

AGENDA

PORTAGE COUNTY REGIONAL PLANNING COMMISSION

WEDNESDAY, MARCH 8, 2017

REGIONAL PLANNING COMMISSION MEETING ROOM

124 NORTH PROSPECT STREET

RAVENNA

4:30 P.M.

I. CALL TO ORDER

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

III. *Nominating Committee Report (Election of Officers) – Allan Orashan

IV. SUBDIVISIONS

- *1. Replat of Sublots 1, 2, 3 and 4 of Block K in the "Ravenna Building Company Allotment No. 2" on Wilson and Lane Avenue, Lot 20 in Rootstown Township, Ed Wilson, applicant.
- *2. Replat of Sublots 10 and 11 in the "Butternut Ridge Subdivision" on Acorn Avenue, Lot 10 Brimfield Township, Bennett Land Title on behalf of William Anderson, Applicant.
- *3. Replat of Block B-R4 in the "Wintergreen Point Subdivision" on Misty Glen and Green Hill, Lot 43 in Rootstown Township, Roots-1, LLC., applicant
- *4. Replat of the East 50" of Sublots 89, 90 and 91 in "Cloverlawn Allotment" on Rose Street, Lot 43 S.D. in Ravenna Township, Randall Johnson, Applicant (Approval of an Extension of Time until April 12, 2017)

V. ZONING

- *1. Rootstown Township Text Amendment RE: Section 480.03.C (Towers) & Section 610.2 Agricultural Use
- *2. Shalersville Township Text Amendment RE: Design Guidelines

*Needs Action

VI. EXECUTIVE COMMITTEE

A. WORK PROGRAM

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

B. FINANCE

- *1. February 2017 Financial Statements
- *2. Authorization to Enter into Contract with Coverall for Cleaning Services (Resolution No. 17-08)

VII. *Set dates for the Regular Meeting of the Portage County Regional Planning Commission (Resolution No. 17-07)

VIII. DIRECTOR'S REPORT

IX. OTHER BUSINESS

1. Next Meeting – Wednesday, April 12, 2017 – RPC Meeting Room at 124 North Prospect Street, Ravenna, Ohio 44266

X. ADJOURNMENT

**Needs Action*



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

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

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. The minutes of January 11, 2017 were presented. J. Beal made a motion to dispense of the reading of the minutes and to approve the minutes as presented, seconded by R. Messner.

WORK PROGRAM as reported by T. Peetz

Update of Portage County Subdivision Regulations

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

Planning Administration

A total of 4 subdivision applications were submitted during the month of January 2017 creating 5 lots.

Atwater Township

Staff helped to prepare a Trails grant for the Old School Park.

Franklin Township

Staff reviewed a rezoning from O-C Open Space Conservation to I-1, Industrial Research and Office District located at the old Oak Knolls Golf Course East. Davey Tree Expert Co, applicant. This is on today's full Commission agenda for action.

Mantua Township

Staff is continuing to help with coordination of the Mantua Center School development plan. Staff reviewed a text and map amendment rezoning from C-1 to Neighborhood Commercial. This is on today's full commission agenda for action.

Ravenna Township

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



City of Streetsboro

RPC staff is working with the Streetsboro City staff about their comments to incorporate into their subdivision regulations. Todd attended a meeting on December 15th to discuss changes that were needed before we could finalize the.

Portage County Land Reutilization Corporation (Land Bank)

Todd reported the last meeting was held on January 25, 2017. Contracts may be forthcoming to have PCRPC coordinate the meetings and assist in the preparation of mapping and possibly some planning for the Land Bank. Next meeting is scheduled for February 22nd at the Reed Memorial Library at 2:30 p.m.

Portage County Storm Water Program

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

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 a steering committee meeting on December 5, 2016. The next meeting has been set for February 16, 2017. The project is anticipated to be completed by March 28, 2017.

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

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

A Steering Committee meeting was held on December 8 with another meeting scheduled for March 2nd.



Celebrate Portage!

