

THE REGULAR MONTHLY MEETING OF THE TRUMBULL COUNTY PLANNING COMMISSION WAS OFFICIALLY CALLED TO ORDER BY THE CHAIRMAN, LEWIS KOSTOFF, ON APRIL 8, 2014, AT 9:05 A.M. IN THE TRUMBULL COUNTY PLANNING CONFERENCE ROOM.

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Roll Call was taken as follows:

Mr. Brown	Absent
Mr. Fuda	Present
Mr. Heltzel	Present
Mr. Henn	Absent
Mr. Kostoff	Present
Mr. Mahan	Present
Mr. Musick	Absent
Mr. Polivka	Present
Mr. Shader	Present
Mr. Sliwinski	Absent
Mr. Wright	Present

Trumbull County Planning Commission Staff:

Trish Nuskievicz, Director	Anthony Kobak
Jon Baughman	Mitzi Sabella
David Dubiaga	Mark Zigmont
Julie Edwards	

Also in attendance: Kim Mascarella, Howland Township Planning Director

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- I. APPROVAL OF AGENDA
- II. APPROVAL OF PLANNING COMMISSION MINUTES
- III. APPROVAL OF EXPENSES
- IV. COMMUNICATIONS
- V. DIRECTOR'S REPORT
- VI. REPORTS OF COMMITTEES
- VII. RESOLUTIONS FOR ADOPTION
- VIII. OTHER BUSINESS
- IX. ADJOURNMENT

**Trumbull County Planning Commission**  
**Minutes of April 8, 2014**  
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**I. APPROVAL OF AGENDA**

Mr. Mahan made a motion to approve the agenda dated April 8, 2014; seconded by Mr. Wright. The motion carried.

**II. APPROVAL OF PLANNING COMMISSION MINUTES**

Mr. Wright made a motion to approve the Planning Commission minutes of the March 11, 2014, Board meeting. The motion was seconded by Mr. Mahan and carried.

**III. FINANCIAL REPORT**

Mr. Shader made a motion to approve the financial report dated as of March 31, 2014; seconded by Mr. Mahan. The motion carried.

**IV. COMMUNICATIONS**

No communications were reviewed at the meeting.

**V. DIRECTOR'S REPORT**

Trish Nuskievicz reviewed the Director's Report calling attention to the following:

**A. Planning and GIS Mapping**

Ms. Nuskievicz stated that the Planning Commission is one of the only agencies that can provide custom-made, professional, GIS mapping services, and the staff continues to offer contractual GIS and planning services to Trumbull County communities.

Mr. Kobak distributed copies of the *Vibrant NEO Guidebook* to the members present.

**B. Kinsman Township Comprehensive Plan**

Trish Nuskievicz reported that the staff has finished the final components of the Kinsman Township Comprehensive Plan and attended a meeting on March 24, 2014, to present the Public Facilities, Land Use and Town Square improvement concepts to the township. Ms. Nuskievicz stated that a draft was delivered to the trustees for review on April 7, 2014, and the plan will be posted on the website. Mr. Kobak stated that the plan is moving ahead of schedule.

**V. DIRECTOR'S REPORT – Continued**

C. CDBG CHIP Program

Julie Edwards reported that she is continuing to work on Trumbull County's FY2013 Community Housing Improvement (CHIP) grant. She stated that the \$250,000 grant will be used for approximately three full house rehabilitations, three septic replacements and seven home repairs, and the target area for this grant is Census Tract 9301.01 in Kinsman. Ms. Edwards said that she has taken applications for the program since January 2, 2014, and will begin inspections on several home repair applicants.

D. CDBG Fair Housing Administration Program

Julie Edwards stated that the staff will conduct the annual Fair Housing meeting on April 15, 2014, at 2 p.m. at Kent State University Trumbull Campus to update the Analysis of Impediments for the 2014 CDBG application. She also said that the staff will educate elected officials on Fair Housing at a meeting in Johnston Township on May 15, 2014.

Mr. Mahan made a motion to accept the Director's Report of April 8, 2014; seconded by Mr. Heltzel. The motion carried.

**VI. REPORTS OF COMMITTEES**

A. Plats and Zoning Committee - Lewis Kostoff, Chairman

Copies of the Plats and Zoning Committee Report of April 1, 2014, were included in the Board Members' books for review. Mr. Shader made a motion to accept the April 1, 2014, Plats and Zoning Committee Report; seconded by Mr. Polivka. The motion carried.

B. Housing Review Committee – John Sliwinski, Chairman

Copies of the Housing Review Committee Report of April 1, 2014, were included in the Board Members' books for review. Mr. Mahan made a motion to accept the April 1, 2014, Housing Review Committee Report; seconded by Mr. Fuda. The motion carried.

**VII. RESOLUTIONS FOR ADOPTION**

A. Plats and Zoning Committee Resolutions

Mr. Mahan made a motion to adopt Resolution Nos. 4-2014-20, 4-2014-21, 4-2014-22, 4-2014-23, and 4-2014-24; seconded by Mr. Fuda. The motion carried.

**VIII. OTHER BUSINESS**

Commissioner Heltzel spoke to the board members about the new Veteran Services' Commission building to be built on the property that the Commissioners recently purchased near the First Federal Building that fronts on East Market Street and on High Street. He said that they are not sure yet which street the building will be built on. He told the board members that the Trumbull County Auditor determined, after doing some research, that it is cheaper to build a new building than to lease space for the Veteran Services' Commission. Mr. Heltzel said that there are over 22,000 veterans in Trumbull County that can be serviced by this office.

Mr. Shader then asked the Commissioners what the timeframe was for moving the Planning Commission office over to the First Federal Building. Mr. Fuda said that it will be a couple of months because the architect is still working on floor plans, and the computer and telephone wiring for the building needs to be completed by Trumbull County's IT Department.

**IX. ADJOURNMENT**

There being no further business, Mr. Shader made a motion to adjourn; seconded by Mr. Polivka. The motion carried. The meeting was adjourned at 9:45 a.m.

Signed Lewis Kostoff  
Date May 13, 2014