

EXECUTIVE COMMITTEE

November 17, 2011

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, November 17, 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 – October 27, 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. Mitchell Kingsley	Village of Bluffton
Mr. Bruce Plumb	City of Lima
Mr. Dan Reiff	Allen County

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 – October 27, 2011**

Motion 102 (11-17-11) EC

Dick Accountius made the motion that the EC minutes of October 27, 2011 be approved. Seconded by Kevin Cox; motion carried.

3. COMMUNICATIONS

a. Thank You

Thomas Mazur reported that staff received a Thank You from Mayor David Berger and LACNIP.

b. Letter of Credit

Thomas Mazur reported that staff received a Letter of Credit for Pondview Estates for the docks within the subdivision. Staff has been receiving complaints from the subdivision developers and the banks pertaining to the sidewalk and performance bonds.

c. EPA Notification

Thomas Mazur reported that staff received a notification from the Environmental Protection Agency pertaining to a draft air quality permit for Proctor and Gamble.

d. Article About Local Transportation Coordination

Thomas Mazur presented a handout to the Committee and reported that this article discusses the local successes of the transportation coordination efforts. This article can be accessed via the Easter Seals website.

e. New Transportation Bill

Thomas Mazur presented a handout to the Committee and reported that the article discusses how the New Transportation Bill may negatively affect the smaller Metropolitan Planning Organizations (MPO). The Federal Highway Administration (FHWA) does not believe that the smaller MPO's, those that are between 50,000 and 250,000 in population, should have an MPO status. There has been discussion of eliminating the smaller MPO's of which Lima/Allen County would be one. Thomas Mazur reported that the urbanized area population is approximately 70,000 and the planning area is approximately 104,000. The Ohio Association of Regional Councils (OARC) represents approximately 70% of the population within Ohio. OARC has a motion on the floor to petition FHWA and Congress to "grandfather in" all of the current smaller MPO's. Thomas Mazur reported that FHWA believes that the small MPO's are not meeting the obligations established by the federal government. OARC's argument is as for the State of Ohio, it is not the small MPO's that are not "meeting the mark" but the larger MPO's. Thomas Mazur reported that if the New Transportation Bill is passed and the current language referencing the small MPO's is not changed, the small MPO's will exist for approximately 18 months and then they will be dismantled.

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 October.

Motion 103 (11-17-11) EC

Bruce Plumb made the motion to approve the budget report. Seconded by Kevin Cox; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that the Anthem bill represents two months as well as the Reliance Standard bill. The rest of the bills are normal bills due.

4. **FINANCIAL REPORT** (Continued)

b. Bills to be Approved (Continued)

Motion 104 (11-17-11) EC

Bruce Plumb made the motion to approve the bills to be paid. Seconded by Kevin Cox; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>
11-02-11	\$17,167.79	\$2,403.49	\$248.93

Motion 105 (11-17-11) EC

Bruce Plumb made the motion to approve the payroll and OPERS. Seconded by Kevin Cox; motion carried.

5. **STANDING COMMITTEES**

a. Administrative Affairs Committee

Thomas Mazur reported that the AAC did not meet in November.

b. Community Development Committee

Kevin Cox reported that the CDC did not meet in November.

c. Developmental Controls Committee

Bruce Plumb reported that the DCC did not meet in November.

d. Transportation Coordinating Committee

Thomas Mazur reported that the TCC did not meet in November.

6. **OTHER COMMITTEE REPORTS**

a. Citizens Accessibility Advisory Committee

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

b. Citizens Advisory Committee

Thomas Mazur reported that the CAC met on Thursday, November 10 with thirteen members in attendance. The Committee reviewed the Traffic Crash Summary Report, the Crash Rates on the Functional Classification System, the Transportation Improvement Program (TIP) Amendments and the Bluffton Land Use Projections. Thomas Mazur reported that the Committee received a report on the Pedestrian Walkability Studies. The walkability/bike/pedestrian portion of the 2030 Long Range Transportation Plan (LRTP) is weak. Staff would like to enlist the assistance of the local neighborhoods that have Block Watch programs, school patrols and other safety groups to canvas the neighborhoods and complete a Walkability Survey/Inventory of the problematic areas for travel. Thomas Mazur reported that he has begun to meet with several of the neighborhood associations in order to enlist their assistance in this endeavor. Once the problem areas are identified then an engineering analysis will be completed. There are some programs available to construct new sidewalks where none currently exist at 100% federal funding. For example, the Safe Routes to Schools programs that the Village of Elida and the Village of Spencerville have taken advantage of. Thomas Mazur reported that the Committee received a report on the population data and how to access the information on the Internet.

