

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, JULY 12, 2017

REGIONAL PLANNING COMMISSION MEETING ROOM

124 NORTH PROSPECT STREET

RAVENNA

4:30 P.M.

- I. CALL TO ORDER
- II. PUBLIC HEARING -2018 Regional Planning Commission Budget
- III. *Approval of Meeting Minutes of June 14, 2017
- IV. SUBDIVISIONS
 - *1. Replat of Block "A" in the "Stone Hill Estates (Phase 1)" on Mantua Center Road and Parkwood Avenue, Lot 28 in Mantua Township, Hexagonal Family Enterprises, Inc.; Applicant
 - *2. Replat of Sublots 9, 10, and 11 of Block "N" in the "McElrath Park Allotment" on McElrath Avenue and Terrill Street, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation; Applicant
 - *3. Replat of Sublots 13, 14, and 15 Block "C" in the "McElrath Park Allotment" on Adams Street, Lot 10 S.D. in Ravenna Township, Portage County Land Reutilization Corporation; Applicant
 - *4. Replat of Sublots 4, 5, and 6 of Block "E" in the "McElrath Park Allotment" on Adams Street, Lots 10 and 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation; Applicant
 - *5. Replat of Sublots 214, 215 and 216 in the "Ravenna Building Company Allotment No. 3" on Portage Street, Lot 64 S.D. in Ravenna Township, Portage County Land Reutilization Corporation; Applicant
 - *6. Replat of Part of Block 6 in the "East Ravenna Squares" on Woodbine Avenue and Ferndale Street, Lot 25 S.D. in Ravenna Township, Hummel Construction on behalf of Allen Aircraft Products; Applicant

**Needs Action*

- *7. Replat of Lots R-3 and R-4 in the "M. Tapper State Road Allotment No. 2" on Kenneth Drive, Lot 22 in Rootstown Township, Brandon and Jeanne Borberly; Applicant

V. ZONING

- *Rootstown Township Text Amendment RE: Section 370.03 - Add Cultivating and Processing of Medical Marijuana to list of Permitted uses; add definition.

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

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

B. FINANCE

- *1. June 2017 Financial Statements
- *2. 2018 Budget for the Regional Planning Commission (Resolution No. 17-09)

VII. DIRECTOR'S REPORT

VIII. OTHER BUSINESS

- 1. Next Meeting – Wednesday, August 9, 2017 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

IX. ADJOURNMENT

**Needs Action*

RPC REVENUE FOR 2018 BUDGET

Rental Income	\$	20,400
RPC Membership Dues	\$	230,775
Subdivisions	\$	11,000
IGR's	\$	100
Copies/Misc/Over Hours	\$	1,000
PCC Contracts	\$	61,500
Contracts	\$	4,000
Refunds/Reimbursements	\$	2,000
General Fund	\$	70,000
TOTAL REVENUES	\$	400,775

Breakdown of RPC Revenue

Rental Income		
122 N Prospect		10,500
126 N Prospect		3,600
128 N Prospect		2,400
USDA (1) office		3,900
Rentals	\$	20,400
Dues	\$	230,775
Other Revenue		
Subdivision Fees		11,000
IGR Fees		100
Copies/Misc/Overhours		1,000
Total Other Misc Revenue	\$	12,100
Contracts		
Critical Infrastructure Grant		10,000
PC Septic System Program		19,000
LGIP - Marketing/Branding		17,500
NDS Contract - LB Admin		3,000
NDS Contract - Mapping		2,000
CHIP Fair Housing		4,000
2018 F. G. Application		10,000
		-
		-
		-
Total Contracts	\$	65,500
Reimbursement/Refunds	\$	2,000
General Fund	\$	70,000
TOTAL REVENUE	\$	400,775
Estimated		
Unencumbered Beginning Balance		9,000
TOTAL REVENUE PLUS BALANCE	\$	409,775
	\$	409,774.80

