

THE REGULAR MONTHLY MEETING OF THE TRUMBULL COUNTY PLANNING COMMISSION WAS OFFICIALLY CALLED TO ORDER BY PLANNING COMMISSION CHAIR, JAMES DAVIES, ON MARCH 12, 2024, AT 9:00 A.M. IN THE TRUMBULL COUNTY PLANNING CONFERENCE ROOM

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I. ROLL CALL

Roll Call was taken as follows:

|                             |         |
|-----------------------------|---------|
| Mr. David Barran            | Absent  |
| Mr. Mauro Cantalamessa      | Excused |
| Mr. James Davies            | Present |
| Mr. James DiCenso           | Present |
| Ms. Niki Frenchko           | Excused |
| Alternate: Melissa Phillips | Present |
| Mr. Denny Malloy            | Present |
| Mrs. Melissa Miller         | Present |
| Mr. Bob Moody               | Present |
| Ms. Rachel Nader            | Present |
| Mr. Phillip Pegg            | Present |
| Mrs. Darlene St. George     | Present |

Trumbull County Planning Commission Staff: Julie Green, Director; Nic Coggins, Assistant Director; Andrew Cvetkovich, Danette Manusakis and Kim Vaughn

Also in attendance: Kim Mascarella, Howland Twp. Planning Director

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II. APPROVAL OF AGENDA

III. APPROVAL OF PLANNING COMMISSION MINUTES

IV. APPROVAL OF EXPENSES

V. COMMUNICATIONS

VI. DIRECTOR'S REPORT

VII. REPORTS OF COMMITTEES

VIII. PUBLIC REMARKS

IX. RESOLUTIONS FOR ADOPTION

X. OTHER BUSINESS/UPDATES

XI. ADJOURNMENT

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## **II. APPROVAL OF AGENDA**

Ms. Nader made a motion to amend the agenda for March 12, 2024, to move the A. Something Good Initiative under X. Other Business/Updates to the beginning of the meeting; seconded by Mr. Moody. The motion was carried.

Mr. Pegg made a motion to approve the agenda dated March 12, 2024; seconded by Mrs. Miller. The motion was carried.

## **X. OTHER BUSINESS/UPDATES**

- B. The Something Good Initiative Award was presented to Darlene St. George, Administrator of Howland Township and fellow Planning Commission member, for her extraordinary contribution and committed public service to the residents of Howland Township and Trumbull County.

## **III. APPROVAL OF PLANNING COMMISSION MINUTES**

- A. Regular Meeting – February 13, 2024

Mr. Malloy made a motion to approve the Planning Commission regular meeting minutes of February 13, 2024; seconded by Mrs. Miller. The motion was carried.

## **IV. FINANCIAL REPORT**

Mrs. Miller made a motion to approve the financial report dated as of February 29, 2024; seconded by Mr. Moody. The motion was carried.

## **V. COMMUNICATIONS**

The Planning Commission received a Special Thank You from Pastor Micah Rogers and from Terry and Gwen Shavers. These letters were shared at the meeting. Julie also discussed the Budget we received for the year 2024 thanking the Commissioners and Auditor for setting a budget that allows us to have enough money to hire a Planner II.

## **VI. DIRECTOR' S REPORT**

The Director's Report was sent out to the members prior to this meeting for review.

Julie started with discussing the Golden Triangle Infrastructure Improvement Project stating that she is currently putting together the front-end bid specifications and that we are almost ready to start construction on this project. A meeting regarding procurement for construction was coordinated and is scheduled for April 9, 2024. Hopefully, construction will begin sometime this summer.

**VI. DIRECTOR'S REPORT, Continued:**

Julie also touched on the ongoing work and advocacy for the sustainability of YARS. Our staff is continuing to meet with the 26 affected communities located within the Military Compatibility Area and encourage them to adopt the planning and zoning deliverables prepared by Matrix Design Group through the MIS that support the Youngstown Air Reserve Station.

Nic Coggins spoke on the Fiber Optic Broadband Initiative reporting that each community will have the ability to use the analysis and ARPA funds or apply for grant dollars for installation of broadband infrastructure. He also mentioned that Eastgate is going after another grant for the Lake to River project which connects Ashtabula, Columbiana, Mahoning, and Trumbull Counties. Also, staff submitted a questionnaire of interest for a \$30,000 grant through the Appalachia Digital Accelerator for Connect Humanity to provide technical assistance in broadband deployment. Staff participated in a kick-off workshop and provided a checklist and guide to be used while working on the study in partnership with Eastgate Regional Council of Governments and Connect Humanity. Nic also commented on how Kim Vaughn has been an enormous asset to us with her GIS mapping skills, she has created a group hub online where data can be shared. Nic also stressed the importance of the tax incentive program as it relates to supporting small, home-grown businesses advancing job retention and creation in our valley.

Kim Vaughn reported that there were 15 plats and zoning applications processed this month and we ended up with 3 Plats. She stated that she coordinated and held a meeting with the Engineer's Office regarding the subdivision Regulations update for 2024. She also reported on the countywide zoning map project and provided a progress chart that will be updated and included in each future Director's Report until project completion.

