

Minutes
Portage County Regional Planning Commission
April 11, 2018

Portage County Regional Planning Commission dated April 11, 2018 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	Freedom, Jeffrey Derthick	Hiram Twp., Steve Pancost
Hiram Vill., Robert Dempsey	Mantua Twp., Victor Grimm	Mantua Vill., Paula Tubalkain
Nelson Twp., Kevin Cihan	Palmyra Twp., Sandy Nutter	Paris Twp., Tom Smith
Ravenna City, Frank Seman	Ravenna Twp., Jim DiPaola	Rootstown Twp., Joe Paulus
Sugar Bush Knolls Vill., Jim Beal	Suffield Twp., Adam Bey	Windham Twp., Rich Gano
Windham Vill., Deborah Blewitt	Shalersville Twp., Ronald Kotkowski	PARTA, Clayton Popik
Water Resources, Tia Rutledge	Portage Park District, Allan Orashan	
P.C. Commissioner, Sabrina Christian-Bennett		
P.C. Commissioner Kline Alternate, Terry Montz		
P.C. Commissioner Mike Kerrigan		

Alternates Present:

P.C. Commissioner Kerrigan Alternate, Jim Greener

Ex-Officio Members Present

NEOMED, Janet Coon

Staff Present:

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

Members Absent:

Brimfield Twp., Wendi O'Neal	Franklin Twp., Sam Abell	Garrettsville Vill., Rick Patrick
Randolph Twp., Victoria Walker	Streetsboro City, Glenn Broska	Soil & Water, James Bierlair
County Engineer, Mickey Marozzi		

Public Present

T. Pascarella	M. Organ	S. Skrovan
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The Regional Planning Commission meeting was called to order by Chairman, Jim DiPaola.

APPROVAL OF MARCH 14, 2018 MEETING MINUTES

The March 14, 2018 minutes were presented. J. Kovacich made a motion to approve the minutes as presented. Motion seconded by M. Kerrigan. 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. – Report presented by Todd Peetz

Staff recommends an extension of time until May 9, 2018. However, if all comments are addressed prior to May 9, 2018 staff recommends holding a Special Executive Committee Meeting to act on the Plat.

A motion was made by S. Bennett to follow staff recommendation. Motion seconded by A. Orashan. Motion carried with 22 Yeas.

Discussion was held about charging a fee for requesting an extension of time and the number of extensions allowed before charging a fee. It was recommended that a policy to be written and presented at the May 9, 2018 meeting.

Replat of Sublots 12 – 14 and Sublot 29 in the "Townners 1st Addition" on Ravenna Road, Lot 37 in Franklin Township, Ann Hanna, applicant – Report presented by Todd Peetz

The applicant is requesting to combine sublots 12 – 14 and 29 to create Sublot 13-R. There is a house located on the lot.

There were no corrections needed to the replat. Staff recommends approval of the replat as submitted. A motion was made by V. Kline to follow staff recommendation. Motion seconded by S. Bennett. Motion carried with 22 Yeas.

Replat and Variance for the Replat in the "Nanway Airpark No. 1" on Nanway Blvd., Lot 59 in Shalersville Township, P.C. Regional Airport Authority, applicant

A motion was made by R. Dempsey to approve an extension of time until May 9, 2018. Motion seconded by K. Cihan. Motion carried with 22 Yeas.

Mutli-Replats in the McElrath Park Allotment, P.C. Land Reutilization Corporation, applicant – Report presented by Todd Peetz

- (18-08) Replat of Sublots 1-4 and 5-8 in Block "G" on Hopkinson
- (18-11) Replat of Sublots 9-11 in Block "G" on Garfield Road and Hopkinson
- (18-12) Replat of Sublots 4-6 and 22-24 in Block "N" on Sumner Street and McElrath Avenue
- (18-13) Replat of Sublots 18-20 in Block "H" on Terrill Street

The applicant is requesting to combine the above lots in order to create buildable lots. Sewer is not currently available. The closest sewer for 18-08 and 18-11 is on Terrill Street. Water and sewer is available for Sublot 5-R, but is not available for Sublot 23-R. Sewer is in the vicinity for 18-13.

All items noted by the Tax Map Department have been corrected.

Staff recommends an extension of time until May 9, 2018. After a great amount of discussion a motion was made by S. Bennet to approve an extension of time until May 9, 2018. Motion seconded by V. Kline. Motion carried with 22 Yeas.

- (18-09) Replat of Sublots 8-10 in Block "R" on Hopkinson
- (18-10) Replat of Sublots 25-27 in Block "O" on Richardson Avenue

All items that were found to be in non-compliance with the P.C. Subdivision Regulations has been corrected therefore staff recommends approval of Replats 18-09 and 18-10. A motion was made by M. Kerrigan. Motion seconded by V. Kline. Motion carried with 22 Yeas.

Multi-Replats in the "Ravenna Building Company Allotment", P.C. Land Reutilization Corporation, applicant – Report presented by Todd Peetz

- (18-14) Replat of Sublots 170, 171, 213 and 210-212 on Portage and Skeels Street
- (18-15) Replat of Sublots 365 – 368 on Arbeco and Portage Street
- (18-16) Replat of Sublots 72-74 and 98-100 on Court Street and Wolforth Avenue
- (18-17) Replat of Sublots 159, 160, 161R on Wolforth Avenue
- (18-18) Replat of Sublots 322-324 on Skeels Street

The applicant is requesting approval to combine the above lots in order to make buildable lots.

Sewer is available to all of the above lots. There were no physical limitations on any of the proposed lots.

All items that were found to be in non-compliance with the P.C. Subdivision Regulations has been corrected therefore staff recommends approval of the Replats 18-14, 18-15, 18-16, 18-17 and 18-18. A motion was made by S. Bennett. Motion seconded by J. Paulus. Motion carried with 22 Yeas.

Replat of Sublots 16, 16RA in the "Lakeview Allotment No. 2" on Rootstown Road, Lot 43 in Rootstown Township, Thomas A. Pascarella, applicant – Report presented by Todd Peetz

The applicant is requesting approval is proposing to combine pre-existing lots in order to create two buildable lots.

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

ZONING

Franklin Township Text Amendment – Report presented by Todd Peetz

Franklin Township is proposing the following under J. PERMANENT Storage/Shipping Containers:

However, TEMPORARY storage/shipping containers may be temporarily allowed for a maximum of 60 days in all zoning districts.

Staff felt that using the term “prohibited” would get a bit confusing because storage containers are only prohibited if they are intended to be used as permanent storage. Allowing storage containers for short-term use is appropriate because for the most part that is how they were intended to be used. The Township may want to add a definition of a temporary storage unit in the definitions so that it is clear they are allowed just not over 60 days.

The second part of this is the 60 day limit. In residential and probably in most commercial areas this would not be difficult to track but in industrial and heavy commercial areas this may not be so easy to track. Just from an enforcement stand point a clear policy or procedure should be in place so that enforcement doesn’t become too overbearing.