**FUND 8500-906 - REGIONAL PLANNING
2018 BUDGET**

REVENUE

8500 906 1 152000 Contracts	\$	4,000
8500 906 1 152200 Portage County	\$	61,500
8500 906 1 180000 Other Revenue	\$	12,100
8500 906 1 188000 Membership Dues	\$	230,775
8500 906 1 188500 General Fund	\$	70,000
8500 906 2 240000 Rental Income	\$	20,400
8500 906 2 25000 Refunds/Reimb.	\$	2,000
TOTALS	\$	400,775

2018 BUDGET NOTES

Revenue

- ◆ Rental income from USDA for 1 office for a period of 2year (of year 5)
- ◆ **Membership Dues** – 1¢ increase
- ◆ Portage County Commissioners contribution for FT Grant Writer

RPC Expenditure Worksheet for 2018 Budget

Salaries		
Full Time		
Director	\$	87,526
GIS Specialist Planner	\$	39,520
CDBG Specialist	\$	35,630
Office Manager	\$	41,600
Planner	\$	39,520
Grant Writer	\$	47,840
Total Full Time	\$	291,637
Part Time Administrative Assistant	\$	15,737
	\$	-
Total Part Time	\$	15,737
Total Salaries	\$	307,374
		\$ 307,374
Fringe Benefits		
PERS	\$	43,032
Medicare	\$	4,457
Workers Comp	\$	6,147
Health Insurance	\$	85,730
Retirement/Termination Payoff	\$	6,500
Total Fringe Benefits	\$	145,867
		\$ 145,867
TOTAL SALARIES & FRINGES (300000)		\$ 453,241

Contracted Services	
Contracts	
Legal Counsel	\$ 10,000
Internet Service	\$ 2,364
	\$ -
Total Contracts	\$ 12,364
Travel/Training	\$ 3,000
Dues	\$ 590
Utilities	
Ohio Edison	\$ 3,350
East Ohio Gas	\$ 2,000
City of Ravenna (water/sewer)	\$ 1,000
Snow Removal	\$ 800
Lawn Care	\$ 400
Water (Culligan's)	\$ 100
Trash removal	\$ 700
Total Utilities	\$ 8,350
Advertising	\$ 300

Telephone	\$	3,000	
Maint/Custodial Contract	\$	2,600	
Postage	\$	1,600	
Repairs	\$	1,500	
Equipment Rental (copier, postage meter)	\$	3,550	
Prof & Tech Services			
Computer Services	\$	1,200	
ESRI License x1	\$	2,528	
	\$	-	
Total Prof & Tech Services	\$	3,728	
Periodicals/Publications	\$	400	
Audit Services	\$	5,000	
Insurances (Bldg & Bonds)	\$	-	
Total Contracted Services (400000)			\$ 45,982
Supplies and Materials			
Supplies	\$	3,500	
Photocopying/Printing	\$	2,200	
Total Supplies and Materials (500000)	\$	5,700	
Equipment	\$	1,600	
Total Supplies/Equipment (500000)	\$	1,600	\$ 7,300
Total Building Improvements (600000)	\$	-	
Total Capital Reserve	\$	-	\$ -
Total Debt Service (800000) 1 full payment	\$	31,800	\$ 31,800
GRAND TOTALS	\$	538,323	\$ 538,323

**FUND 8500-906 - REGIONAL PLANNING
2017 BUDGET**

EXPENDITURES

8500 906 3 300000 Salaries and Fringes	\$ 453,241
8500 906 4 400000 Contracted Services	\$ 45,982
8500 906 5 500000 Materials, Supplies, Equipment	\$ 7,300
8500 906 6 600000 Capital Outlay	\$ -
8500 906 8 800000 Debt Service	\$ 31,800
Grand Totals	\$ 538,323

