, drawings and dimensions that are required to be submitted with application.
3. Once a permit has been submitted and the layout has been staked out, you must contact the Zoning Inspector for site inspection to make sure that the layout is conformant to application.
(Measure setbacks and make sure everything is done according to approved building plans, and make sure everything is compliant with The Randolph Township Zoning Resolution.)
4. If the layout is conformant to the application, the zoning permit will be granted, if the layout is not conformant, the zoning permit will not be granted and the application must be resubmitted.
5. Failure to contact the Zoning Inspector may result in a fine.

Section 108.03 Requirements for Application

Residential:

1. Must have map for proposed plans.
2. Map must include:
 - a. North arrow, property pins, existing easements, existing structures, utility locations, setbacks, roadways, roadway access, proposed structures.
3. Must have surveyed pins visible and easily accessible.
4. Must have perimeter of proposed structure(s) clearly marked with paint/pins/stakes, with correct dimension and setbacks.
5. Must have utilities well marked (sewer, water, gas, phone/internet)
6. Must have silt fence when necessary.
7. Any other information deemed necessary by the Zoning Inspector.

Commercial:

1. All requirements from residential, plus the following:
 - a. Map must contain: Buffer zones, lighting, parking (general and employee), drainage, delivery services, traffic control, blueprints stamped and scaled by architect .
 - b. Site must have: Marked buffer zones with correct setbacks, perimeter of all buildings, parking, etc. must be clearly marked with pins/stakes. Surveyed pins must remain visible at all times during construction.
 - c. Lighting and buffer zones must be approved before final occupancy can be received.

(Permits to be granted after site inspection.)

Staff Comments: The proposed language further clarifies for residents when they need a permit or zoning certificate. It is probably good to clarify this in the zoning code, but not sure if it is necessary to list here versus posting to allow for flexibility. As proposed the language being listed out will definitely help both the Zoning Inspector and the public. A negative for this proposed text amendment is to make adjustments to the proposed list will require another text amendment. The proposed text amendment included application permits and forms that need to be filled out along with a fee schedule. We would strongly recommend not including that as part of the zoning book/resolution, but used as an appendix or separate document that can be updated as needed. We also thought that adding a reference to Section 301.01 would be good because that is the section which references the duties and responsibilities of the Zoning Inspector.

Staff Recommendations: Staff would recommend approval as amended. We would also add the recommendation to have applications and forms as either separate documents or appendices to the zoning code. The zoning table would make a great appendix, but maybe consider the other documents as working applications and the fee schedule could be posted as approved by the Township Trustees per their last action to set those fees.

Effective as of:
March 1, 2018

Chapter 1

Chapter 1 Title: Title, Authorization, Purpose, Guidelines, Applications, Setbacks and Fees.

Section 108.01 Guidelines

These guidelines include, but are not limited to, the information that is needed by the Zoning Inspector to successfully grant a permit. These guidelines are a compilation of the Randolph Township Zoning Resolution and were put in place for the convenience of those seeking a permit.

You need to contact the Zoning Inspector if you are planning to do any of the following, but not limited to:

- Demolish a building
- Construction of a new home/ commercial building
- Change the roofline of a home/commercial building
- Change the footprint of a home/commercial building (Expand/alter the building in any way)
- Install a fence that does not comply with Section 705.01,F of The Randolph Township Zoning Resolution
- Build a deck or porch
- Build an accessory building/ any taxable structure
- New driveway
- Building a pool (in ground or above ground)
- Building an agricultural building
- Erecting a sign
- Building a lake or pond
- Installing an outdoor Hydronic Furnace
- Installing Solar Panels or Wind Turbines
- Run a Home-based Business
- Build a parking lot
- Establish a Bed and Breakfast
- Any Conditional Uses stated in Chapter 6 of The Randolph Township Zoning Resolution

(Please reference The Randolph Township Zoning Resolution or contact the Zoning Inspector for any questions)

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1. Contact the Zoning Inspector to see what permits are required for what you are building.
(See Section 108.04 of The Randolph Township Zoning Resolution for all applications and procedures.)
2. Thoroughly fill out application(s), including all maps, drawings and dimensions that are required to be submitted with application.
3. Once a permit has been submitted and the layout has been staked out, you must contact the Zoning Inspector for site inspection to make sure that the layout is conformant to application.