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

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

2015 CDBG Formula Grant

Neighborhood Facility/Community Center –Mantua Center School

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

Persons who rely on wheelchairs to get around are only able to access the annex portion of the building. In an effort to remove the barriers to the elderly and handicapped individuals in the Mantua Township Community, funds will be used to place an elevator in the building, which would provide access to all floors. By removing the barriers to all of the levels of the building, the entire community can use it and it would be more attractive to for profit and non-profit entities that are looking for a place to set up their business. We are waiting for approval from the Ohio Historic Preservation Office. Todd reported a new cost estimate of \$250,000 has been brought to our attention which is much higher than the set budget allows. The estimated construction cost has exceeded the original estimate. The Mantua Restoration Society is looking for additional funds to cover the cost and is reviewing the specifications to see where costs and the scope of work could be reduced. Drawings are ready for the bid process. Project is out to bid with bids due on July 29, 2016. Two bids were received on 7/29/16. The bid for the electric exceeded 10% of the cost estimate and therefore will need to be rebid. A resolution will be passed by the PCC next week to accept the bid received for the general contract work. Contracts for the elevator work are being circulated for signatures. A Notice to Proceed will be issued once the contracts are in place. The RFP for the electrical work was mailed out to 11 electrical contractors. RFP's are due by 2:30 p.m. on 9/21/16. Bid opening was held on September 21, 2016. The contract was awarded by the Portage County Commissioners and the contracts are being prepared. Contracts are being circulated. A pre-construction meeting was held with the electrical contractor, architect and township officials on October 11, 2016. A notice to proceed will be issued once the contract is in place.



The contract is in place for the elevator work and a Notice to Proceed has been issued to the elevator contractor. The engineering for the elevator will start once payment is received by the elevator company. It is anticipated it will take 5 weeks to complete the engineering. Once the engineering is completed a meeting will be set up to review and approve the plans for the elevator. Contract for the electric work is being circulated for signatures.

Neighborhood Facility/Community Center-Franklin Township Trustees

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

Historic Preservation – Phoenix Building

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

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

Parks and Recreation Facilities – McElrath Improvement Corporation

Funds are being provided to make needed repairs to the concession stands and restrooms as well as to repair the actual baseball fields through the purchase of screened top soil. Staff met with township officials to talk about maintenance issues of the ballfields. We have received a



proposal for the repair to the baseball fields. Work has begun. A proposal was not received for the plumbing repairs to the concession stands and restrooms therefore it had to be re-bid. Contract is in place with construction to begin within the next week. The ballfields have been completed. The plumbing repairs for the concession stand are nearing completion. **All work has been completed.**

Parking Facilities – Village of Garrettsville

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

Public Utilities – Village of Garrettsville

As part of the parking facilities activity the village will be installing electric and replacing the 107 year old water lines which failed during the fire as part of furnishing a new utilities service corridor along the rear of the property parallel to Main Street. No CDBG funds are being contributed however; work will be completed in conjunction with the parking facilities report. An amendment is being processed to eliminate this activity.

A public hearing was held on November 29, 2016 to finish the amendment process. **This activity has been cancelled.**

Fair Housing

Fair Housing services include landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County excluding the City of Kent. There were 2 requests for assistance received during the month of December 2016.

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



FINANCE

RPC GENERAL FUND

January 1, 2017 Cash Balance	\$10,271.71
Receipts:	\$45,749.79
Expenditures:	\$33,074.05
January 31, 2017 Cash Balance	\$22,947.45

B-F-15 Formula Grant

January 1, 2017 Cash Balance	\$108,822.48
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
January 31, 2017 Cash Balance	\$108,822.48

LFPP Food Hub Feasibility Study

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

LGIP Park Plan

January 1, 2017 Cash Balance	\$662.51
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
January 31, 2017 Cash Balance	\$662.51

B-F-16 Formula Grant

January 1, 2017	\$1,463.51
Receipts:	\$ 0.00
Expenditures:	\$ 0.00
January 31, 2017 Cash Balance	\$ 1,463.51

B-D-16 New Horizons

January 1, 2017	\$ 0.00
Receipts:	\$1,900.00
Expenditures:	\$ 0.00
January 31, 2017 Cash Balance	\$1,900.00



January 2017 Financial Statements

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

Resolution #17-03 2017 appropriation increase in the amount of \$1,283 for the operation of the Portage County Regional Planning Commission to be allocated to equipment. A motion was made by R. Messner to approve the appropriation increase as presented, seconded by J. Beal. Motion carried unanimously.