2018 BUDGET NOTES
Expenditures

- ❖ Salaries -
 - No salary increases**
- ❖ Fringes - PERS 14.00%
 - Medicare 1.45%
 - Workers Comp 2% of previous year's salary
 - **Health Ins-8% Increase**
- ❖ Maint/Custodian - allows for weekly cleaning crew
 - Weekly cleaning of RPC offices
- ❖ Insurance - property and **employee blanket bond \$356.00 paid every 3 years (Paid 2016)** due again in 2019
- ❖ Utilities:
 - Dominion East Ohio Gas
 - Ohio Edison
 - Ravenna City Water
 - Trash
 - Snow Removal \$800 (**depends on weather**)
 - Lawn care Staff doing work
 - Culligan – Bottled Water
 - High Speed Internet/– Time Warner $198.99 \times 12 = \$2,387.88$
- ❖ Telephones - \$3,000
- ❖ Prof/Tech Services –
 - ESRI license
 - Computer Consultant
 - State Auditor audit
 - Accountant consultant
- ❖ Advertising –
 - Budget ad for fiscal year 2018
 - 1 Employee leaving
- ❖ Dues –
 - County Planning Directors Association
 - American Planning Association (if funds are available)
 - Portage County Township Association
- ❖ Periodicals / Publications/Misc books/Magazines/Journals
- ❖ Supplies
- ❖ Postage
- ❖ Photocopying/Printing
- ❖ Travel/training
- ❖ Equipment
- ❖ Rentals –
 - Copier $\$242.86 \times 12 = 2,914.32$ (rental cost only)
 - Postage Meter \$500 (approx annual cost)
- ❖ Full debt service payment in December 2018
- ❖ Repairs to equipment/bldg/rental units
- ❖ Legal Services

Minutes
Portage County Regional Planning Commission
June 14, 2017

Portage County Regional Planning Commission dated June 14, 2017 at 4:30 p.m. The meeting was held in the Portage County Regional Planning Commission Meeting Room, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Dick Messner	Franklin Twp., Sam Abell
Garrettsville Vill., Rick Patrick	Mantua Twp., Victor Grimm	Nelson Twp., Kevin Cihan
Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith	Randolph Twp., Victoria Walker
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Shalersville Twp., John R. Kline
Suffield Twp., Adam Bey	Sugar Bush Knolls, Jim Beal	Windham Twp., Rich Gano
Windham Vill., Deborah Blewitt	Water Resources, Tia Rutledge	PARTA, Frank Hairston
Portage Park Dist., Chris Craycroft		
P.C. Commissioner, Vicki Kline		
P.C. Commissioner Bennett Alternate, Kathleen Chandler		
P.C. Commissioner Frederick Alternate, James Greener		

Members Absent:

Freedom Twp., Jeffrey Derthick	Hiram Twp., Steve Pancost	Hiram Vill., Rob Dempsey
Mantua Vill., Ben Prescott	Rootstown Twp., Joe Paulus	Soil & Water, James Bielair
Streetsboro City, Glenn Broska	County Engineer, Mickey Marozzi	

Staff Present:

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

Visitors Present:

Susan Skrovan, Daryl Guyette and Jeremy Sack

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

APPROVAL OF MINUTES MAY 10, 2017

The May 10, 2017 minutes were presented. J. Kovacich made a motion to approve the May 10, 2017 minutes. Motion was seconded by R. Patrick. Motion carried with 20 Yeas.

SUBDIVISIONS

Replat of Sublot 76 in the "Pleasant lakes at Brimfield (Phase 4)" on Sanctuary View Drive, Lots 21-22 and 33-34 in Brimfield Township, Prescott Pike One, LLC, Applicant

Staff would recommend approval. D. Messner made a motion to approve per staff recommendations. Motion was seconded by V. Kline. Motion carried with 20 Yeas.

Replat of Block "A" in the "Stone Hill Estates (Phase 1)" on Mantua Center Road and Parkwood Avenue, Lot 28 Mantua Township, Hexagonal Family Enterprises, Inc., Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 9, 10, and 11 of Block "N" in the "McElrath Park Allotment" on Adams Street and Terrill Street, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 13, 14, and 15 Block "C" in the "McElrath Park Allotment" on Adams Street and Richardson Avenue, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 4, 5, and 6 of Block "E" in the "McElrath Park Allotment" on Adams Street, Lot 11 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Sublots 214, 215 and 216 in the "Ravenna Building Company Allotment" on Portage Street, Lot 64 S.D. in Ravenna Township, Portage County Land Reutilization Corporation, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

Replat of Part of Block 6 in the "East Ravenna Square" on Woodbine Avenue and Ferndale Street, Lot 25 S.D. in Ravenna Township, Hummel Construction on behalf of Allen Aircraft Products, Applicant (Approval of an Extension of Time until July 12, 2017)

Staff would recommend an extension of time until July 12, 2017. J. Greener made a motion to approve the extension of time until July 12, 2017. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas.