Andrew Cvetkovich started with updates regarding the unresponsive property owner in the 2020 FEMA audit. He is working on a permit request from Dominion East Ohio Gas for a project in Hubbard Township. He reported that he has received the necessary remaining additional documentation for the project. The staff is working with the consulting engineer for the project to achieve compliance with the Trumbull County Flood Regulations before issuing a permit. There have been no updates regarding the Coalburg Lake Dam removal, the kickoff meeting was held on 12/20/23. Regarding the Champion Meter Pit Permit he reported that; "We have received all the outstanding documentation and are reviewing the permit application."

Emily Moran reported that the next Fair Housing training will be on April 8, 2024. It's also time to update the Analysis of Impediments (AI) to Fair Housing which is required every 5 years. A kickoff meeting for the AI was held on February 28, 2024. Emily and Julie are working with John Bralich from YSU on this project. The Board of Trumbull County Commissioners just awarded 5 septic replacements for income-qualified households through the HSTS Reserve Program and 20 more applications were sent out to income qualify additional households to be funded through the PY24 HSTS Reserve Program. The

**VI. DIRECTOR' S REPORT, Continued:**

Trumbull County Sanitary Engineer's Office and the Trumbull County Combined Health District have started inspections on the 93 households qualified for assistance through the American Rescue Plan SLAP Program. Staff is also working on completing an income survey for a sanitary sewer project area in Weathersfield Twp. in order to determine whether the project area qualifies for PY2024 CDBG RPIG funds. A&N Restaurant Equipment was awarded the bid for the Howland Scope Center funded through the PY23 CDBG Allocation Program. Lastly, staff participated in a monitoring visit with the State of Ohio for the PY20 CDBG Target of Opportunity CARES Act Grant on February 27, 2024 that resulted in no findings.

Lastly, Julie also reviewed the 2024 Work Program milestone chart with the members present, which details deadlines and percentages of projects' progress towards completion.

Mr. Moody made a motion to approve the Director's Report of March 12, 2024; seconded by Mr. Malloy. The motion was carried.

**VII. REPORTS OF COMMITTEES**

A. Plats and Zoning Committee Meeting

Mr. Moody made a motion to approve the minutes of the Plats and Zoning Committee meeting of March 5, 2024; seconded by Mrs. Miller. The motion was carried.

**VIII. PUBLIC REMARKS**

There were no public comments at this meeting.

**IX. RESOLUTIONS FOR ADOPTION**

A. Plats and Zoning Committee Resolutions

Mrs. St. George made a motion to approve Resolution No. 2-2024-13; seconded by Mrs. Miller. Roll Call followed:

|                 |     |
|-----------------|-----|
| Mr. Davies      | Yes |
| Mr. DiCenso     | Yes |
| Mrs. Phillips   | Yes |
| Mr. Malloy      | Yes |
| Mrs. Miller     | Yes |
| Mr. Moody       | Yes |
| Ms. Nader       | Yes |
| Mrs. St. George | Yes |

**IX. RESOLUTIONS FOR ADOPTION, Continued:**

The motion was carried.

Mr. Moody made a motion to approve Resolution No. 2-2024-14; seconded by Ms. Nader. Roll Call followed:

|                 |     |
|-----------------|-----|
| Mr. Davies      | Yes |
| Mr. DiCenso     | Yes |
| Mrs. Phillips   | Yes |
| Mr. Malloy      | Yes |
| Mrs. Miller     | Yes |
| Mr. Moody       | Yes |
| Ms. Nader       | Yes |
| Mrs. St. George | Yes |

The motion was carried.

Mr. Moody made a motion to approve Resolution No. 2-2024-15; seconded by Mrs. St. George. Roll Call followed:

|                 |     |
|-----------------|-----|
| Mr. Davies      | Yes |
| Mr. DiCenso     | Yes |
| Mrs. Phillips   | Yes |
| Mr. Malloy      | Yes |
| Mrs. Miller     | Yes |
| Mr. Moody       | Yes |
| Ms. Nader       | Yes |
| Mrs. St. George | Yes |

The motion was carried.

**B. Something Good Initiative Resolution**

Mrs. Miller made a motion to approve Resolution No. 2-2024-16; seconded by Ms. Nader for recognition of the Something Good Award to Darlene St. George. Roll Call followed:

|               |     |
|---------------|-----|
| Mr. Davies    | Yes |
| Mr. DiCenso   | Yes |
| Mrs. Phillips | Yes |
| Mr. Malloy    | Yes |
| Mrs. Miller   | Yes |
| Mr. Moody     | Yes |
| Ms. Nader     | Yes |

**IX. RESOLUTIONS FOR ADOPTION, Continued:**

Mrs. St. George      Abstain

The motion was carried.


**X. OTHER BUSINESS/UPDATES**

- A.      Something Good Initiative – Recognition of Darlene St. George, (This was Presented at the beginning of the meeting)

**XI. ADJOURNMENT**

There being no further business, Mr. Malloy made a motion to adjourn; seconded by Mrs. Miller. The motion was carried. The meeting was adjourned at 10:18 a.m.

The next Planning Commission meeting is scheduled for **April 9, 2024, at 9:00 a.m.** in the Planning Commission Conference Room, 185 E. Market Street in Warren.

Signed   
James Davies, Chairperson  
Trumbull County Planning Commission

Date 4/8/2024

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