

## EXECUTIVE COMMITTEE

October 27, 2011

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, October 27, 2011** at **4:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of EC Minutes – September 22, 2011
3. Communications
4. Financial Report
  - a. Budget Report
  - b. Bills to be Approved
  - c. Payroll and OPERS
5. Standing Committees Reports
  - a. Administrative Affairs Committee
  - b. Community Development Committee
  - c. Developmental Controls Committee
  - d. Transportation Coordinating Committee
6. Other Committee Reports
7. Staff Reports
  - a. Clearinghouse Reviews
  - b. Planning Assistance
8. Old Business
9. New Business
10. Adjournment

A quorum being present, Roy Hollenbacher brought the meeting to order and proceeded with the agenda.

### 1. ROLL CALL

Mr. Dick Accountius	Allen County
Mr. Gregory Berquist	City of Delphos
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Roy Hollenbacher	Bath Township
Mr. John MacDonell	City of Lima
Mr. Dan Reiff	Allen County
Ms. Chris Seddelmeyer	Shawnee Township
Mr. Thomas Tebben	City of Lima
Mr. Larry Vandemark	American Township

### STAFF

Mr. Thomas Mazur	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission
Ms. LeeAnn Sypherd	Lima-Allen County Regional Planning Commission

**2. APPROVAL OF EC MINUTES – September 22, 2011**

**Motion 90 (10-27-11) EC**

Gregory Berquist made the motion that the EC minutes of September 22, 2011 be approved. Seconded by Chris Seddelmeyer; motion carried.

**3. COMMUNICATIONS**

None.

**4. FINANCIAL REPORT**

a. Budget Report

Marlene Schumaker reported that Committee members received the income and expenses report with their packets. The income and expenses were in line for September.

**Motion 91 (10-27-11) EC**

Dick Accountius made the motion to approve the budget report. Seconded by Larry Vandemark; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that there were no unusual bills to be paid in September.

**Motion 92 (10-27-11) EC**

Dick Accountius made the motion to approve the bills to be paid. Seconded by Larry Vandemark; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>
09-21-11	\$14,220.99	\$1,990.94	\$206.20
10-05-11	\$14,117.26	\$1,976.42	\$204.70

**Motion 93 (10-27-11) EC**

Larry Vandemark made the motion to approve the payroll and OPERS. Seconded by Thomas Tebben; motion carried.

**5. STANDING COMMITTEES**

a. Administrative Affairs Committee

Thomas Tebben reported that the AAC met on Wednesday, October 26, 2011. The Committee received a report on the Healthcare/Wellness Policy from Marlene Schumaker; Allen County held a Wellness Program for all county employees. The Lima-Allen County Regional Planning Commission (LACRPC) employees were encouraged to participate. The LACRPC employees were granted work hours to participate in the program activities. The hope is that these types of programs will assist in helping to reduce healthcare costs. Thomas Tebben reported that the Committee received a report on the Policy and Procedures Manual amendments. The Committee received a handout listing the changes to the Manual. The Committee made two motions; the first was to adopt all of the policy changes. The first change pertained to Absence/Leave pay. In the past, the pay was issued sometime in January through March. In order to align this pay with state mandates, the leave pay will be issued on a quarterly basis. Marlene Schumaker reported the in the past, the Ohio Public Employees Retirement System

5. **STANDING COMMITTEES** (Continued)

a. **Administrative Affairs Committee** (Continued)