Resolution #17-04 Rescind Resolution 16-23 to enter into contract with the Portage County Board of Commissioners for Administration and implementation of the New Horizons Fair Housing Assistance Program due to an error in the amount of administration funds available in the grant.

Resolution #17-05 Authorize to enter into contract with the Portage County Board of Commissioners for Administration and implementation of the 2016 CDBG Program, Target of Opportunity Program (New Horizons Fair Housing Assistance Program). A motion was made by T. Smith to authorize entering into a contract with the Portage County Board of Commissioners for administration and implementation of the New Horizons Fair Housing Assistance Program, seconded by A. Orashan. Motion carried unanimously.

Resolution #17-06 Authorization to enter into contract with the Portage County Board of Commissioners for administration and implementation of the 2017 Ohio Development Services Agency, LGIP for the Portage County public information and branding project. Total costs to the Portage County Regional Planning Commission will be \$25,000. A cost of \$20,000 will be used to secure a consultant to update Portage County's website. \$5,000 is earmarked for the Portage County Auditor's office. Todd stated he would like to see all the communities being marketed through the County's website. If every community comes up with a tag line we could incorporate it into the County's website. J. Beal made a motion to enter into contract as presented, seconded by R. Messner. Motion carried unanimously.

Director's Report

Todd reported our cleaning company gave notice they will not be able to continue due to health issues. We are looking for a replacement.

There being no further business to come before the Committee a motion was made by T. Smith to adjourn the meeting at 4:08 p.m. Seconded by R. Messner. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

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

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

Portage County Regional Planning Commission dated February 8, 2017 at 4:30 p.m. The meeting was held in the Portage County Regional Planning Commission Meeting Room, 124 North Prospect Street, Ravenna.

Members Present:

Atwater Twp., John Kovacich	Brimfield Twp., Dick Messner	Franklin Twp., Sam Abell
Garrettsville Vill., Rick Patrick	Hiram Twp., Steve Pancost	Hiram Vill., Rob Dempsey
Mantua Vill., Ben Prescott	Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter
Paris Twp., Tom Smith	Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola
Rootstown Twp., Joe Paulus	Shalersville Twp., Nancy Vines	Sugar Bush Knolls Vill., Jim Beal
PARTA, Clayton Popik	Portage Park Dist., Allan Orashan	
P.C. Commissioner, Vicki Kline		
P.C. Commissioner, Sabrina Christian-Bennett		

Alternates Present:

P.C. Commissioner Frederick Alternate, James Greener	Water Resources, Tia Rutledge
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Staff Present:

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

Members Absent:

Freedom Twp., Jeffrey Derthick	Mantua Twp., Victor Grimm	Randolph Twp., Victoria Walker
Streetsboro City, Glenn Broska	Suffield Twp., Mark Frisone	Windham Twp., Rich Gano
Windham Vill., Deborah Blewitt	Soil & Water, James Bierlair	County Engineer, Mickey Marozzi

Visitors Present:

Kathy Karg	Dan DeHoff	Todd Westover	Scott Whallenhurst	Margie Conner
R. Pratt	Ryan Gillepie	Robert Keller	John Arnod	Tom Flynn
Molly Sunter	David Kline	Richard Contin		

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

APPROVAL OF MINUTES JANUARY 11, 2017

The January 11, 2017 minutes were presented. J. Paulus made a motion to approve the January 11, 2017 minutes as presented. Motion seconded by J. Kovacich. Motion carried with 17 Yeas.