Effective as of:
March 1, 2018

Chapter 1

(Measure setbacks and make sure everything is done according to approved building plans, and make sure everything is compliant with The Randolph Township Zoning Resolution.)

4. If the layout is conformant to the application, the zoning permit will be granted, if the layout is not conformant, the zoning permit will not be granted and the application must be resubmitted.
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Section 108.03 Requirements for Application

Residential:

- Must have map for proposed plans.
- Map must include:
 - North arrow, property pins, existing easements, existing structures, utility locations, setbacks, roadways, roadway access, proposed structures.
- Must have surveyed pins visible and easily accessible.
- Must have perimeter of proposed structure(s) clearly marked with paint/pins/stakes, with correct dimension and setbacks.
- Must have utilities well marked (sewer, water, gas, phone/internet)
- Must have silt fence when necessary.
- Any other information deemed necessary by the Zoning Inspector.

Commercial:

- All requirements from residential, plus the following:
 - Map must contain: Buffer zones, lighting, parking (general and employee), drainage, delivery services, traffic control, blueprints stamped and scaled by architect.
 - Site must have: Marked buffer zones with correct setbacks, perimeter of all buildings, parking, etc. must be clearly marked with pins/stakes. Surveyed pins must remain visible at all times during construction.
 - Lighting and buffer zones must be approved before final occupancy can be received.

(Permits to be granted after site inspection.)

Effective as of:
March 1, 2018

Chapter 1



Randolph Township Zoning Department

Zoning Permit Application

App. # _____

Applicant:

Name: _____
Address: _____
Phone: _____

Property Owner (if different):

Name: _____
Address: _____
Phone: _____

Address of Property: _____

Parcel # of lot: _____ Zoning District: _____

Proposed Use:

Check all that apply:			
<input type="checkbox"/> Residential	<input type="checkbox"/> Business	<input type="checkbox"/> Industrial	<input type="checkbox"/> New Construction
<input type="checkbox"/> Addition/Remodeling	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Deck	
<input type="checkbox"/> Swimming Pool (Above Ground or In-Ground) Please circle one.	<input type="checkbox"/> Other		

Lot Dimension:

Width: _____ Ft. Depth: _____ Ft. Total: _____ Acres

Setback:

Front Property Line: _____ Ft. Rear Property Line: _____ Ft. Left Side Property Line: _____ Ft.
Right Side Property Line: _____ Ft. Road Right of Way: _____ Ft.

Dimensions of Structure:

Width: _____ Ft. Length: _____ Ft. Height: _____ Ft. # of Stories: _____

Square Footage:

Basement: _____ Sq.Ft. First Floor: _____ Sq.Ft. Second Floor: _____ Sq.Ft.
Garage: _____ Sq.Ft. Deck: _____ Sq.Ft. Pool: _____

Sewage Disposal:

Type: _____ Approved: _____

*An accurate plot plan must be included with application

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

.....

For Office Use Only

Date Received: _____ Fee Paid: _____ Date of Action: _____

Approved: _____ Denied: _____ Reason for Denial: _____

Zoning Inspector: _____ Date: _____

Effective as of:
March 1, 2018

Chapter 1



Zoning Department

3636 Waterloo Road - P.O. Box 184
Randolph, Ohio 44265-0184
Phone (330) 931-6161

Demolition Permit

Date: _____ Permit Number: _____

Date Issued: _____ Expiration Date: _____

Parcel Number: _____ Zoning District: _____

Applicant: _____ Phone Number: _____

Applicant's Address: _____

Address of Demolition: _____

Contractor: _____

Contractor's Address: _____

Type of Demolition: _____

Demolition of any structure must be completed within six months of the issuance of a permit. Property will be inspected 6 months after demolition to ensure requirements have been met. The fee for the permit shall be set from time to time by resolution of the Randolph Township Board of Trustees. The current list of fees is on file in the Townships office. Completion consists of tearing the structure down to grade, filling any resulting cavity to grade with proper fill material (sand, gravel, soil) and removing all resulting materials from the lot, no contents, no debris, no hazardous materials or metal shall be buried on demolition site, must be removed by proper means of disposal. If well is present and to be abandoned it must be capped with proper grouting material. A structure may be partly demolished only if a building remains and the demolition of the part is completed within six months of the issuance of a permit. All evidence of the structure which was demolished must be removed from the exterior surfaces of the remaining building. * Contact all utilities to be disconnected before demolition.