(OPERS), leave time was considered part of an employee's wages. Due to a change in OPERS policy, if the leave pay is not issued in the current year it will not be considered part of the employee's wages. Thomas Tebben reported that the Compensation Policy previously stated that the AAC would make changes effective November 1. In order to keep the LACRPC and the Board out of an auditing "catch 22", the verbiage within the Manual will state that "on the date set by the Administrative Affairs Committee (AAC)". Thomas Tebben reported that the third change to the Manual pertained to the working hours and work assignments especially when an employee left for lunch. Previously, the manual stated that when an employee left the premises "it must be recorded with the Administrative Assistant and reflected in the weekly scheduling agenda". If an auditor asked to see a weekly schedule, the schedule would not match. This policy is impractical and has been changed to state that when an employee leaves the premises, they notify the front office of when and where they are going and when they will return. Thomas Tebben reported that the final change pertained to Meal Allowances. The Manual allows \$7.00 for breakfast, \$8.00 for lunch and \$13.00 for dinner. These have been changed to \$10.00 for breakfast, \$13.00 for lunch and \$20.00 for dinner. Thomas Tebben reported that the only change to the CY 2012 Staff Compensation and Budget was for an employee that was hired as an intern has now received their Masters Degree. Staff recommendation is to "promote" the employee from an intern to an Associate Planner with the requisite minimum increase in pay. A motion was made and approved to accept this recommendation. Thomas Tebben reported that WSOS had been renting the front office from the LACRPC. Due to budget cuts, WSOS could no longer continue to pay the \$250.00 per month rent. Staff will approach WSOS with the opportunity to rent meeting space as needed on an hourly basis as needed.

**Motion 94 (10-27-11) EC**

Thomas Tebben made the motion to accept the AAC report and all motions and recommendations be approved. Seconded by John MacDonell; motion carried.

b. **Community Development Committee**

Kevin Cox reported that the CDC met on October 30 and received a Safe Community Report update from Evelyn Smith. The Committee members received a handout detailing the goals and activities in October towards achieving the goals. Two of the main focuses are on seatbelt usage and awareness and motorcycle safety awareness. A minimum of four Coalition meetings must be held during the grant year. Kevin Cox reported that the Committee received a report on Aging in Place. According to the report, the Lima/Allen County area ranks 16 from the bottom due to lack of bike/pedestrian amenities and access to public transportation. Kevin Cox reported that the Committee received a report on update to the Analysis of Impediments to Fair Housing report. The report will be updated with 2010 Census data pertaining to poverty status, minority status, disability, etc. once the 2010 Census data has been released. Kevin Cox reported that the Committee received a report on the Community Development Block Grant (CDBG) Program update. The Committee also received a report on the 2010 Census. The Standard Form 2 and 3 (SF 2 & 3) should be released no later than August of 2012. Kevin Cox reported that the Committee received a report on a Walkability Study. The study stated that sidewalks improve the "curb appeal" of homes thereby making the homes more saleable.

**Motion 95 (10-27-11) EC**

Thomas Tebben made the motion to accept the CDC report and all recommendations and motions be approved. Seconded by Chris Seddelmeyer; motion carried.

5. **STANDING COMMITTEES** (Continued)

c. Developmental Controls Committee

Thomas Mazur reported that the DCC did not meet in October.

d. Transportation Coordinating Committee

Howard Elstro reported that the TCC met just prior to the EC meeting. The Committee received the RTA report from Rosann Christian. The RTA has begun to implement the route changes that are being funded by the Jobs Access Reverse Commute (JARC) grant monies. The first hour of the morning extended hours has begun with the extended evening hours to begin on December 3. The JARC grant is targeted towards work related travel. Howard Elstro reported that the Committee received a report on the Regionally Significant Transportation Plan which was requested by the Ohio Department of Transportation (ODOT). The most significant change was the allocation of \$3 million in local MPO funds towards the 2014-2016 construction phase of the Bellefontaine Railroad Grade Separation project. This allocation will be recognized by the state as a “good faith” gesture by that the community in support of the project. The IR 75 project accounts for approximately a quarter of a billion dollars in federal monies to be invested in local infrastructure. Howard Elstro reported that the four TIP Amendments/Resolutions were approved. The Committee received a report on the Bluffton Land Use Projections and the 2010 Crash Summary Report in its draft form. The Committee received a handout with information about the Distracted Driver Simulator that the State of Ohio is bringing to different venues around the state. Howard Elstro reported that the Committee accepted an \$18,000 planning grant and the dates of the 2010 TCC meetings.

**Motion 96 (10-27-11) EC**

Gregory Berquist made the motion to accept the TCC report and all recommendations and motions be approved. Seconded by Dan Reiff; motion carried.