SUBDIVISIONS

Replat of Block "G" Creating Sublots 51-60 in the "Country View Estates Subdivision" on Honeychuck Lane, Lots 12 and 13 in Brimfield Township, G2 Professional Services, LLC, applicant – Report presented by Haley Wachholz

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

Staff recommends approval of the replat. D. Messner made a motion to approve staff recommendation. Motion seconded by J. Greener. Motion carried with 20 Yeas.

Replat of Sublot 11 in the "Paradise Acres Plat No. 1" on McClintocksburg Road, Lot 40 in Paris Township, Eric Lindsey, applicant – Report presented by Haley Wachholz

The applicant requests the combination of lot 11 and the lot directly behind to create lot 11R.

Staff recommends approval of replat. J. Greener made a motion to approve staff recommendations. Motion seconded by S. Bennett. Motion carried with 20 Yeas.

Replat of Block B-R4 in the "Wintergreen Point Subdivision" on Misty Glen and Green Hill, Lot 43 in Rootstown township, Roots-1, LLC, applicant – Applicant requested it be withdrawn

Approval of an Extension of Time until March 8, 2017 for Replat of Sublots 1, 2, 3 and 4 in the "Ravenna Building Company Allotment No. 2" on Wilson and Lane Avenue, Lot 20 in Rootstown Township, Ed Wilson, applicant

J. Greener made a motion to approve an extension of time until the March 8, 2017. Motion seconded by S. Bennett. Motion carried with 20 Yeas.

ZONING

Franklin Township Rezoning from O-C to I-1, 6700 State Route 43, The Davey Tree Expert Co., applicant – Presented by Todd Peetz

Amendment 1

Proposed change to the Zoning Map from O-C Open Space Conservation to I-1 Industrial Research and Office District. The proposed amendment is to repurpose the Oak Knolls Golf Course East, which covers 174.82 acres, for future use as office, education and research. The neighboring residents have raised concern about the potential negative impacts of any development that may be located on the site.

Membership discussed the availability of water and sewer to the property. A representative from Davey Tree spoke briefly about the property, as well as their discussion with the City of Kent regarding water and sewer supply. She also pointed out that they are aware of the wetlands that will not be developed.

Staff would recommend approval of the proposed map amendment from O-C Open Space Conservation to I-1 Industrial Research and Office Space. In addition, issues such as a traffic study, water and sewer, impact on wetlands and buffering for existing residential properties should be considered at the time of site planning.

R. Dempsey made a motion to follow staff recommendations. Motion was seconded by J. Paulus. Motion carried with 20 Yeas.

Mantua Township Text Amendment RE: Rezoning from C-1 to Neighborhood Commercial – Report presented by Todd Peetz

Amend Section 407.00-407.10 Neighborhood Commercial District (N-C)

The purpose of the Neighborhood Commercial District (N-C) is to encourage the establishment of areas within a residential setting for convenience and service business uses.

Staff recommends approval of the proposed text amendment.

Amend Zoning Map from C-1 Commercial to N-C Neighborhood Commercial

The purpose of the Zoning Map amendment is to allow for residential use in the former commercial district.

Staff recommends approval of the proposed map amendment.

V. Kline made a motion to follow staff recommendations. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

Brimfield Township Rezoning from R-O to G-C and L-1, Lot 36 on Tallmadge Road, McKinley Development Co., applicant – Presented by Todd Peetz

Amendment 1 – Amend Zoning Map from R-O Residential Office to G-C General Commercial and L-1 Light Industrial

The proposed change is to the Zoning Map from R-O Residential Office to G-C General Commercial and L-I Light Industrial. The amendment consists of 133+/-acres.

This amendment is for a proposed development for both commercial uses and light industrial for the area known as Maple Crest Golf Course, as well as, a couple single family residences. The proposed development would include big box stores and several restaurants or food service establishments.