Staff recommends approval of the proposed amendment with adding a definition of temporary storage containers and having a process, policy or procedure for enforcement in place.

Amendment No. 2

Section 405.06 is regulating accessory structures. Accessory structures are considered permanent or at least more than temporary and storage containers would be prohibited per Section 403 and the definitions.

Staff recommends approval of the proposed amendment.

Amendment No. 3

Franklin Township is proposing the following definitions: Shipping/Storage Container (PERMANENT): “These vessels are such as were originally designed for or used in the packing, shipping, movement or transportation of freight, articles, goods or commodities AND STORED LONGER THAN 60-DAYS. These include, but are not limited to standardized reusable containers such as: cargo containers, transport containers, shipping containers, portable site storage containers, Portable On-Demand Storage Units (PODS), railroad cars and titled vehicles.”

Shipping/Storage Container (Temporary): “THESE VESSELS ARE SUCH AS WERE ORIGINALLY DESIGNED FOR OR USED IN THE PACKING, SHIPPING, MOVEMENT OR TRANSPORTATION OF FREIGHT, ARTICLES, GOODS OR COMMODITIES AND STORED 60 DAYS OR LESS. THESE INCLUDE, BUT ARE NOT LIMITED TO STANDARDIZED REUSABLE CONTAINERS, SHIPPING CONTAINERS, PORTABLE SITE STORAGE

CONTAINERS, PORTABLE ON-DEMAND STORAGE UNITS (PODS), RAILROAD CARS AND TITLED VEHICLES.”

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

Rootstown Township Text Amendment Re: Section 350.03; Rezoning from C-2 – C3 Located on I-76 East of State Route 44 – Report presented by Todd Peetz

Amendment No. 1

Rootstown Township is proposing to rezone the area east of State Route 44, along Lynn Road from C-2 to C-3, Highway Commercial. The amendment consists of 21 parcels totaling 71.53 acres.

The Township is making the change for consistency with their Comprehensive Plan.

The proposed zoning change appears to be consistent with the character of the area. Staff recommends approval of the proposed amendment from C-2 to C-3, Highway Commercial.

Amendment No. 2

Rootstown Township is proposing to rezone the area east of State Route 44, South of I-76 from C-1 to C-3, Highway Commercial. The amendment consists of 3 parcels totaling approximately 13.39 acres.

The Township is making the change for consistency with their Comprehensive Plan. This area may have wetlands on the north parcel otherwise it is free of wetlands and floodplains.

Staff would recommend approval of the proposed map amendment from C-1 to C-3, Highway Commercial.

Amendment No. 3

Rootstown Township is proposing to rezone the area West of State Route 44, South of I-76 from C-2 to C-3, Highway Commercial. The amendment consists of 14 parcels totaling approximately 132.82 acres. The proposed amendment is mostly developed as NEOMED campus and retail, commercial and undeveloped land. The Township is making the change for consistency with their Comprehensive Plan.

Discussion was held. After further discussion it was recommended that an additional parcel owned by NEOMED to be added.

Amendment No. 4

Rootstown Township is proposing an area West of State Route 44, North of Lynn Road from R-2 to C-3, Highway Commercial. The amendment consists of 2 parcels totaling approximately 11.96 acres. The proposed amendment has a house on the south parcel and on the north parcel is a barn and a lean to

frame structure. The Township is making the change for consistency with their Comprehensive Plan. This area does not show any flood plains or wetlands on the site.

Staff would recommend approval of the proposed map amendment from R-2 to C-3, Highway Commercial.

Amendment No. 5

Rootstown Township is proposing to change the permitted uses in the C-2 and C-3 zoning districts. The Zoning Commission added office, retail and automotive in the C-3 Zoning District which are all associated with the more utilized interchanges. They also recommended conditionally allowing residential in the C-2 Zoning District which before residential was not permitted.

Staff recommends approval of the proposed amendments No. 1 - 5. A motion was made by J. Paulus to follow staff recommendation. Motion seconded by R. Gano. Motion carried with 23 Yeas.

EXECUTIVE COMMITTEE

Work Program

March, 2018 Work Program Report

Todd presented the February 2018 Work Program Report.

- Franklin Township – Staff attended the Zoning Commission meeting in March to discuss comparing zoning from Brady Lake Village with Franklin Township and reviewed Village owned land for possible use.
- Freedom Township – Staff prepared a parcel map that showed the non-residential areas in the Township. Staff is also working on language for a proposed text amendment.
- Mantua Township – Staff is continuing to help with coordination of the Mantua Center School development plan.
- Palmyra Township – Staff has been working with the Township on a Nature Works Park Grant that is due by June 1, 2018.
- Ravenna City – Staff has continued to work on a Land Use Plan and is working with the City on the proposed JEDD. Staff met with the Planning Commission on March 27, 2018 to go over the draft. Finalized the contract to do a bike plan for the City.
- Ravenna Township – Staff is working with them on their JEDD as well as assisting them with some potential zoning amendments.

- City of Streetsboro – Staff held a kick off meeting on March 1, 2018 for the update to their Master Plan. The next meeting will be held on April 19, 2018. A community meeting will be held on May 2, 2018.
- Suffield Township – Todd will be attending a meeting this evening with the Planning Commission meeting regarding their Land Use Plan. Surveys for their Land Use Plan were due by March 31, 2018. The next meeting will be held on April 19, 2018.
- Windham Village – Staff has been working with the Village on a land use plan. Staff assisted the Village in applying for a Target of Opportunities Designation. Windham Village and Township were both accepted as a Target of Opportunity.
- Quarterly Zoning Inspectors (QZI) Meeting – The last meeting was held on January 25, 2018. The next meeting will be scheduled in May and the topic is to be determined.
- Portage County Land Reutilization Corporation (Land Bank) – A meeting was held on April 9, 2018 at the Reed Memorial Library. The meetings will be held quarterly going forward.
- Portage County Storm Water Program - We have 2 new applicants and we anticipate up to 10 more from the Health Department in April.
- Local Government Innovation Fund – Countywide Parks and Recreation Collaboration and Coordination Plan – A Steering Committee meeting was held on February 20, 2018 at the RPC offices. The only component left to complete is the website. We are combining financial resources from another grant for the creation of the website. The grant has been extended to December 31, 2018.
- Local Government Innovation Fund – Marketing and Branding (Planning) Grant – An open meeting to discuss with communities is being scheduled for some time in April or May.

March, 2018 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 needs to have the required fire alarm/elevator monitoring devices installed and the contractor will need to complete the punch list items for the lobby. Once the work is completed the contractor will contact the State to request the inspection.

Also met with Township officials and legal counsel to discuss completion of the project and the amount owed to the electrical and the general contractor by the Township. Also, met with Neighborhood Development Services about obtaining RLF funds to cover what is owed by the Township.

2016 Community Development Allocation Grant

Neighborhood Facilities/Community Center (Windham Community Center)

Construction has been completed. However, there are a few punch list items that either the Village or the contractor have to complete and were delayed due to weather limitations.

