

THE REGULAR MONTHLY MEETING OF THE TRUMBULL COUNTY PLANNING COMMISSION WAS OFFICIALLY CALLED TO ORDER BY THE CHAIRMAN, LEWIS KOSTOFF, ON JULY 11, 2017, AT 9:00 A.M. IN THE TRUMBULL COUNTY PLANNING CONFERENCE ROOM.

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Roll Call was taken as follows:

Mr. David Barran	Present – arrived 9:10 a.m.
Mr. Jeff Brown	Present
Mr. Mauro Cantalamessa	Absent
Mr. Frank Fuda	Present
Mr. Lewis Kostoff	Present
Mr. John Mahan	Absent
Mr. Richard Musick	Present
Mr. Daniel Polivka	Present – arrived 9:08 a.m.; left 9:34 a.m.
Mr. David Rouan	Present
Mrs. Darlene St. George	Absent
Mr. James Shader	Present

Trumbull County Planning Commission Staff:

Trish Nuskievicz, Director	Rich Fender
Shane Burkholder	Nick Coggins
Cheryl Wood	

Also in attendance: Stephen Papalas, County Engineer's Office and Jack Simon, County Engineer's Office

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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

**I. APPROVAL OF AGENDA**

Mr. Musick made a motion to approve the agenda dated July 11, 2017; seconded by Mr. Brown. The motion carried.

**II. APPROVAL OF PLANNING COMMISSION MINUTES**

Mr. Shader made a motion and seconded by Mr. Musick to approve the Planning Commission minutes of the June 13, 2017, Board meeting. The motion carried.

**III. FINANCIAL REPORT**

Mr. Shader made a motion to approve the financial report dated as of June 30, 2017; seconded by Mr. Shader. The motion carried.

**IV. COMMUNICATIONS**

None

**V. DIRECTOR'S REPORT**

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

A. Outreach and Meetings

Ms. Nuskievicz reported to the Planning Commission members present on the various meetings that the staff has attended during the last month.

B. Brookfield Township Existing Land Use, Future Land Use and Zoning maps have been completed and delivered. Brookfield will be putting this on the ballot this fall.

C. Warren Safe Routes to School (SRTS) Travel Plan

Cheryl Wood reported that the ODOT consultants are working to finalize the Safe Routes to School (SRTS) Travel Plan and are targeting October for the Public Hearing and adoption of the plan by Warren City Schools. Once the plan is approved and adopted they will be eligible to apply for SRTS grants for implementation.

D. Trumbull County Subdivision Regulations' Review and Amendments

Ms. Nuskievicz reported that the Prosecutor's Office has reviewed and advised that the process is different from the last amendments that were adopted because of the time the effect on construction. We need the Board to allow us to transmit

the amendments to the Commissioners' for their public hearing and adoption. Once they are adopted then the Planning Commission can publish the required Public Hearing Notice and adopt the changes to the subdivision regulations.

E. City of Warren Comprehensive Plan

Shane Burkholder reported that the surveys are almost complete and moving forward on the transportation section at this time. We are hoping to have the inventory completed by September 1<sup>st</sup>.

F. Prevailing Wage Coordination

Nicholas Coggins reported that the Eastern District Courts' is closed out. The Juvenile Justice Doors project is complete and just working with Vickie to get the affidavits and hope to have closed out in less than a month.

G. ADA Transition Plan

Ms. Nuskievicz advised that we have receive the waiver approval to utilize \$35,000 of the CDBG Economic Development funds for the Architectural Barrier Study, just waiting on a name for the Commissioners' to appoint someone from the Commissioner's Office as ADA Coordinator.

H. Fair Housing Program

Cheryl Wood advised she will be attending the continuing education training seminar, provided by the CDBG Fair Housing Program to the Warren Area Board of Realtors this afternoon. The Thunder Over the Valley was a successful outreach to the Military and General Public, where numerous Fair Housing Brochures were distributed. The Planning Commission is working the Commissioners' booth and handing out the new Fair Housing Brochures at the Trumbull County Fair and will be doing the same for the Trumbull Metropolitan Housing Authority Resource Festivals over the next few weeks.

Mr. Shader made a motion to accept the Director's Report of July 11, 2017; seconded by Mr. Brown. The motion carried.

**VI. REPORTS OF COMMITTEES**

A. Plats and Zoning Committee - Lewis Kostoff, Chairman

Copies of the Plats and Zoning Committee Report of July 3, 2017, were included in the Board Members' books for review. Mr. Shader made a motion to accept the July 3, 2017, Plats and Zoning Committee Report; seconded by Mr. Brown. The motion carried.

B. Personnel Committee – Frank S. Fuda, Chairman

Copies of the Personnel Committee Report of July 3, 2017, were included in the Board Members' books for review. Mr. Brown made a motion to accept the July 3, 2017, Personnel Committee Report; seconded by Mr. Shader. The motion carried. Discussion: Mr. Fuda scheduled meeting with Commissioners' office to discuss budget and vacant Planning Commission positions. Planning Commission Board and Mr. Fuda agreed to hold a Special Board meeting on Monday, July 17, 2017 at 1 p.m. in order to move forward.

**VII. RESOLUTIONS FOR ADOPTION**

A. Plats and Zoning Committee Resolutions

Mr. Brown made a motion and seconded by Mr. Shader to adopt Resolution Nos. 7-2017-28 through 7-2017-30 and 7-2017-31 as amended. The motion carried.

B. Personnel Committee Resolution

Mr. Rouan made a motion and seconded by Mr. Musick to adopt Resolution No. 7-2017-32 amended to promote Mrs. Wood to the Executive Assistant position. Then removing the offer of the vacant housing position to Ms. Maureen Riley and to set a Special Board Meeting, as recommended by Mr. Musick and scheduled by Mr. Fuda for July 17, 2017 at 1 p.m. in regards to offer to Ms. Maureen Riley to replace the housing position; seconded by Mr. Musick. The motion carried.

**VIII. OTHER BUSINESS**

A. Special Board Meeting

Mr. Musick made a motion to schedule a Special Board Meeting for Monday, July 17, 2017 at 1 p.m.; seconded by Mr. Shader. The motion carried.

**IX. ADJOURNMENT**

There being no further business, Mr. Musick made a motion to adjourn; seconded by Mr. Brown. The motion carried. The meeting was adjourned at 10:19 a.m.

Signed Lewis Kostoff

Date 8-8-2017