6. **OTHER COMMITTEE REPORTS**

a. Citizens Accessibility Advisory Committee

Thomas Mazur reported that the CAAC did not meet in October.

b. Citizens Advisory Committee

Thomas Mazur reported that the CAC did not meet in October.

c. Sustainability Committee

Thomas Mazur reported that the Sustainability Committee met in October with representatives of the YMCA, St. Rita’s Medical Center, Lima Memorial Health Systems, the Allen County Health Department, LACCA and the Health Partners of Western Ohio. The new LACRPC website in partnership with the Healthy Communities Institute (HCI) is up but there are several data areas that are not yet complete due to lack of information being forwarded on to staff including such areas as education, economic development and transportation. The lack of the 2010 Census data is also a factor. Staff just received the 2008-2010 American Community Services (ACS) data. Thomas Mazur reported that the Sustainability Committee is looking to have something “big” each quarter such as special speakers. The local hospitals target is inactivity. Approximately 35% of the hospitals client medical costs are due to obesity and weight-related conditions including diabetes. Hospitals are looking at projects to promote activity such as walking, biking and other forms of physical activity. The local hospitals are interested in any types of local pedestrian projects and are willing to help to promote such activities in the community. The Committee is attempting to get in contact with Mark Fenton to speak about pedestrian amenities within a community. Thomas Mazur reported that the

**6. OTHER COMMITTEE REPORTS (Continued)**

c. Sustainability Committee (Continued)

Sustainability Committee is discussing hiring a Director to move projects along. Chris Seddelmeyer stated that it is ironic that the Lima/Allen County area rank 16th from the bottom nationally as per bike/pedestrian amenities and this is a major goal of the Sustainability Committee. Kevin Cox stated that the education will have to begin with the elementary school children about nutrition and exercise. Thomas Mazur reported that staff was asked to complete an application for the Smart Growth Building Blocks program from the Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD). The application was rejected. The Health Department also sent in an application for federal monies for bike/pedestrian amenities. This application was also rejected. Thomas Mazur reported that Committee reviewed the poverty rates within Allen County which increased approximately 25% from 2000-2010. The Committee is going to target the top 15-20 companies within Allen County and hold discussions about how these companies can introduce wellness programs to help with healthcare costs.

**Motion 97 (10-27-11) EC**

Larry Vandemark made the motion to accept the Sustainability Committee report and all recommendations and motions be approved. Seconded by Kevin Cox; motion carried.

d. Housing Consortium

Thomas Mazur presented two handouts to the Committee and reported that the Housing Consortium met in October and that he attended a meeting in Columbus with Ms. Joyce Hill who is the Housing “Czar” for the Ohio Department of Development (ODOD). The Analysis of Impediments to Fair Housing Choice (AI) document was to address the issues facing the low-moderate income persons within Allen County as well as the elderly and disabled populations. Thomas Mazur reported that if the community does not meet the standards set in the CDBG programs established by HUD, the community could lose not only the federal housing monies it receives but also federal transportation, criminal justice and development monies. Townships that have very restrictive zoning codes pertaining to housing may be targeted. The minimum square footage required for a residential unit is 700 sq. ft. Apartment complexes also cannot be ruled out of zoning. The disabled and the elderly are targeted populations. Thomas Mazur reported that the AI was accepted but would not necessarily be approved because it would not meet the regulatory criteria for the HUD Barriers check list. Zoning codes and subdivision regulations of the various political subdivisions will need to be reviewed to determine that they are compatible with HUD regulations. Any political subdivision that receives federal monies can be held accountable for meeting the HUD regulations. Thomas Mazur reported that the CDBG programs are anticipating approximately 45% in budget cuts and those communities that are meeting the HUD criteria will continue to receive funding. Thomas Mazur reported that a table of the CDBG, CHIP, Formula, etc. monies is being developed and will be presented to the internal committee structure at a later date.

**Motion 98 (10-27-11) EC**

Kevin Cox made the motion to accept the Housing Consortium report and all recommendations and motions be approved. Seconded by Chris Seddelmeyer; motion carried.