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 were sent out mid-February 2018 for the next round of CDBG funding. Proposal forms are due by 4:30 p.m. on April 20, 2018. \$486,000 will be available in this grant cycle.

Finance

March, 2018 Financial Statement

J. DiPaola stated that the Executive Committee reviewed the March, 2018 financial statements and recommends acceptance. J. Kovacich made a motion to approve the March, 2018 financial statements as presented. Motion seconded by M. Kerrigan. Motion carried with 23 Yeas.

OTHER BUSINESS

Next Meeting

J. DiPaola announced that the next Regional Planning Commission meeting will be held on May 9, 2018 at 4:30 p.m.

DIRECTOR'S REPORT

- An appraisal on the building has been requested. Staff has received a cost of moving the office to the Administration Building. One thing we are looking for is an agreement from the Commissioners in terms of the number of years, etc.
- Patrick Holland's last day will be April 13, 2018. He has accepted a job working for the City of Columbus.

ADJOURNMENT

J. Kovacich made a motion to adjourn the meeting at 5:25 p.m. Motion seconded by S. Bennett.

Minutes approved at the May 9, 2018 Meeting.

Jim DiPaola, Chairman

Todd Peetz, Secretary



Meeting called to order on April 11, 2018 at: 3:30 pm

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

Staff: T. Peetz E. Beeman

J. DiPaola opened the meeting at 3:30 p.m. The minutes of March 14, 2018 were presented. T. Smith made a motion to approve the minutes as corrected seconded by J. Beal. J. Beal noted a grammar correction. Motion carried unanimously.

WORK PROGRAM as reported by T. Peetz

Planning Administration

A total of 22 subdivision applications were submitted during the month of March 2018 creating 21 new lots.

Brimfield Township

Staff reviewed text amendments for the township and held a discussion on the Maple Crest proposal.

Franklin Township

Staff has been working with the township to incorporate Brady Lake zoning into their Zoning Resolution.

Freedom Township

Staff prepared a parcel map showing their non-residential zoning areas. Staff is developing language for a proposed text amendment.

Mantua Township

Staff is continuing to help with coordination of the Mantua Center School development plan. Staff held a couple meetings to discuss process, change orders and additional funding options.

Palmyra Township

The township is working with Amy in reference to Nature Works and fire protection grants for 2018. Staff submitted an AFG Grant for the township. Nature Works is due June 1, 2018.

Ravenna City

Continue to help with newly established JEDD. Staff is in the process of finalizing their newly created Land Use Plan. A Critical Infrastructure Grant was submitted for possible funding for the city. Finalized draft contract agreement to do a bike plan for the City.



Paris Township

Amy is busy writing a NOPEC Grant for energy efficiency improvements.

Ravenna Township

Staff is assisting the city and township officials with their newly established JEDD. Staff prepared potential zoning amendments and will be meeting with the Township Zoning Commission on April 18th. Staff submitted a Target of Opportunities designation and sent it to Governor Kasich.

Rootstown Township

Staff reviewed township text and map amendment re: Section 350.03 and rezoning from C2 to C3 located on I-76 east of state route 44.

Suffield Township

Todd reported staff continues to work on their Land Use Plan. Staff attended the planning commission meeting in March. Surveys for their land use plan are due March 31st. Over 100 surveys have been returned at this point in time. There will be a meeting on April 11, 2018 to go over the surveys.

Streetsboro City

Todd reported staff held a kick off meeting on March 1st for the update to their Master Plan. The next meeting has been set for April 19th.

Windham Village

Staff submitted a Windham Village application for Critical Infrastructure funds. Staff assisted with applying for a Target of Opportunities Designation. Governor Kasich accepted and submitted Windham Village and Windham Township to make the designation official.

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. A total of 141 active parcels have been completed to date for the mapping project. It will help with the marketing of the properties going forward. The land bank met on February 12, 2018. The next land bank meeting has been set for March 12, 2018. Their annual meeting will be April 9, 2018.

Portage County Storm Water Program

Todd reported there are a minimum of at least 10 more properties forthcoming in 2018. RPC staff met with the Health Department as well as the prosecutor's office to talk about streamlining the process on March 21, 2018. One determination that was brought forward is to have properties that have failing systems that are close to water/sewer transfer over.



Ravenna City Land Use Plan

Staff is working closely with the City's core group to develop goals, objectives and strategies. This project is 95% complete. Staff met with the city planning commission on March 27, 2018 to get feedback before finalizing the plan. The next scheduled meeting was set for April 24 however it was rescheduled to May 2018.

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

Todd reported talking to a web designer who is working with the Park District. The Park District has a RFP out for the web design. This project is 90% complete. An extension has been requested and granted to December 31, 2018.

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 sometime in May and sent to all communities to think about ideas for marketing/branding Portage County.

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 on the elevator. The Mantua Township trustees will set up a meeting with the Portage County Commissioners to ask for revolving loan funds to finalize the project by June 30, 2018. J. DiPaola asked if RPC is getting reimbursed for all the additional problems with this project. Todd replied this project is over budget by approximately \$20,000 due to all the problems. J. Beal asked if language would reflect the needed changes from this point going forward. T. Peetz stated yes it will be in the new contract going forward. Todd also stated going forward since the architect is usually the project manager for most projects, the architect should be paid and not be able to just donate their time. The prosecutor's office stated the architect should be on the hook for some of the change orders because the proper information and/or drawings were not given to the contractor. J. DiPaola stated it may be a good time to cut the ties with this project instead of going further into the hole. T. Peetz asked if he should draft a letter to send to the township. J. DiPaola stated yes that would probably be a good idea.



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 was anticipated all construction would be completed by the end of January 2018 however due to inclement weather construction will be completed sometime in March 2018. Construction is complete however, there remains a punch list that will need to be addressed but due to weather conditions it will be delayed.

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. The architect has put together a punch list of items to be addressed by the contractor. The contractor is waiting for the weather to warm up before completing the punch list items. Once the work is completed the architect will do a final walk through.

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 and are anticipated to go out by the end of April 2018.

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 2,073 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 was 1 request for assistance received in February.



FINANCE

RPC GENERAL FUND

March 1, 2018 Cash Balance	\$101,030.30
Receipts:	\$53,765.10
Expenditures:	\$34,714.27
March 31, 2018 Cash Balance	\$120,081.13

LGIP Park Plan

March 1, 2018 Cash Balance	\$5,298.69
Receipts:	\$ 0.00
Expenditures:	\$5,068.37
March 31, 2018 Cash Balance	\$230.32

B-F-16 Formula Grant

March 1, 2018	\$15,315.08
Receipts:	\$ 0.00
Expenditures:	\$ 2,226.93
March 31, 2018 Cash Balance	\$13,088.15

B-D-16 New Horizons "FINAL"

March 1, 2018	\$952.80
Receipts:	\$ 0.00
Expenditures:	\$952.80
March 31, 2018 Cash Balance	\$ 0.00

LGIP Branding/Marketing

March 1, 2018	\$0.00
Receipts:	\$10,000.00
Expenditures:	\$ 5,600.00
March 31, 2018 Cash Balance	\$ 4,400.00

March 2018 Financial Statements

E. Beeman presented and reviewed the March 2018 financial statements. A motion was made by S. Bennett to approve the March 2018 financial statements as presented and to recommend acceptance to the full Commission, motion seconded by S. Nutter. Motion carried unanimously. The RPC 2018 projections report was noted by Todd.