Demolition Permit - No Charge

I hereby acknowledge that I have read this application and state the above is correct and agree to comply with all Township Ordinances and State Laws regarding demolition.

X _____
Signature of Applicant Date

Approved By: _____
Zoning Inspector Date

Effective as of:
March 1, 2018

Chapter 1



Randolph Township Zoning Department Sign Permit Application

Applicant:

Property Owner(If different):

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Address of Sign: _____

Parcel # of lot: _____

Zoning District: _____

Sign Information

*See section 900.08 of Randolph Township Zoning Resolution

Dimension of Sign: _____

Total Square Footage: _____

Type of Sign:

Check all that apply:		
<input type="checkbox"/> Double-Faced	<input type="checkbox"/> Externally Illuminated	<input type="checkbox"/> Digital
<input type="checkbox"/> Non-Illuminated	<input type="checkbox"/> Internally Illuminated	

Width of Sign Face: _____

Sign Setbacks (Distance from sign to the following):

Road Right of Way: _____ Left Property Line: _____

Right Property Line: _____ Rear Property Line: _____

*A sign blueprint must be included with this application.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Date Received: _____ Fee Paid: _____
 Date of Action: _____ Approved: _____ Denied: _____ Reason for Denial: _____
 Zoning Inspector: _____ Date: _____

Effective as of:
March 1, 2018

Chapter 1

Application for Variance

Randolph Township - Portage County, Ohio

Application No. _____

Name of Owner _____

Phone Number Home _____ Business _____

Address of Property _____

Parcel Number _____ Zoning District _____

Nature of Variance: Describe generally the nature of the variance _____

In addition, plans drawn to scale must accompany this application showing dimensions and shape of the lot, the size and location of existing buildings, the location and dimensions of the proposed buildings or alterations, and any natural or topographical peculiarities of the lot in question.

Justification of Variance: In order for the variance to be granted, the applicant must prove to the Board of Zoning Appeals that the following items are true: (Please attach these comments on a separate sheet).

- a. that in the case in question there are extraordinary circumstances applying to the property which do not generally apply to other properties
- b. that such variance is necessary for the preservation of the property rights equal to those of similar properties in the same zoning district
- c. that the authorization of such variance will not be detrimental to the adjacent properties and will be in the spirit of this resolution and in the public interest
- d. that the condition or situation in question is not so general or recurrent as to make reasonably practicable the formulation of a general resolution for proper control

I certify that the information contained in this application and its supplements is true and correct.

Signature _____ Date _____

Date of Notice to parties in Interest _____ Newspaper _____

Date of Public Hearing _____

Effective as of:
March 1, 2018

Chapter 1

Decision of Board of Zoning Appeals: Approved _____ Denied _____

If approved, the following conditions and safeguards were prescribed:

If denied, reasons for denial:

Date _____ Board of Zoning Appeals Chairman _____

Effective as of:
March 1, 2018

Chapter 1

Application for Conditional Zoning Certificate

Randolph Township - Portage County, Ohio

Application No. _____

Name of property Owner _____

Name of Applicant, if different _____

Phone Number Home _____ Business _____

Address of Applicant _____

Property Location _____

Existing Use _____

Parcel Number _____ Zoning District _____

Description of Conditional Use _____

Supporting Information:

Attach a plan for the proposed use showing the boundaries and divisions of the property, abutting streets, properties and structures; locations of all improvements proposed, including structures, parking, landscaping; location of wells, sewer lines, or other utility features both existing and proposed; and topography at an interval sufficient to show the slope characteristics of the property. Also attach complete plans and specifications for all proposed development and construction. In addition attach a narrative statement supported but substantiating evidence that the proposed use will be in accordance with Section 501-21 and 501-22 of the zoning resolution as applicable.