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

b. Citizens Advisory Committee (Continued)

Motion 106 (11-17-11) EC

Dick Accountius made the motion to accept the CAC report and all motions and recommendations be approved. Seconded by Bruce Plumb; motion carried.

7. **STAFF REPORTS**

a. Clearinghouse Reviews

Clearinghouse Reviews

Staff worked to support a federal grant application submitted by West Central Health Partners for \$5 million of HHS monies to develop a full service medical facility in an underserved area of Allen County, The SF424 application proposed the development of a full-service medical facility employing 80 FTE to be sited in north Lima

b. Planning Assistance

Information Assistance

Census information and mapping of wards was submitted and reviewed with City of Lima representatives. Staff began a review of insurance policy coverage with representatives of local communities. Staff created data and mapping for the Bath Township Fire Department and the Delphos Fire Department. Staff worked to resolve boundary disputes and proposed annexations with the Allen County Tax Map Office, County Commissioner's Office and the Village of Bluffton.

Criminal Justice Planning

At the request of the City of Lima staff requested/reviewed crime rates in American Township and the City of Lima.

Safe Community Program

Staff attended a MADD meeting to plan holiday season public awareness campaigns. Staff sent award citations to winners and thank you notes to the Fraternal Order of Police and the Fraternal Order of Police Association for the financial support underwriting the Safe Community Coalition Luncheon. Interviews were provided to NBC – ABC – CBS – FOX regarding fatal crashes, Halloween enforcement, and texting (distracted driving). Staff gave seat belt presentations to a total of 42 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' It" coupons as well as planning for spring mock crash events. Staff prepared for, attended and did follow up for Safety Review Team meeting. Staff completed annual report for FFY 2011 Safe Communities Grant and submitted the required monthly narrative report.

Keep Allen County Beautiful

Staff submitted 2012 Litter Cleanup Grant application to the Ohio Department of Natural Resources – Division of Recycling and Litter Prevention.

Farmland Preservation

Staff attended a meeting of the Farmland Preservation Advisory Task Force in Columbus, Ohio. Staff met with representatives of the local Soil & Water District and the West Central Land Conservancy as well as potential Clean Ohio Agricultural Easement Purchase Program applicants to discuss the community's interest in supporting same. All three viable farm applicants are located in Amanda Township. Staff responded to concerns over a Bath Township parcel petitioned for the Agricultural Easement Donation Program; conversations with representatives of the Allen Soil and Water District, Bath

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Township Trustees, Natural Resource Conservation Service, Farm Service Administration, the Ohio Department of Agriculture and West Central Land Conservancy will continue over development pressures actually created by the process.

Housing

Staff began the consideration and compilation of the various data items required to be submitted to the state and federal funding sources controlling access to the various housing-related programs used by local governments, social service agencies and non-profit organizations. The effort is crucial as reporting requirements are increasing while competition for such limited federal and state funding is increasing. The reporting and auditing processes are becoming more important in the grant review/award processes. The checklist, to be developed in partnership with local stakeholders will allow for regular periodic updates and be coordinated with the Housing Consortium.

Community Development Block Grant (CDBG) Program

Staff completed the identification and mapping of Community Development Block Grant Program funded housing projects including demolition, rehabilitation and repair projects; the completion of the documentation of all stormwater, water and sewer projects by address and political subdivision continues for tracking, reporting and auditing purposes. Staff reviewed a request for CDBG funding from the Allen County Engineer's Office (ACEO) to address poor stormwater conditions in affected neighborhoods of American Township with representatives of the Allen Soul and Water District, WSOS and the ACEO. Staff also reviewed the progress/delays of a Competitive Water & Sewer project in Indian Village in Ft. Shawnee, Springbrook in Bath Township and Glenn Avenue in Perry Township with representatives of the Allen County Sanitary Engineer's Office. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning's, postings, contract addendums, invoicing, and legal notifications. Staff is engaged in the closing out of the 2009 CDBG Program.