Todd reported Mantua Township still have not paid their 2018 member dues. E. Beeman stated she did send a reminder in March. Todd stated they have no reason not to pay it.

Todd reported 2 Critical Infrastructure grants were submitted for funding for Ravenna City as well as Windham Village.

Todd reported that Maplecrest has filed for an extension for the Maplecrest Parkway subdivision due to the financial guarantees/performance bonds not being in place. The prosecutor's office has not seen the financial agreements to date. The golf course is behind on the property taxes. A. Orashan stated the title company will straighten everything out before the title transfers. J. DiPaola stated he remembers sometime back about limiting the number of extensions to come before the board to 3. J. Beal agreed.

Todd reported he is in the process of getting 3 quotes for moving the RPC offices to the administration building.

Todd reported Clarence who is a commercial broker at CBRE in Akron did come in, did a walkthrough of the building and took pictures. Clarence indicated the Portage County auditor's website has the building appraised at \$445,000. By law the amount of the appraised value should be 15% of \$445,000. He will get back to Todd in the near future. S. Bennett stated the appraised price should be very comparable. A. Orashan stated let Clarence do his work and come up with the comps.

T. Peetz stated he saw Jack Kohl and asked if he had listed our rental units yet. Jack stated he will get to it and get a listing agreement to us shortly. S. Bennett stated there are quite a few vacant units within the Administration Building.

Todd asked if the Commissioners have prepared a proposed agreement for the relocation of the planning commission offices to the administration building. S. Bennett stated it is forthcoming and just to let you know there is a lot of vacant space available.

Todd reported planner Patrick Holland's last official day is 4/13/18. Todd reported receiving 4 resumes so far. The ad indicated a close date of 4/18/18 so there is time to receive more.

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 S. Bennett. Motion carried unanimously.

Chairman, Jim DiPaola

Secretary, Todd Peetz, AICP

Minutes submitted for approval by Secretary on May 9, 2018

**REPLAT of BLOCK B-R6 WINTERGREEN SUBDIVISION LOTS 76-87
ROOTSTOWN TOWNSHIP**

Case No. 18-21
Reviewed By: Todd Peetz
Date Submitted: 4-10-18
Due: 5-10-18

APPLICANT: Roots-1 LLC
 8000 Gotham Road
 Garrettsville, OH 44231

REQUESTED ACTION & HISTORY:

The applicant requests approval to create 12 lots, lots 76-87 from the Block BR-6. This is the next phase of the platting process for the Wintergreen Subdivision in Rootstown Township.

See combined aerial of all the parcels together.

LOCATION: Vicinity Map (Exhibit 1)

The proposed lots are located in the northwest quadrant of Rootstown Township. The lot is located near Lake Hodgson and off of Misty Glen.

SIZE & ZONING: (Exhibit 2)

	Minimum Required	76	77	78	79	80	81	82	83	84	85	86	87
Zoning		R-2	R-2	R-2	R-2	R-2	R-2	R-2	R-2	R-2	R-2	R-2	R-2
Min Acreage	.31 of an acre	.26 of an acre	.26 of an acre	.29 of an acre	.22 of an acre	.22 of an acre	.22 of an acre	.22 of an acre	.22 of an acre	.22 of an acre	.32 of an acre	.27 of an acre	.29 of an acre
Frontage	60 feet	80 feet	80 feet	95 Feet	80 feet	80 feet	80 feet	80 feet	80 feet	80 feet	95 Feet	80 feet	80 feet
Width	80 feet	80 feet	80 feet	95 Feet	80 feet	80 feet	80 feet	80 feet	80 feet	80 feet	95 Feet	80 feet	80 feet

R-2 Single-Family Residential 2/ Planned Residential Zoning.

LAND USE: Site: The parcels are all undeveloped at this time.

Surrounding: The area surrounding the replatted lots are zoned (R-2) Single-Family Residential. There are existing residential homes and undeveloped parcels in the area of the properties.

UTILITIES:

There is water and sewer available to the properties.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: There are two soil types associated with these replats which are Wadsworth Silt Loam 2 to 6 percent slopes and Oshtemo Sandy Loam, 6 to 12 percent slopes.

- Wadsworth Silt Loam, 2 to 6 percent slopes (WaB): Most areas of this gently sloping soil are large and irregular in shape. Seasonally high water table.
-
- Oshtemo Sandy Loam, 6 to 12 percent slope (OsC): This soil is gently sloping soil on rolling kames and terrace breaks. Usually in areas of less than 10 acres in size.

Wetlands: According to the Portage County Wetland Inventory, there do not appear to be wetlands on any of these parcels.

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

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

Review Entity	
Building Official	Y
Engineering	Y
Health Department	NC
Soil and Water	NC
Tax map	Y
Water Resources	Y
Rootstown Zoning Inspector	NC

Y is acceptable; CA is Conditional Approval; D is not acceptable; NC is No Comment

05/03/18

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

There are no corrections needed.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replatted lots meet zoning requirements.

ANALYSIS: Primary issues for these replatted lots involve creating 12 new lots as part of the phasing of the project.

There were no physical limitations identified for this site.

RECOMMENDATIONS: Staff recommends approval.

Exhibit 1

Wintergreen Point Subdivision Block B-R6 Replat

Rootstown Township

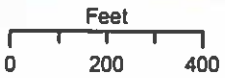
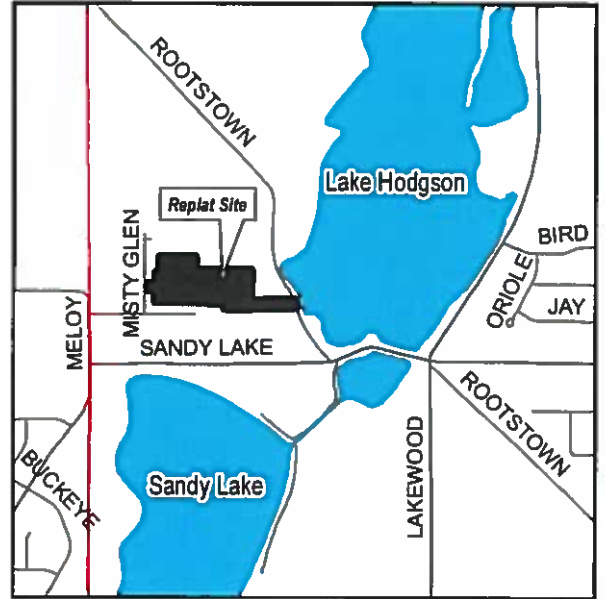