ZONING

Rootstown Township Text Amendment – Report presented by Todd Peetz

Amendment 1 – Section 350.01 and Section 350.13 Commercial – Change is to direct applicants in commercial districts to refer to the recently approved Rootstown Township Design Guidelines. Staff is recommending approval as submitted.

Amendment 2 – Section 610.03, 610.12 and 620.05 – Rootstown will have consistent requirements for public agency approval for new uses in all zoning districts. By combining all three it is easier to see the similarities and differences within the existing text. The proposed amendments essentially create a consistent requirement. Staff recommends approval as submitted.

R. Patrick made a motion to follow staff recommendations and approve amendments. Motion was seconded by J. Greener. Motion carried with 20 Yeas.

Shalersville Township Zoning Map & Text Amendments – Report presented by Todd Peetz

Zoning Map Amendment 1 – Rezoning from LI-D Light Industrial to A/R-R Agricultural Rural Residential District – Proposed rezoning area is immediately east of the former Ravenswood Golf Course. The amendment area consists of 12.37 acres. The proposed zoning change does not appear to alter the character of the area. There is concern from the Portage County Regional Airport because the property line is slightly less than a half a mile from the runway. Staff would recommend approval, however, would suggest a residential building separation of approximately a half a mile from the airport runway.

F. Hairston made a motion to follow staff recommendations and approve amendment. Motion was seconded by J. Kovacich. Motion carried with 20 Yeas, 1 Nay (T. Smith).

Text Amendment 1 - RE: Section 311 (G) and Non-Conforming Structures Destroyed by Natural Disasters – Shalersville is revising existing policy so that applicants do not have to go through the conditional use process. Staff recommends approval but suggest leaving the time requirements regarding temporary trailers in the text.

J. Greener made a motion to follow staff recommendations and approve amendment. Motion was seconded by D. Blewitt. Motion carried with 22 Yeas.

EXECUTIVE COMMITTEE

May 2017 Work Program Report

- **Subdivision Regulation Administration** – There were 6 applications and 5 lots created.
- **Atwater Township** – Invited to a “question and answer” session for their June Zoning Commission Meeting.
- **Brimfield Township** – Helping with a mapping task for one of their projects.

- Franklin Township – Helped with mapping task for revised zoning map .
- Garrettsville Village - Wrote a Nature Works Grant for the Village.
- Mantua Township – Prepared text and zoning amendment. Continue to assist in coordinating the Mantua Center School development plan.
- Nelson Township – Processed two text amendments.
- Randolph Township – We are discussing how to further develop their Architectural 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.
- Ravenna Township - Staff continuing to further develop Architectural Review Design Guidelines. We are also working to assist them with Ravenna Township and the City of Ravenna JEDD.
- Rootstown Township – Processed a text amendment for the May meeting. Working on a Lake Zoning District for developments on Muzzy and Sandy lakes.
- Shalersville Township – Processed a text amendment for the May meeting.
- Streetsboro City – RPC staff revised changes to Streetsboro about their comments to Subdivision Regulations on March 24th. We met on March 29th to discuss changes that were needed before they can be finalized. Revised a flow chart for their subdivision regulations.
- Suffield Township – Prepare a quote to do a Land Use Plan.
- Windham Village – Working with them to consider a comprehensive or land use plan.
- Quarterly Zoning Inspectors (QZI) Meeting – A meeting was held on Thursday, April 27 at the Regional Planning Office. The County Building Official along with the Water Resources Director presented their suggestions The next meeting is tentatively scheduled for July 27th with the topic to be determined.
- Portage County Land Reutilization Corporation (Land Bank) – PCRPC is awaiting that contract before mapping project can begin. Staff attended the May 24th, 2017 meeting at Reed Memorial Library. The next meeting is scheduled for Wednesday, June 28th at Reed Memorial Library at 2:30 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – \$500,000 has been set aside to repair and replace home sewer systems. This is a (3) pronged program to help homeowners with the problem of high cost to repair or replace their home sewer system. The contract implementation is in place and we are taking applications. Two contracts are being circulated for approval and signatures.