## 7. STAFF REPORTS

### a. Clearinghouse Reviews

Thomas Mazur reported that staff received a letter from the Health Partners of Western Ohio. The organization cited federal data that stated approximately 20,000 residents do not have access to primary healthcare including dental and behavior healthcare within the community. The organization looks to develop a community health center on the north side of the City of Lima including a portion of Bath and American townships. The targeted populations are those living 200% below the poverty level. Thomas Mazur reported that the original location of the clinic as well as the new location will provide medical care, clinical pharmacy, prenatal services, pediatric services, dental services, substance abuse, wellness programs and behavioral health. The agency is looking for approximately \$5 million in federal HHS funding. Thomas Mazur reported that if the new clinic location comes about approximately 80 full-time jobs would be created. The clinic anticipates having the new location up and running in 3 years. The organization is researching appropriate sites at this time. The grant application is due by November 4, 2011 and the award announcement would be sometime in early 2012. John MacDonell asked if the total amount of the grant application included a building. Thomas Mazur replied in the affirmative. Roy Hollenbacher asked if specific buildings have been recommended. Thomas Mazur reported that staff recommended locations that were located within the underserved census tracts that were vacant or for sale that had water, sewer and were located on the transit line.

#### **Motion 99 (10-27-11)**

John MacDonell made the motion to approve the Clearinghouse Review. Seconded by Thomas Tebben; motion carried.

### b. Planning Assistance

#### **Information Assistance**

Staff reviewed, prepared and met to discuss ward and precinct boundary maps and legal descriptions with City Council representatives, Lima Community Development Director, City Law Director and Allen County Tax Map Office representatives. Staff worked with representatives of the Allen County Tax Map Office and the City of Lima Law Director's Office to identify and finalize recent annexations to ensure the accurate representativeness of the ward and precincts. Staff reviewed physical street and alley boundaries with Lima City Engineering Department representatives to identify alley names used as boundaries between precincts. Staff worked with sanitarians at the Allen County Health Department to ascertain property information, population densities and contact information in the Village of Ft. Shawnee. Staff prepared information for Tom Harrison of Lima News regarding building reuse and sustainability issues.

#### **Criminal Justice Planning**

Staff coordinated data collection and mapping activities with representatives of the State Highway Patrol, the Allen County Sheriff's Office and the City of Lima Police Department to assess crime rates at specific locations.

#### **Safe Communities**

Staff met at juvenile court to develop program targeting traffic safety for at-risk youth. Staff made preparations for, staffed, tore down, follow-up to the Safe Community Award Luncheon. Staff gave interview to NBC – ABC – CBS – FOX regarding fatal crashes, homecoming enforcement, and FFY 2012 grant award. Staff completed observational seatbelt surveys and sent to Miami University for analysis. Staff gave seatbelt presentations to a total of 41 students at Elida High School. Staff continued working with area high schools on n4u21 (None for Under 21) campaign and McDonald's "I'm Bucklin'

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

It" coupons as well as planning for spring mock crash events. Staff gathered fatal crash data and sent media fatal press release. Staff attended Bath Township Fire Department recognition at Ford Engine Plant and Governors' Highway Safety Association Annual Conference in Cincinnati. Staff attended pre-activity meeting in Columbus for FFY 2012 Ohio Department of Public Safety grant and sent grant award press release to media. Staff compiled its monthly program narrative report and submitted 4<sup>th</sup> quarter reimbursement request to the Ohio Department of Public Safety for payment.

**Environmental Planning**

Staff attended the Ottawa River Coalition. Staff participated in a review and discussion of possible engineering options including 2-stage ditches, retention and detention facilities to mitigate local flooding and support water quality improvements in the villages of Lafayette, Harrod and Spencerville. Such discussion included representatives of the Allen Soil & Water Conservation District, the Allen County Engineer's Office, and the Ohio Department of Natural Resources.

**Regional Development**

Staff reviewed and compiled available funding streams for local government capital infrastructure projects with the Ohio Department of Development; Howard Elstro and Tim Piper who serve on the District 13 Ohio Public Works Commission; the Ohio Department of Transportation; the Ohio Department of Natural Resources; the Rural Development Agency; and, the Natural Resource and Conservation Service.

**Economic Development**

Staff prepared maps to further local development projects as requested by the Allen Economic Development Group.

**Housing**

Staff reviewed New Horizons funding with representatives of the Ohio Department of Development, WSOS and the Lima Allen Council on Community Affairs. Staff reviewed proposed edits of the Analysis of Impediments with representatives of the City of Lima and the Lima Allen Council on Community Affairs. Staff attended a meeting of the Allen County Housing Consortium to review housing topics of interest to local social service and government agencies including funding cuts and new housing developments.