Exhibit 2
Replat

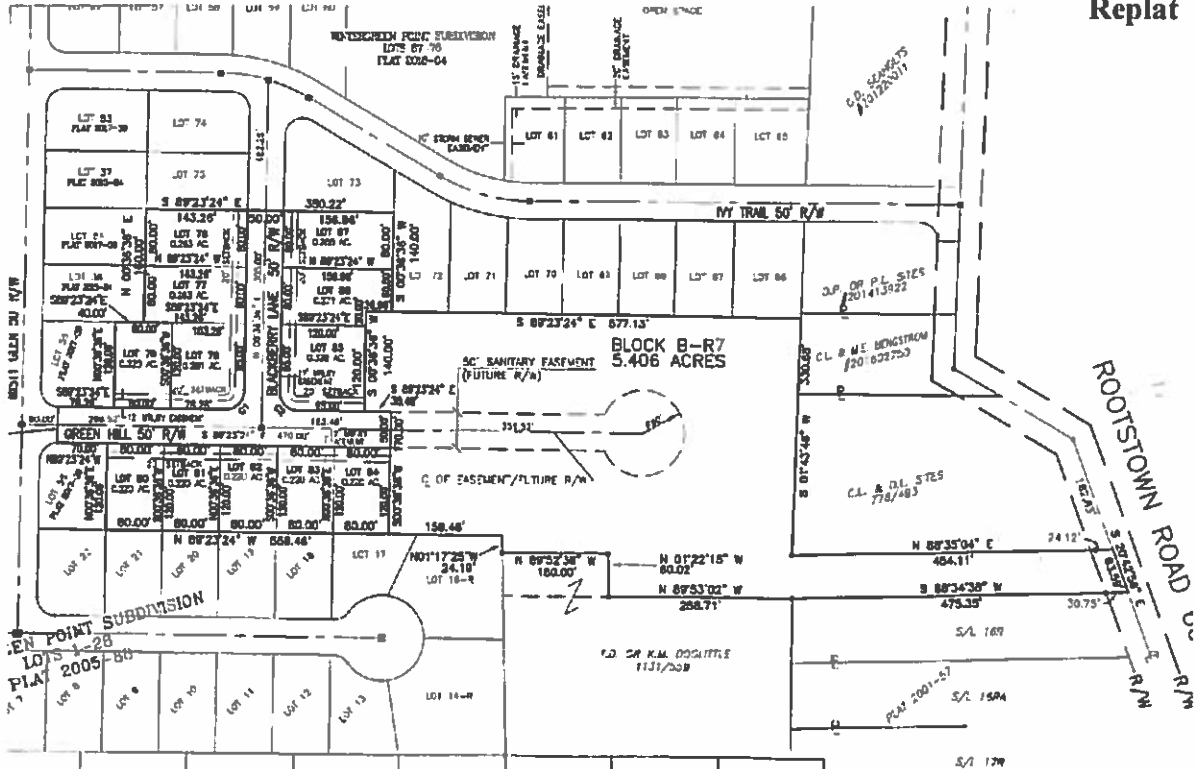
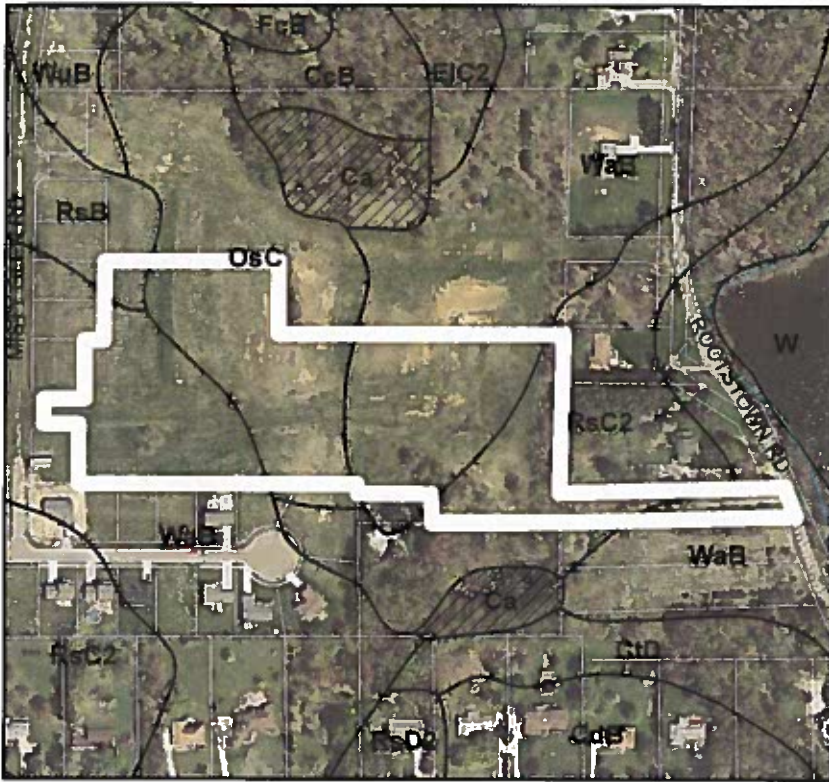


Exhibit 3
**Soils, Wetlands,
 Flood Hazard Areas &
 Priority Conservation
 Areas**

Wintergreen Point Subdivision
 Block B-R6 Replat

Rootstown Township



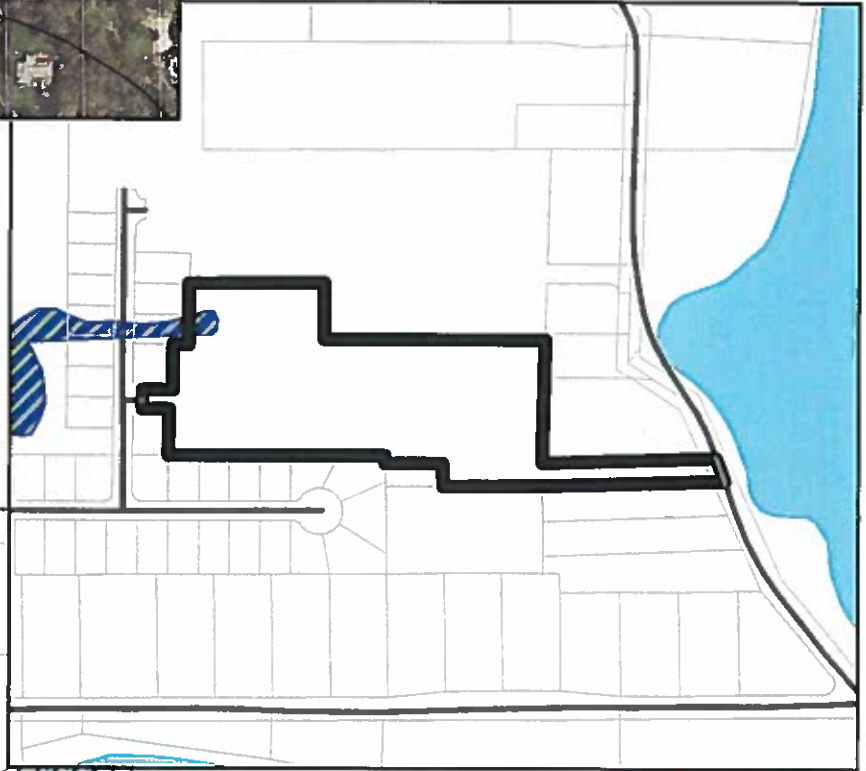
Portage County Soil Survey Digital version, 2006.