- Food Hub – Local Food Promotion Program Grant – We are under contract with a consultant and are moving forward with the project. A steering Committee meeting was held on March 20th. A final report was presented at the May 10, 2017 PCRPC Meeting.
- Ravenna City Land Use Plan – Staff is currently collecting data and mapping key elements of the City. Staff is working closely with the City’s “core group” to develop goals, objectives and strategies. We received feedback on the maps and survey, which will be going out shortly. We are planning to have a community meeting the week of July 10, 2017.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – Next steering committee meeting is scheduled for July 13, 2017 at 6:00 PM.
- Celebrate Portage/Visioning in Portage (VIP) – The Committee met on April 20, 2017 to continue planning for this year’s events. The steering committee held a meeting on June 15, 2017.

Grant Activity Update

Several grants have been submitted and Amy Craft is working on additional grant applications; including the Atwater Trail Grant, Safety Grant and OH EPA Grant. Membership is encouraged to notify Regional Planning with any grants they have interest in pursuing or projects they have planned that a grant may assist in funding.

April 2017 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

The elevator is scheduled to be delivered to the site between June 5 and June 9, 2017. It will take 5 weeks to install and approximately 1 week for the contractor to finish the work once the elevator is in place. The electrical work has started. A Change Order was completed to install a 400 amp outdoor 3 phase disconnect and a fully automatic transfer switch for a generator. A second change order is being prepared for the discrepancy found between electrical drawings and what is actually on site.

Neighborhood Facility/Community Center – Franklin Township ADA – All work is completed.

Historic Preservation – Phoenix II Roof Replacement – All work is completed.

Parking Facilities – Garrettsville Parking Lot – Construction has started and it is anticipated that all work will be completed by the end of June.

2016 Community Development Allocation Grant

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

Neighborhood Facilities/Community Center (Windham Community Center) – Contract is in place for architectural services. It is anticipated the work specifications will be completed within 30 days.

Neighborhood Facilities/Community Center (Mantua Center School) – The bid opening was held on May 12, 2017. Three bids were received and the contract was awarded by the Commissioners on May 17, 2017. The contracts are being circulated for signatures.

Public Facilities – City of Ravenna – ADA Handicap Accessibility in LMI Residential Areas – The drawings and the specifications are being prepared and the project will go out to bid mid-June.

Fair Housing - \$7,000

There were two requests for assistance received in May.

Administration - \$55,000

The Environmental Review has been completed for all projects and all funds have been released by the State.

Finance

May 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the May 2017 financial statements and recommends acceptance. J. Kovacich made a motion to approve the May 2017 financial statements as presented. Motion seconded by D. Blewitt. Motion carried with 22 Yeas.

DIRECTOR'S REPORT

Staff has been dealing with phone issues – calls coming into the office are cutting out within the first minute. We are working with the IT Department to resolve the problems.

The Marketing/Branding Grant has been signed by the Commissioners, so work can begin.

OTHER BUSINESS

Next Meeting

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

ADJOURNMENT

R. Patrick made a motion to adjourn the meeting at 5:15 p.m. Motion seconded by J. Kovacich. Motion carried with 22 Yeas.

Minutes approved at the July 12, 2017 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on June 14, 2017 at: 3:30 pm

In Attendance: J. Beal T. Smith M. Frederick
R. Messner J. DiPaola S. Nutter

Absent: A. Orashan

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. The minutes of May 10, 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.

WORK PROGRAM as reported by T. Peetz

Update of Portage County Subdivision Regulations

Todd reported he met with assistant prosecutor, Charmine Ballard on April 13th to address legal questions posed by the Steering Committee. Todd reported Charmine is no longer with the Prosecutor's office however, Denise Smith said she will handle the review until the position is filled.

Planning Administration

A total of 6 subdivision applications were submitted during the month of May 2017 creating 5 new lots.

Atwater Township

Todd was invited to a question and answer session for their June Zoning Commission meeting for new members.

Brimfield Township

Staff is providing mapping assistance for a variance that is coming up.

Franklin Township

Staff assisted with mapping needs for the revised zoning map.