**Community Development Block Grant (CDBG) Program**

Staff met with and reviewed the existing programming with representatives of WSOS, City of Lima and the Lima Allen Council on Community Affairs. Staff reviewed available training with representatives of the Ohio Office of Housing and Community Partnerships. Staff attended a Fair Housing workshop facilitated by representatives of the Ohio Office of Community Development in Columbus, to address federal regulatory requirements of the Department of Housing & Urban Development. Staff began the identification and mapping of Community Development Block Grant Program funded housing projects including demolition, rehabilitation and repair projects, as well as those stormwater and water and sewer projects by address and political subdivision for tracking, reporting and auditing purposes.

**Zoning Assistance**

Staff supported the Lima City Prosecutor's Office making and certifying zoning maps for violations in Perry Township. Staff reviewed proposed edits to the Shawnee Township Zoning Resolution with the Shawnee Township Zoning Inspector. Staff worked on the

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Shawnee Township Zoning Resolution for posting to the Township website. Staff reviewed proposed land divisions and an agricultural exemption with the Bath Township Zoning Inspector. Staff worked to update the base map of the Bath Township zoning map.

**Subdivision Regulations**

Staff continued to provide consulting engineers and surveyors, realtors, appraisers and local property owner's information regarding the minor and major land division processes. Staff responded to 28 requests for service. Staff processed 2 minor land divisions (one each in Shawnee and Sugar Creek townships). There were 4 Land Transfers approved; 2 in American Township, 1 in Marion Township and 1 in Sugar Creek Township. There was also 2 exempted large lot land divisions approved one each in Jackson and Shawnee townships. In addition there was an agriculturally exempted land division approved in Jackson Township. Staff met with First Federal Bank representatives to address bonding issues regarding the Woodberry Creek Subdivision in American Township. Staff reviewed the status of infrastructure improvements including the detention facilities and sidewalks with the Allen County Engineer's Office and forwarded same to the bank's representative; conversations are ongoing with the bank. Staff was in discussion with the developer of the Monticello Subdivision in Shawnee Township who also has sidewalk bonds pending and ready to lapse. Staff engaged in discussions with bank representatives regarding the Camden Ridge Subdivision in Shawnee Township; discussions are ongoing with the bank. Staff met the owners of property previously known as the Village at Sugar Creek to review any existing subdivision restrictions. As the parcels were never formally platted and as the overall development plans have expired staff contends that only the underlying PUD zoning addresses the development of said parcels. Staff informed representatives of the respective townships (Jackson and Richland townships), representatives of the County Prosecutor's Office and the Allen County Engineer's Office of the status of the development. Staff met with the developer of the Applecreek Condominiums in Shawnee Township to discuss further development of the Planned Unit Development plat.

**Floodplain Management**

Personnel received various requests for technical support. Staff supported the review process of the Allen County Health Department and mapped developable land outside of the floodplain for proposed minor land divisions in American (4), Shawnee (2), Jackson (1), Marion (1) and Richland (1) townships, as well as the Village of Ft. Shawnee (1). Staff also reviewed plans detailing proposed commercial development in American Township along Dug Run and Commerce Drive near the Freed Ditch with project consultants, the Allen County Engineer, the Allen Economic Development Group, the Allen Soil & Water Conservation District and the Allen County Sanitary Engineers Office. Staff reviewed flooding in Bath Township with the Township Road Superintendent and the Allen County Drainage Engineer. Staff reviewed potential floodplain violations in American and Bath townships and subsequently sent transmittals to the Allen County Health Department, Ft. Shawnee, Dominion Gas, Bath Township Zoning Inspector, American Township Zoning Inspector and local property owners; action is pending. The Planning Commission is working with the Ohio Department of Natural Resources to finalize the new Digital Floodplain Mapping production process. As there were several dozen parcels affected by the mapping process which local authorities contested, the regulatory review process established by the Federal Emergency Management Agency designation remains under review. Staff has been informed however that the federal and state agencies will require local political subdivisions to adopt and administer new

7. **STAFF REPORTS** (Continued)

b. Planning Assistance (Continued)

floodplain management regulations. In order to support the new policies and procedures staff is working to facilitate a workshop detailing the administrative responsibilities associated with the new Floodplain Management Regulations. The workshop will feature senior staff of the Ohio Department of Natural Resources - Division of Water and is tentatively scheduled for December 7, 2011 from 10:30 to 2:30. Those that are interested are urged to contact the agency to reserve a chair at the table as soon as possible.