Date _____ Fee _____

Applicant _____ Owner _____

Date of Notice to parties in Interest _____ Newspaper _____

Date of Public Hearing _____

Decision of Board of Zoning Appeals: Approved _____ Denied _____

Effective as of:
March 1, 2018

Chapter 1

If approved, the following conditions and safeguards were prescribed:
If denied, reasons for denial:

Date _____ Board of Zoning Appeals Chairman _____

Effective as of:
March 1, 2018

Chapter 1



Trustees

3636 Waterloo Road – P.O. Box 184
Randolph, Ohio 44265-0184
Phone (330) 931-6161
WWW.RandolphTownshipOhio.gov

Randolph Township Zoning Fee Schedule 2016

Single family dwelling	\$200
Storage building, swimming pool, hot tub, garage	\$50
Residential addition or deck	\$50
Sign	\$75
Wind Turbine	\$100
Driveway (Road Dept.)	\$50
Oil and Gas drive (Road Dept.)	\$800
Road Boring (Road Dept.)	\$500
Duplex	\$250
Multi-family dwelling (plus \$25 for each unit over three)	\$300
Commercial / Industrial building or addition (plus .10 cents/sq. ft. maximum of \$500)	\$100
Communication and Wireless Communication towers	\$200
Conditional Use Permit/Variance request	\$250
Rezoning-Residential	\$200
Rezoning -Commercial	\$300
Lot Split Review	\$50
Zoning books	\$20
Zoning CD	\$5
Land use books	\$65
Copies/pg. *Available in 7 days, if possible.	\$.25

SCHEDULE OF ZONING DISTRICTS¹

Appendix C

	Resource Conservation District	A-1 Agricultural District	R-1 Residential District	R-2 Residential District	TC Town Center District	NC Neighborhood Commercial District	GC General Commercial District	I-1 Industrial District
Min. Lot Size/Max Density	2 net acres/dbu	10 acres-agricultural uses; 2 acres-non farm lot	2 acres	.25 acres/d.u. 4 d.u./5acre	None Max density-5 d.u./5acre	None	None	.5 acre
Min. Lot Width	150 feet	Non farm lots-125 ft Farm lot-60 ft.	150 ft.	60 ft.	60 ft.	60 ft.	100 ft.	100 ft.
Min. Lot Frontage	150 feet	n.f. ² -125 ft. farm-60 ft. n.f.-60 ft.	150 ft. 60 ft.	60 ft.	60 ft.	60 ft.	60 ft.	60 ft.
On cul de sac	60 feet							
Min. Front Setback from R-O-W	100 feet	n.f.-100 ft. farm-100 ft.	150 ft.	Avg. of buildings within 200 ft. of lot, and at least 20 ft. from r-o-w	Avg. of buildings within 200 ft., and at least 20 ft. from r-o-w	Avg. of buildings within 200 ft. of lot, and at least 20 ft. from r-o-w	50 ft.	50 ft.
With plantings	60 feet	n.f.-50 feet	60 ft.					
Max Front Setback	N/A	N/A	N/A	N/A	N/A	50 ft.	N/A	N/A
Min. Rear Setback								
1. Adjacent to lots in same district	50 feet	n.f.-30 ft. farm-50 ft.	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.	25 ft.
2. Adjacent to lots in Residential district					35 ft.	35 ft.	35 ft.	50 ft.
Min. Side Yard Setback								
1. Adjacent to lots in same district	15 ft.	n.f.-25 ft. each side farm-50 ft.	15 ft.	15 ft.	15 ft.	15 ft.	20 ft.	25 ft.
2. Adjacent to lots in Residential District								
3. Adjacent to lots in Agricultural use	50 ft.		50 ft.		20 ft.	20 ft.	35 ft.	50 ft.
Lot Width to Depth Ratio	1:6		1:6	1:3				
Maximum Impervious Surface Area		n.f.-20% farm-10%		80%	80% ³	75% ³	75% ³	75%

¹ This does not include Environmental Protection, PUD/Residential Conservation Development, PUD/Minor Lane Development Overlay Districts or Fair District

² n.f. means non-farm lot

³ Maximum building size-20,000 square feet.