 Hydric soils

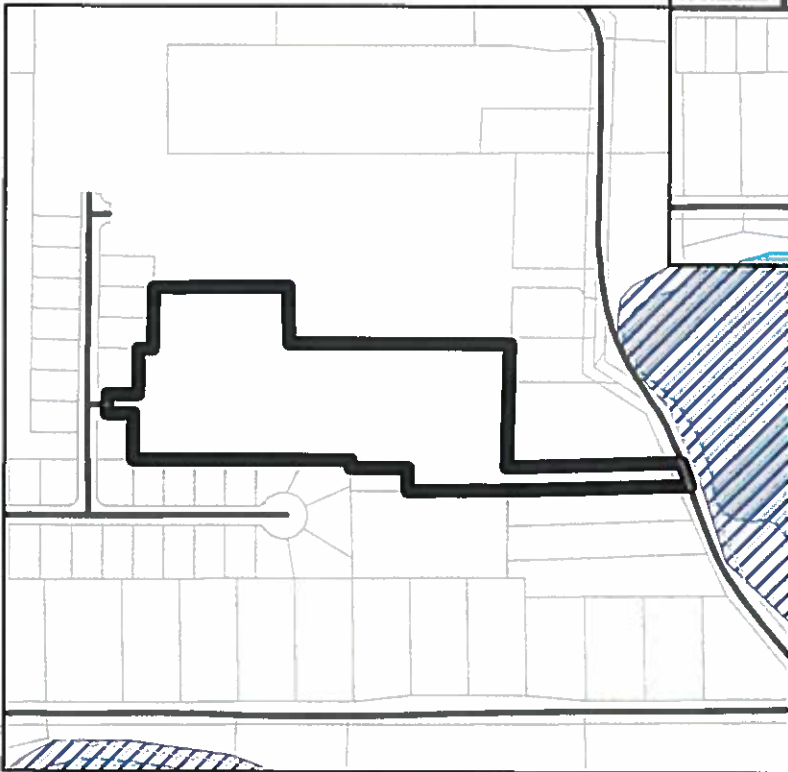


0 250 500 Feet


Wetlands & Priority Conservation Areas



 Wetlands



 Flood Zone A

 Flood Zone AE

FEMA Flood Insurance Rate Map, 2013

**REPLAT of LEONARD SUBDIVISION CREAING LOT 205-R
FRANKLIN TOWNSHIP**

Case No. 18-22
Reviewed By: Todd Peetz
Date Submitted: 4-13-18
Due: 5-13-18

APPLICANT: Kathleen Tannant
6181 Cox Road
Ravenna, OH 44266

REQUESTED ACTION & HISTORY:

The applicant requests to create lot 205-R by combing lots 188, 189, 205 and 206. The parcels will front on Cox Road and by removing the parcel lines will allow the lot to be more useable.

See combined aerial of all the parcels together.

LOCATION: Vicinity Map (Exhibit 1)

The proposed lots are located in the old Brady Lake Village area that has recently been merged with Franklin Township. The new lot will be accessed from Cox Road.

SIZE & ZONING: (Exhibit 2)

	Minimum Required	Lot 205-R
Zoning		R-1B
Min Acreage	.33 of an acre	.3673 of an acre
Frontage	80 feet	80 feet
Width	80 feet	80 feet

R-1B - Low Density Residential.

LAND USE: Site: The parcel is undeveloped at this time.

Surrounding: The area surrounding the replat are zoned (R-1B) Low Density Residential. There are existing residential homes and undeveloped parcels in the area of this lot.

UTILITIES:

There is sewer available to the property.

PHYSICAL LIMITATIONS TO DEVELOPMENT (Exhibit 3):

Soils: There is one soil type associated with this replat which is Bogart Silt Loam 2 to 6 percent slopes.

- Bogart Silt Loam, 2 to 6 percent slopes (BgB): Most areas of this gently sloping soil seldom exceeding 10 acres and are well drained soil.

Wetlands: According to the Portage County Wetland Inventory, there do not appear to be wetlands on any of these parcels.

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

COMMENTS FROM OTHER DEPARTMENTS & AGENCIES:

Review Entity	
Building Official	Y
Engineering	Y
Health Department	NC
Soil and Water	NC
Tax map	Y
Water Resources	Y
Franklin Zoning Inspector	Y

Y is acceptable; CA is Conditional Approval; D is not acceptable; NC is No Comment

COMPLIANCE WITH COUNTY SUBDIVISION REGULATIONS:

All changes have been made with the exception of the Vicinity Map which appears to be not to scale.

COMPLIANCE WITH TOWNSHIP ZONING REGULATIONS:

The replatted lots meet zoning requirements.

ANALYSIS: Primary issue for this replat is to combine Four (4) lots into one (1) to meet zoning requirements.