**Short Range Transportation Planning**

Staff reviewed proposed projects submitted for consideration to the MPO's Regionally Significant Transportation Plan with representatives of the City of Lima, Allen County, Lima Area Chamber of Commerce, the Allen Economic Development Group and with District One representatives of the Ohio Department of Transportation prior to submitting the Plan to the Transportation Advisory Committee, the Transportation Coordinating Committee and the Executive Committee of the Regional Planning Commission. Staff worked with representatives of the Allen County Office of Emergency Management and District One representatives of the Ohio Department of Transportation to facilitate a technical review of the I-75 construction project with industry insiders and the Local Emergency Planning Committee. Staff worked to document local freight flows and facilitated several meetings with industry representatives, development officials and engineers of jurisdiction to compile the Intermodal Facility & Connector Review as requested by Central Office representatives of Ohio Department of Transportation. Staff reviewed the status of the Allen County Airport within the Regional Planning Commission's Transportation Plan and requested mode related publications and research from the Federal Aviation Administration in Detroit and the Aviation Office of Ohio Department of Transportation. Staff completed and submitted a survey entitled "Bicycle & Pedestrian Planning at the MPO Level" to the national Transportation Research Board. The agency radar board was established at Rhodes State College at the request of the Security Office. At the request of the American Township Trustees staff researched and documented the safety factors present at specific locations where overhead streets lights were present within the Township. Staff documented the functional classification of respective roadways, average daily traffic at the locations, posted speed limits, crashes, nighttime crashes, and the presence of schools/other traffic generators using tables and maps. At the request of the Lima Allen County Regional Transit Authority, staff researched walkability in the urbanized areas against the local transit authority's proposed fixed route system to identify pedestrian constraints. Staff has approached the LACNIP organization as to their willingness to support the undertaking of walkability studies in the spring to support the identification and prioritization of warranted pedestrian improvements. Support has been somewhat less than anticipated. Staff continues to support local safe routes to schools programs. Staff met with representatives of St. Rita's Medical Center to discuss overall walkability across the built environment. Staff participated in a pedestrian/bicyclist safety webinar sponsored by the Ohio Department of Transportation. Staff participated in a Census-related webinar reviewing the American Community Survey 1-year Estimates and another entitled How to Use American Fact Finder 2. Staff updated the Agency's website with meeting minutes, meeting notices and meeting cancellation notices. Staff attended the Ohio Freight Conference sponsored by the Ohio Association of Regional Councils in Toledo, Ohio. Staff attended a meeting of the Transportation Committee of the Ohio Association of Regional Councils in Columbus, Ohio. Staff compiled the monthly Consolidated Planning Grant invoice and submitted same to the Ohio Department of

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Transportation for reimbursement. Staff attended an Ohio Travel Demand Model Users Group meeting in Columbus, Ohio.

**Transportation Improvement Program (TIP)**

Agency personnel responded to ongoing requests regarding clarifications to sidewalk funding levels on SR 81, SR 309 and SR 117 with state and local stakeholders. Staff reviewed Best Management Practices as presented by TMACOG. Staff reviewed the existing capital improvement budget and the Agency's level of uncommitted funds with Central Office personnel. Staff reviewed proposed project budget amendments with District Office personnel and crafted resolutions supporting same working to allocate available funding by type to continue to minimize the extent of local funds needed to complete the Elm Street project.