Garrettsville Village

Staff prepared and submitted a Nature Works Grant

Mantua Township

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



Nelson Township

Staff is helping the township create community reinvestment areas. Staff reviewed text amendments re: temporary signs, medical marijuana cultivation and process facility.

Randolph Township

Discussion on how to further develop Architectural Design Guidelines.

Ravenna City

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

Ravenna Township

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

Rootstown Township

A new zoning district (Lake District) is being developed for 3 areas in Rootstown. All 3 areas were pre-zoning. Discussion held. The 3 areas are Sandy Lake, East Muzzy Lake and Sappwood Shores.

Shalersville Township

Staff reviewed a rezoning from Light Industrial to A/R-R on Lake Rockwell Road, Daryl & Kurt Guyette, Applicant. It is on today's full commission meeting for review and recommendations.

Suffield Township

Todd prepared a cost estimate to update their Land Use Plan.

Quarterly Zoning Inspectors Meeting

Todd stated there was a meeting on Thursday, April 27 at 6:00 p.m. A total of 8 zoning inspectors were in attendance. Better coordination between the building department, water resources and zoning inspectors was the topic. The next meeting will be July 27th with the topic to be determined.

City of Streetsboro

Subdivision Regulations update is ongoing. Todd reported he presented a flow chart to John Cieszkowski for review. He indicated he is waiting for comments from the Law Director and then would like to present it to the Planning Commission for review. Todd stated we have not received a letter of withdrawal from the City.

Portage County Land Reutilization Corporation (Land Bank)

Todd reported the Land Bank met on May 24th. The next land bank meeting is scheduled for June 28th at the Reed Memorial Library at 2:30 p.m.



Portage County Storm Water Program

Todd stated we have signed and forwarded the contract between RPC and the PCC for the Septic System replacement program. 3 applicants are on the list at this time. The contract is in place. We received approval of the application form, affidavit, and 2nd mortgage lien and contractor agreements from the prosecutor's office. We have a total of 2 applicant's contracts that are in process of approval. Once they have been reviewed and certified by the county auditor construction will begin.

Food Hub (LFPP Grant)

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

Todd reported an executive summary was presented at the full commission meeting in May.

Ravenna City Land Use Plan

Todd stated the City of Ravenna would like to have some meetings with the public to review the plan and offer comments. The first meeting will be scheduled either July 25th or 26th to be determined.

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

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

Todd reported a meeting was held on May 4, 2017. All information collected thus far on all areas of the County, including all the amenities available, as well as programs that are offered was given to Full Spectrum to design a website and to make it interactive. Full Spectrum made a



presentation and it was very well received by the members of the steering committee. Different levels of interaction on the website starting at \$15,000 for level 1 which would just pull up a list of activities available; level 2 would give an interactive list but would not have a map for the cost of \$22,500; level 3 would give an interactive list and would provide a map for \$27,500. Level 2 would be sufficient however, being able to open a map would be better. A yearly maintenance fee of \$5,000 would maintain the site. With over 150 private sector businesses if each one paid a fee of \$25-\$50 to join it would cover the cost of maintenance of the website. Sponsorship, advertising, facebook and newsletters are another avenue. Todd suggested looking into RLF funds to help with getting the website up and running. This would help the private sector as well because their businesses will be listed. Discussion held.

The next scheduled Steering Committee will be July 13, 2017.

Celebrate Portage!

A meeting was held on March 25, 2017. The awards dinner and other events are to be announced shortly but will take place late August and early September. The next Steering Committee meeting will be held on June 15, 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 now in place. Construction of the elevator is nearing completion as well as the engineering. Once engineering plans have been completed it will take approximately 3 months for the elevator to be constructed and delivered to the site. We are waiting for the delivery of the elevator.

The electrical work has started. A change order was completed to install a 400 amp outdoor 3 phase disconnect and a fully automatic transfer switch for a generator. A second change order is being prepared for the discrepancy found between electrical drawings and what is actually on site.

Neighborhood Facility/Community Center-Franklin Township Trustees

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



Historic Preservation – Phoenix Building

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

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

Parks and Recreation Facilities – McElrath Improvement Corporation

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

Parking Facilities – Village of Garrettsville

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



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.