There is concern about congestion at the interchange and at the entrance to the Cascades shopping area. County Engineer and ODOT are working on a plan to rework the interchange however this will not begin until 2020 or 2021. Another concern is that the new businesses will be competing with the existing businesses in the Cascade area. The applicant has provided a marketing study that found more competition is actually good for the existing businesses, as it will draw more people to the area.

Dan DeHoff with DeHoff Development Company spoke on behalf of the McKinley Development Company, the applicant. He talked about this area being in a JEDD between Brimfield and Tallmadge. He said that the site consist of 127 acres, retail would make up 56 acres and 71 acres for industrial. Dan stated that they have two retail tenants interested in the development; one is Menards a home improvement center; and Myers which is a grocery store. Both companies are family owned and there is the potential for approximately 500 new jobs. Ryan Gillespie of GPD Group discussed the traffic concerns and plans for Tallmadge Road and the I-76 interchange. Tallmadge Mayor David Kline spoke briefly about safety, JEDD and traffic issues in that area. Brimfield Zoning Inspector Dick Messner spoke on behalf of the Township stating that Brimfield Township Zoning Commission is only looking at the zoning amendment at this time and not the site plan.

Staff would recommend approval of the proposed map amendment from R-O Residential Office to G-C General Commercial and L-I Light Industrial. In addition, issues such as a traffic study, water and sewer, hydric soil testing, buffering for existing residential properties and emergency service provisions should be considered at the time of site planning.

D. Messner made a motion to accept staff recommendation to approve the amendment. Motion seconded by J. Kovacich. Motion carried with 20 Yeas.

EXECUTIVE COMMITTEE

Work Program

January 2017 Work Program Report – Presented by Todd Peetz

- **Subdivision Regulation Administration** – There were 4 application and 5 lots created.
- **Atwater Township** – Processed a Trails Grant for the Old School Park.
- **Brimfield Township** – Prepared Zoning Amendment.
- **Franklin Township** – Prepared Zoning Amendment.
- **Mantua Township** – Prepared Text and Zoning Amendment. Continue to assist in coordinating the Mantua Center School development plan.
- **Randolph Township** – We are discussing how to further develop their Architectural Design Guildlines.

- Ravenna City – Met to discuss their land use plan and also look into more specific areas of the City. We are also working to assist Ravenna Township and the City of Ravenna with their JEDD.
- Ravenna Township - Staff continuing to further develop Architectural Review Design Guidelines and assisting them with Ravenna Township and the City of Ravenna JEDD.
- Rootstown Township – Architectural Review Design Guidelines, moving forward with the draft language. Draft text amendment language for the January Board meeting.
- Streetsboro City – Continue to work with Streetsboro staff about their comments to incorporate into their Subdivision Regulations. Met with them on December 15th to discuss changes that were needed before we can finalize.
- Portage County Land Reutilization Corporation (Land Bank) – Contracts for PCRPC to coordinate the meetings and assist in the preparation of any mapping and possibly some planning for the Land Bank. The next meeting is scheduled for February 22nd at the Reed Memorial Library at 2:30 PM.
- Portage County Storm Water Program – Home Sewage Repair and Replacement Program – Program is in place and we will be marketing it to people who need assistance.
- Food Hub – Local Food Promotion Program Grant – A public meeting that included producers and buyers was held on January 25, 2017 at Maplewood Career Center. Steering Committee meeting is February 16th. The project is anticipated to be completed by March 28, 2017.
- Ravenna City Land Use Plan – Staff is currently collecting data and mapping key elements of the City. Staff is working closely with the City’s “core group” to develop goals, objectives and strategies. Staff planning to meet with the City Engineer before a final draft is complete.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A meeting is scheduled for March 2nd, 2017.
- Celebrate Portage!/Visioning in Portage (VIP) – The steering committee kick-off meeting was held on January 25, 2017.

Grant Activity

Several grants have been submitted and Amy Craft is working on additional grant applications; including the Atwater Trail Grant, Safety Grant and OH EPA Grant. Again, membership is encouraged to notify Regional Planning with any grants they have interest in pursuing.