**Transportation Planning - Surveillance**

Staff monitored the delivery of 2010 crash records data from TSASS and forwarded the consultant errors in terms of crash locations and data tabulations. Staff attempted to encourage the delivery of crash data in the requisite format and with the expected accuracy from TSASS; prodding timelines and reporting inconsistencies in crash data over the month of October. Staff reviewed various crash summary reports prepared by other Ohio Metropolitan Planning Organizations and the Ohio Department of Public Safety. Staff abandoned expectations of receiving the data in a timely manner and undertook the compilation of crash data internally with its own personnel. Crash records were compiled by type, by severity, by year, by month, day and time, by light and weather conditions, by mode, by gender and by first harmful event, and by locational identifiers using tabular and computer mapping. A Draft Crash Summary Report was compiled and presented to the Transportation Advisory Committee and the Transportation Coordinating Committee. Crash data was compiled and aggregated by roadway link by functional classification and average daily traffic compiled to develop crash rates on the higher order roadways to assess crash rate summaries and maps of the area's roadway system; such data will be used as a supplement to the Crash Summary Report and is anticipated to replace the individual crash summary reports prepared annually for each political subdivision. Staff also continued its efforts to monitor adverse weather motor vehicle crashes and locations. Crash data was compiled and aggregated by year and by location including political subdivision and functional classification of roadway to accommodate annual tracking and multi-year safety studies; crash locations were subsequently mapped. Staff continued to compile data necessary for the rail corridor safety analyses on the CSX and NS rail lines. Staff also continued to work on the documentation and analysis of the roadway pavement conditions within the Village of Elida and development of a local Pavement Management Program. Staff met with various members of the Sustainability Committee to review committee assignments and organizational bylaws. Discussions with Allen County Health Department, St. Rita's Medical Center, the City of Lima, the YMCA and the Chamber of Commerce allowed for the preparation of a 2012 budget and development of a loose strategic plan based upon the 2020 Visions of Allen County referenced throughout the planning process. A quarterly committee report required an update of 2011 expenditures and discussion of 2012 membership and revenue streams. Staff also worked with the Young Professionals of the Chamber of Commerce to identify topics of mutual interest and possible collaborative efforts especially in those areas pertaining to farmland preservation, farm to school and local foods programs; as well as, environmental programming including efforts to improve air and water quality and the use of green products. The committee's support of the groups Green Tie Event held each spring was identified as a local

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

signature event that the committee could work to support. Staff began to research, review and analyze components to augment environmental topics on the Agency website. Finally, staff worked to document the average daily traffic volumes by mode, peak and time of day at the following locations: Breese E of Kemp; Lehman & Elida; Adgate & Shawnee; Ada E of Thayer; Elida E of Lehman; Market & Metcalf; Elida W of Lehman; Calumet & Bellefontaine; Snider between Corp Limit & Dead End; Brentlinger between Clum & SR 117; Phillips between Harrod & Glaize; Bentley between Sandusky & Huber; Pevee between Lincoln & Huber; Tom Fett between Bixel & Putnam; Lennox between 4th & 5th; Garland between 8th & 9th; Garland between 5th & 6th; Willard between Lost Creek & Wellesley; Breese between SR 65 & Greely Chapel; Pevee between Lincoln & Huber; Tom Fett between Bixel & Putnam; Villanova between Phillips & Alpine; Alpine between Villanova & Lugabill; Cool between Dixie & HMJ; Miller between Slabtown & Mayberry; Miller between Hofferbert & Ramsey; and Miller between SR 65 & HMJ; Cool & Lincoln; Bentley & Lincoln; Tom Fett & Lincoln; Ada & Sandusky; Sandusky & Hadsell; Jameson & Spring; Jameson & Elm; Market E of Metcalf; Metcalf N of Market; Bellefontaine SE of Elm; Elm W of Calumet; Elida E of Lehman; Jameson N of Spring; Jameson S of Spring; Jameson N of Elm; Elm W of Jameson; Bluelick & Sugar; St. Johns & Amherst; Phillips & Rockport; Hancock & Shifferly; Jameson N of Elm; Amherst W of St. Johns; Shifferly W of Hancock; Phillips S of Rockport; Rockport W of Phillips; Bentley & Hillville; Tom Fett & Hillville; Union & Wayne; Rumbaugh & Reservoir; Ada & McClure; Fetter & Reservoir; Bentley S of Columbus Grove-Bluffton; Hillville E of Bentley; Rockport W of Phillips; Bentley N of Augsburg; Columbus Grove-Bluffton and Bentley; Augsburg & Bentley; Putnam & Hancock; and, Tom Fett and Hillville.