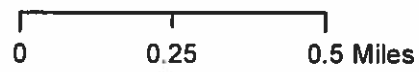
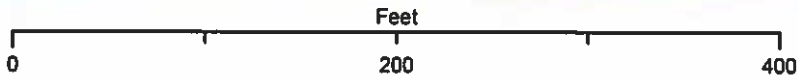
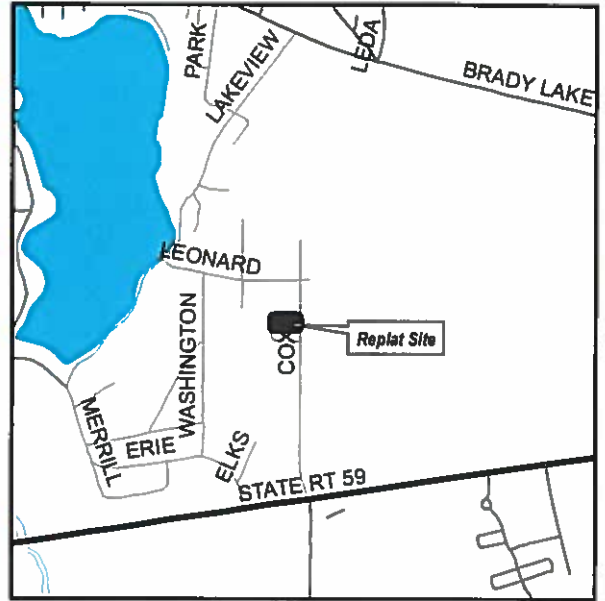
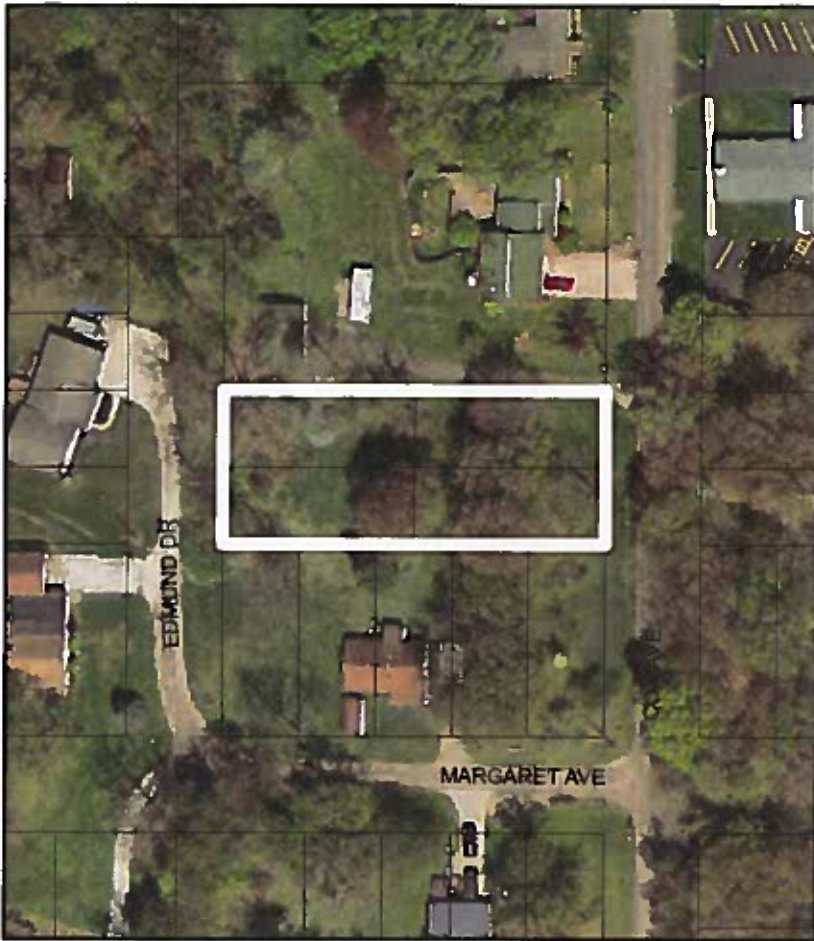
There were no physical limitations identified for this site.

RECOMMENDATIONS: Staff recommends approval once the vicinity map is adjusted.

Exhibit 1

**Leonard Subdivision
Sublots 188, 189, 205, and 206**

Franklin Township



**Exhibit 2
Replat**

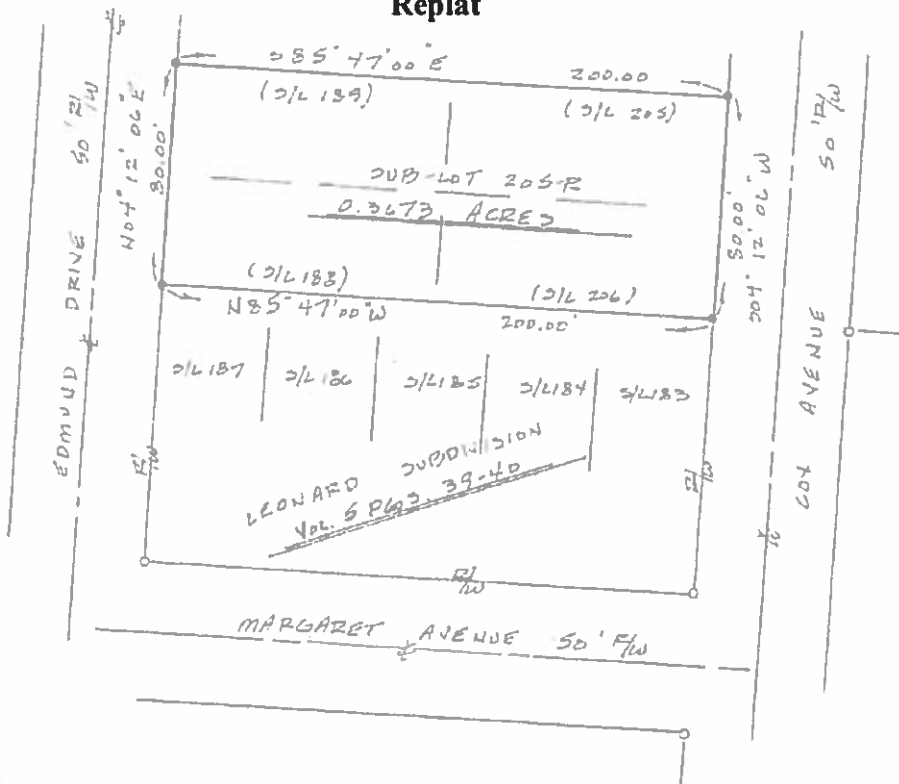


Exhibit 3
**Soils, Wetlands,
 Flood Hazard Areas &
 Priority Conservation
 Areas**

Leonard Subdivision
 Sublots 188, 189, 205, and 206

Franklin Township



Portage County Soil Survey Digital version, 2006.

 Hydric soils



0 250 500 Feet

Wetlands & Priority Conservation Areas



 Wetlands



 Flood Zone A
 Flood Zone AE

FEMA Flood Insurance Rate Map, 2013

**ROOTSTOWN TOWNSHIP
ZONING CODE UPDATE WITH AMENDMENTS
May 2018**

Received: April 20, 2018
Meeting Date: May 9, 2018

Reviewed by Todd Peetz

At the April 17, 2018 Rootstown Zoning Commission regular meeting, a motion was passed unanimously to amend Section 310.09B and Section 310.09F of the Zoning Resolution.

AMENDMENT 1

Schedule 310.09 B Existing:

Structure or Use	Yard Permitted	Setback From Lot Line		
		Front ^(a)	Side	Rear
1. Detached accessory buildings A. Equal or less than 10' x 12' footprint B. Equal or less than 12' x 16' footprint C. Greater than 12' x 16'	Side, Rear ^(b)	Same as Principal Bldg. - See Schedule 310.05 D.1 " " " "	3 ft. 5 ft. 10 ft.	3 ft. 5 ft. 10 ft.
2. Terraces, uncovered porches, platforms, ornamental features that do not extend more than 2 feet above the ground ^(c)	Side, rear	NA	10 ft.	10 ft.
3. Driveways	Front, side, rear	--	5 ft.	5 ft.
4. Outdoor storage of recreation vehicle or trailer	Side, Rear	NA	5 ft.	20 ft.
5. Swimming pools	Rear	NA	10 ft.	10 ft.
6. Fences, walls	Front, side, rear	0 ^(d)	0 ^(d)	0 ^(d)
7. Dish antennas with a diameter greater than 39 inches	Rear	NA	10 ft.	10 ft.
8. Roadside stands	Front	30 ft.	30 ft.	30 ft.