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. The contract is now in place for architectural services. It is anticipated the work specifications will be completed with 30 days.

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. Bid opening was held on May 12, 2017. Three bids were received and the contract was awarded by the Commissioners on May 17, 2017. Contracts are being circulated for signatures.

Neighborhood Facilities/Community Center (Coleman Adult Day Services)

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

An RFP is being prepared.



Public Facilities (City of Ravenna)

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

Drawings and specifications are being prepared. Project will go out to bid at mid-June 2017.

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 2 requests for assistance received in April.

FINANCE

RPC GENERAL FUND

May 1, 2017 Cash Balance	\$124,963.20
Receipts:	\$25,708.45
Expenditures:	\$33,783.96
May 31, 2017 Cash Balance	116,887.69

B-F-15 Formula Grant

May 1, 2017 Cash Balance	\$76,542.40
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
May 31, 2017 Cash Balance	\$76,542.40

LFPP Food Hub Feasibility Study

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

LGIP Park Plan

May 1, 2017 Cash Balance	\$691.30
Receipts:	\$10,000.00
Expenditures:	\$ 5,507.54
May 31, 2017 Cash Balance	\$ 5,183.76



B-F-16 Formula Grant

May 1, 2017	\$125.70
Receipts:	\$8,900.00
Expenditures:	\$7,542.24
May 31, 2017 Cash Balance	\$1,483.46

B-D-16 New Horizons

May 1, 2017	\$1,900.00
Receipts:	\$1,900.00
Expenditures:	\$3,513.48
May 31, 2017 Cash Balance	\$286.52

May 2017 Financial Statements

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

Director's Report

Todd reported the Portage County Commissioners passed a resolution Tuesday to accept the Branding/Marketing Grant and signed the grant agreement. RPC needs to process a contract entering into contract with the Commissioners to implement the grant.

Todd reported major problems with the VOIP phones. Customers were calling in and phone calls were getting dropped. Staff was using their cell phones to contact these people. We called Spectrum who is our internet service provider who sent someone out to troubleshoot the problem. Spectrum stated we needed to increase our speed because the VOIP phones need the faster speed. They also changed out our modem with a new one to see if it fixed our problems. There is a \$30 increase to our budget. Discussion held.

Todd reported on CDBG umbrella regarding County Formula Grant and Critical Infrastructure Grants. The Portage County RPC has been administering the County Formula Grants for many years. NDS has been administering the Critical Infrastructure Grants for the last several years. The State has combined both grants under a Portage County umbrella. NDS has been utilizing the Critical Infrastructure Grant on behalf of Ravenna City for several rounds. Windham Village wants to tap into some of these funds for their community and would like RPC to administer it. The state have voiced they would like one agency to administer the CDBG funds. Todd stated NDS does not have access to the County's financial program (MUNIS) so it would be necessary to have RPC provide that service which would necessitate a reimbursement process.



Todd discussed the projected 2018 RPC budget. Preliminary figures are indicating a deficit of \$128,548.20. Todd reviewed projected revenue as well as potential revenue sources. Expenditures did not include any wage increase for staff. Todd asked if Executive Committee members would be willing to attend a work session next Thursday June 22 @ 9:00 a.m. to review the proposed budget. J. DiPaola stated it is a good idea. We may be able to brainstorm to come up with other ideas. M. Frederick asked Todd to prepare a letter to the Portage County Commissioners regarding the proposed deficit to prepare the Commissioners listing the benefits of continuing the planner position. M. Frederick stated maybe you should lay it out to the full Commission and have the letter come from them.

R. Messner asked if an impact fee could be levied through the Portage County Subdivision Regulations. R. Messner asked if we could approach entities such as Kent State, NEOUCOM, Davey Tree, Rubbermaid, Homebuilders to help with funding for a period of time due to CDBG funding changes, economy and other factors. It would be a tax deductible write off for them. Todd stated anyone who would help with funding would want to know how it would benefit them. Sponsors generally sponsor something that gives them marketing opportunities or supports their business model. Todd expressed concerns of how sponsorship would be work or be received, but would consider that as an additional option.

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

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

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