**Long Range Transportation Planning**

Commission staff reviewed open-source software developed by MIT referred to as the Urban Network Analysis, with Mayor David Berger for purposes of local application. Staff reviewed Long Range Plan modeling with Greg Giaimo. Staff compiled and updated TAZs with 2010 Census data depicting race, housing units and population, including those over 65 years of age. Staff reviewed freight and model implications of widening roadways near Proctor & Gamble, Ford Motor Company, DTR and Rudolph Foods, required by plant expansions and support of the IR 75 corridor reconstruction and the NHS connector system designations. Staff contacted Greg Giaimo regarding potential project upgrades to the truck routing and street configurations. Staff compiled data on Slabtown, Thayer, Hillville and Eversole roads. Staff reviewed and compiled local count data to establish estimated freight movements. Freight movements were reviewed with model results generated by Central Office personnel and forwarded to Freight Committee members to assess their reasonableness. Staff has compiled heavy truck crash data by location to review the implications of pending increases in local freight movements from expanding production facilities; meetings with local manufacturers are ongoing. Staff met with representatives of the Lima Area Chamber of Commerce and the Allen Economic Development Group to assess local employment changes and develop employment projections by industry. Agency personnel reviewed Bluffton land and parcel data located within Hancock County with the Hancock County Auditor and Hancock County Regional Planning Commission as well as with representatives of the Allen County Tax Map Office and the Village of Bluffton. Staff worked to identify land by type and buildings by square footage for projection purposes. Village development projections were finally completed reflecting Allen and Hancock county data. Staff subsequently reviewed Richland Township land use plan and goals to assess compatibility with multi-modal issues and transit. Staff assembled 2010 housing and

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

infrastructure data for the Village of Harrod and the Village of Lafayette. Staff reviewed proposed projects and available funding streams. Staff reviewed the traffic impacts of the proposed rail-grade separation located on Lima's east side with Structurepoint. Staff later participated in video-conference with Central Office and District One representatives of the Ohio Department of Transportation to address the future development and funding of the grade separation project beyond the current fiscal limits of the Federal Earmark. Staff reviewed proposed Allen County Airport expansion plans and roadway alignment against established design guidelines with representatives of the Federal Aviation Administration and the Ohio Department of Transportation's Office of Aviation.

**Specialized Transportation Program**

Local efforts to secure the LTV available due to its disposition from the Children's Development Center were coordinated between representatives of the Transit Authority, FACTs, and the Ohio Department of Transportation's Office of Public Transportation. Staff worked to develop the Quarterly Local Coordination agenda with representatives of FACTs.

**Transit Planning**

Staff reviewed Allen County Regional Transit Authority and Planning Commission Board Meeting Minutes to track and log resolutions and legislative support for ARRA-funded transit projects. Staff continued to support fiscal accounting and reporting at the Transit Authority to support compliance with federal regulations and move the acquisition of expected capital rolling stock projects. Staff prepared a survey soliciting input from local Chamber of Commerce members targeting the affects of new route and service changes on member employees and customers using survey monkey software. Staff reviewed proposed changes and mapping of the fixed route system and prepared new schedules reflecting same. Agency personnel reviewed public transit indices and the amendment of the Agency's Transportation Improvement Program under both formal and the administrative modification processes with representatives of the Transit Authority and the Ohio Department of Transportation's Office of Public Transportation.

**Motion 100 (10-27-11) EC**

John MacDonell made the motion to accept the Planning Assistance Report. Seconded by Thomas Tebben; motion carried.

8. **OLD BUSINESS**

Thomas Mazur reported that staff received a letter from the Federal Emergency Management Agency (FEMA) pertaining to the new digital floodplain maps. Due to the appeals filed by the RPC, the SWCD and the County/City Engineers to various areas across the county. The review process has pushed back the formal adoption of the high hazard flood prone area digital maps by FEMA.

9. **NEW BUSINESS**

None.

**10. ADJOURNMENT**

**Motion 101 (10-27-11) EC**

Gregory Berquist made the motion that the meeting be adjourned. Seconded by John MacDonell; motion carried.

Submitted by:

Accepted by:

\_\_\_\_\_  
Signature/Secretary

\_\_\_\_\_  
Signature/RPC President

Date: \_\_\_\_\_

Date: \_\_\_\_\_