Structure or Use	Yard Permitted	Setback From Lot Line		
		Front ^(a)	Side	Rear
Notes to Schedule 310.09B:				
(a) Including all lot lines that abut a street on a corner lot.				
(b) Except as otherwise regulated for agricultural accessory buildings in Section 230.05C.1.				
(c) Structures that extend more than 2 feet above the ground and which are attached to the principal building shall comply with the yard requirements in Section 310.05, except as otherwise regulated in Section 310.09A.				
(d) Except that a fence which constitutes a corral shall comply with the setback requirements in Section 230.05C.1.				

Schedule 310.09 B Proposed (shown in bold and underline):

Structure or Use	Yard Permitted	Setback From Lot Line		
		Front ^(a)	Side	Rear
1. Detached accessory buildings A. Equal or less than 10' x 12' footprint B. Equal or less than 12' x 16' footprint C. Greater than 12' x 16'	Side, Rear ^(b)	Same as Principal Bldg. - See Schedule 310.05 D.1 " " " "	3 ft. 5 ft. 10 ft.	3 ft. 5 ft. 10 ft.
2. Terraces, uncovered porches, platforms, ornamental features that do not extend more than 2 feet above the ground ^(c)	Side, rear	NA	10 ft.	10 ft.
3. Driveways	Front, side, rear	--	5 ft.	5 ft.
4. Outdoor storage of recreation vehicle or trailer	Front, side, Rear	<u>Out of right-of-way</u>	5 ft.	20 ft.
5. Swimming pools	Rear	NA	10 ft.	10 ft.
6. Fences, walls	Front, side, rear	0 ^(d)	0 ^(d)	0 ^(d)
7. Dish antennas with a diameter greater than 39 inches	Rear	NA	10 ft.	10 ft.
8. Roadside stands	Front	30 ft.	30 ft.	30 ft.
Notes to Schedule 310.09B:				

Structure or Use	Yard Permitted	Setback From Lot Line		
		Front ^(a)	Side	Rear
(a)	Including all lot lines that abut a street on a corner lot.			
(b)	Except as otherwise regulated for agricultural accessory buildings in Section 230.05C.1.			
(c)	Structures that extend more than 2 feet above the ground and which are attached to the principal building shall comply with the yard requirements in Section 310.05, except as otherwise regulated in Section 310.09A.			
(d)	Except that a fence which constitutes a corral shall comply with the setback requirements in Section 230.05C.1.			

Rationale: To allow recreational vehicles to be parked in the front yard on a driveway. The existing regulations were considered to be unenforceable due to the excessive number of properties in violation. The lot sizes in 1a were adjusted because the majority of our neighborhoods and residential developments have lot sizes up to 0.75 acres. This will help the zoning inspector determine how many trailers/vehicles are permitted while doing inspections, especially in more rural areas of the township, without looking up the size of each individual property.

Staff Comments: The first amendment is to update the table. The change will allow recreational vehicles in the front set back as long as it is not in the right of way. The concern by the Township is that there are many property owners who are storing recreational vehicles on their driveways and this amendment would recognize that rather than cite them for a zoning violation.

Staff Recommendation: We recommend approval of the text change.

Amendment 2

Section 310.09 F Existing:

Parking or Storage of Recreational Vehicles and Trailers. In addition to the location requirements of Schedule 310.09B, any recreational vehicle or trailer shall be either stored wholly within a garage or outdoors in compliance with the following regulations.

1. The number of recreational vehicles and trailers stored outdoors shall not exceed the following number based on lot size:
 - a. On lots less than one acre, not more than one recreational vehicle or trailer may be stored outdoors.
 - b. On lots one to two acres, not more than three recreational vehicles or trailers may be stored outdoors.
 - c. On lots greater than two acres, not more than four recreational vehicles or trailers may be stored outdoors.
2. Outdoor storage shall be permitted only in the rear yard and side yard on a paved or gravel surface. The recreational vehicle or trailer shall not protrude beyond the front of the dwelling and must comply with rear and side setback requirements.
3. Recreational vehicles and trailers shall not be used as a dwelling, office, or other business structure, or for storage of any material, and shall have no connections to any electric, telephone, water, sewer, gas, or fuel source for more than 48 hours.
4. Any recreational vehicle or trailer stored outdoors shall be maintained in an operating condition and shall bear a valid license.
5. A recreational vehicle or trailer may be parked in a driveway for loading or unloading purposes for a period not to exceed 48 hours in any seven-day period.

Section 310.09 F Proposed (shown in bold and underline):

Parking or Storage of Recreational Vehicles and Trailers. In addition to the location requirements of Schedule 310.09B, any recreational vehicle or trailer shall be either stored wholly within a garage or outdoors in compliance with the following regulations.

1. The number of recreational vehicles and trailers stored outdoors shall not exceed the following number based on lot size:
 - a. On lots less than **0.75 acres**, not more than **two** recreational vehicle or trailer may be stored outdoors.
 - b. On lots **0.75** to two acres, not more than three recreational vehicles or trailers may be stored outdoors.

- c. On lots two to five acres, not more than four recreational vehicles or trailers may be stored outdoors.
2. Outdoor storage shall be permitted in the rear yard, side yard, or driveway. The recreational vehicle or trailer must comply with rear and side setback requirements when not on a driveway. Parking is not permitted in the front yard, except on the driveway out of the right-of-way.
3. Recreational vehicles and trailers shall not be used as a dwelling, office, or other business structure, or for storage of any material, and shall have no connections to any electric, telephone, water, sewer, gas, or fuel source for more than 48 hours.
4. Any recreational vehicle or trailer stored outdoors shall be maintained in an operating condition and shall bear a valid license.
5. ~~A recreational vehicle or trailer may be parked in a driveway for loading or unloading purposes for a period not to exceed 48 hours in any seven-day period.~~

Rationale: To allow recreational vehicles to be parked in the front yard on a driveway. The existing regulations were considered to be unenforceable due to the excessive number of properties in violation. The lot sizes in 1a were adjusted because the majority of our neighborhoods and residential developments have lot sizes up to 0.75 acres. This will help the zoning inspector determine how many trailers/vehicles are permitted while doing inspections, especially in more rural areas of the township, without looking up the size of each individual property.

Staff Comments: This amendment further clarifies the intent found in the first amendment. The changes add information to lot size requirements and also deletes out language related to duration in the drive way. The concern by the Township is that there are many property owners who are storing recreational vehicles on their driveways and this amendment would recognize that rather than cite them for a zoning violation.

Staff Recommendation: We recommend approval of the text change.