January, 2016 CDBG Report

2015 Community Development Allocation Grant

Neighborhood Facility/Community Center – Mantua Township Elevator

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

Neighborhood Facility/Community Center – Franklin Township ADA

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

Historic Preservation – Phoenix II Roof Replacement

Construction has started and is nearing completion.

Parking Facilities – Garrettsville Parking Lot

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

2016 Community Development Allocation Grant

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

Finance

January 2017 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the January 2017 financial statements and recommends acceptance. V. Kline made a motion to approve the January 2017 financial statements as presented. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

Authorization to Increase the 2017 Appropriations for the Operation of the Portage County Regional Planning Commission (Resolution No. 17-03)

T. Peetz presented Resolution No. 17-03, which increases appropriations by an additional \$1,283.

S. Bennett made a motion to approve Resolution No. 17-03. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Authorization to Rescind Resolution No. 16-23 to Enter into Contract with the Portage County Board of Commissioners for Administration and Implementation of the 2016 CDBG Program, Target of Opportunity Program (New Horizons Fair Housing Assistance Program (Resolution No. 17-04)

T. Peetz presented Resolution No. 17-04, which rescinds Resolution No. 16-23.

R. Patrick made a motion to approve Resolution No. 17-04. Motion seconded by V. Kline. Motion carried with 20 Yeas.

Authorization to Enter into Contract with the Portage County Board of Commissioners for Administration and Implementation of the 2016 CDBG Program, Target of Opportunity Program (New Horizons Fair Housing Assistance Program (Resolution No. 17-05)

T. Peetz presented Resolution No. 17-05, which authorizes Portage County Regional Planning Commission to enter into contract with the Portage County Board of Commissioners to administer and implement the 2016 CDBG and New Horizon Grants.

R. Dempsey made a motion to approve Resolution No. 17-05. Motion seconded by A. Orashan. Motion carried with 20 Yeas.

Authorization to Enter Into Contract with the Portage County Board of Commissioners for Administration and Implementation of the 2017 Ohio Development Services Agency, Local Government Innovation Program for the Portage County Public Information and Branding Project (Resolution No. 17-06)

T. Peetz presented Resolution No. 17-06, which authorizes Portage County Regional Planning Commission to enter into contract with the Portage County Board of Commissioners to administer and implement the 2017 Development Services Agency, Local Government Innovation Program.

Membership discussed that this grant will be used to update the County's website, as well as, the website for Portage County Regional Planning Commission.

R. Patrick made a motion to approve Resolution No. 17-06. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

DIRECTOR'S REPORT

Todd introduced Emily Snyder who is working as an intern. Emily is a student at Kent State and will be working on various projects.

OTHER BUSINESS

J. Paulus from Rootstown Township discussed a letter the Township received from the Portage County Building Department.

Next Meeting

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

ADJOURNMENT

J. Kovacich made a motion to adjourn the meeting at 5:50 p.m. Motion seconded by J. Paulus. Motion carried with 20 Yeas.

Minutes approved at the March 8th, 2017 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
NOMINATING COMMITTEE MINUTES
FEBRUARY 8, 2017**

Members in Attendance: Allan Orashan Dick Messner Jim Beal

Staff Present: L. Reeves

The meeting was held on February 8, 2017 at 3:05 p.m.

Discussion was held. After discussion, J. Beal made a motion to nominate Jim DiPaola for Chairman Motion seconded by D. Messner. Motion carried unanimously.

D. Messner made a motion to nominate T. Smith for Vice Chairman. Motion seconded by J. Beal.

The Committee voted unanimously to present this slate of officers at the Annual Meeting on March 8, 2017 and that Allan Orashan would present the report of the Nominating Committee.

A motion was made by J. Beal to adjourn the meeting at 3:10 p.m. Motion seconded by D. Messner.

Respectfully Submitted,

Allan Orashan
Nominating Committee Chairman

Todd Peetz, Secretary