Zoning Assistance

Staff reviewed proposed edits to the Shawnee Township Zoning Resolution with the Shawnee Township Zoning Inspector. Staff reviewed proposed land divisions and an agricultural exemption with Bath Township. Staff worked to update the base map of the Bath Township zoning map. Staff worked with the Auglaize Township Zoning Commission to edit the Auglaize Township Zoning Resolution and update same on the website.

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 11 requests for information and services. Staff facilitated 6 minor land divisions in Auglaize, Bath, Perry, Spencer (2) and Sugar Creek. Staff continues to monitor performance and sidewalk bonds; staff requested clarification of bonding from banks and developers associated with Pondview Estates and Monticello Estates in Shawnee Township and Woodberry Estates in American Township. Of concern is the lack of commitment on the part of the banks or developers to follow through with construction of the sidewalks. Communications have been initiated with the County Auditor, the County Engineer and the County Prosecutor offices to address the expiration of the bonds.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Floodplain Management

Agency personnel received only two (2) requests for technical support from the Allen County Health Department and subsequently mapped developable land outside of the floodplain for proposed minor land divisions in Auglaize and Spencer townships. Staff reviewed the FEMA Map Modernization Program timeline and recent notification of its delay. Staff worked to coordinate and deliver a floodplain management workshop for local administrator's charged with the responsibility of managing the communities 11,000 acres of floodplains. Staff reviewed floodplain related problems/questions to develop training topics with Ohio Department of Natural Resources (ODNR) Alicia Slaviaro. Staff has secured the services of (ODNR) to provide the training; the Allen County Sanitary Engineer's Office has agreed to house the training. Notifications have been sent to all village administrators, local mayors and area zoning inspectors as well as municipal/county engineers charged with drainage responsibilities and the Allen Soil and Water District. An email notification of the meeting detailing the agenda, location, date of December 7th and time specifying the period of 10:30 to 2:30 was sent last week. A second notice will be sent Monday. Staff participated in a review and discussion of possible engineering options including 2-stage ditches; retention and detention facilities to mitigate floodplain encroachments and support water quality improvements and relocate a petitioned ditch to accommodate a proposed development within the County Industrial Park.

Short Range Transportation Planning

Highway capacity, alignments and safety issues as well as funding for the Kibby, Bellefontaine & Leonard highway improvement project were discussed with representatives of Structurepoint and the Ohio Department of Transportation (ODOT). Of concern is projected traffic versus existing traffic and the undeveloped land in the Leonard/Industrial Avenue area. Staff reviewed and revisited the Hanthorn Road Speed Study conducted at the request of Perry Township. Study findings regarding the journalization of the proposed speed limit and the posting of the new regulatory speed limit signage were completed; efforts to finalize the resolutions required by ODOT were undertaken. Resolutions were prepared and submitted by the Allen County Commissioners; the City of Lima Legal Department is reviewing the resolution as to form. At the request of the American Township Police Chief staff began a technical review of local street lighting targeting the removal of unnecessary lights. Agency personnel reviewed the status of National Highway System intermodal connectors with Ian Kidner of ODOT. New bicycle lane design standards were reviewed that allowed for more narrow, 11' wide, travel lanes with ODOT District and Central Office personnel as well as the Lima City Engineer. Staff responded to requests from ODOT District personnel regarding data on Chapman and SR 65 and traffic and turning movements over the course of SR 65 from Robb to Bluelick to address design issues and drainage. Staff reviewed the availability, placement and logistics of the ODOT/Nationwide Driver Simulator. Staff reviewed the need for Memorandums of Understanding and collaborative agreements with Allen County Airport, Allen County Office of Homeland Security, the Allen Soil and Water District, the Local Emergency Planning Committee, the Historical Society and the Allen County Emergency Management Agency to address federal concerns over environmental reviews and compliance issues. Staff initiated in-house research to identify "illustrative project" software and air quality/carbon footprint. Staff completed and forwarded the Regional Strategic Transportation Plan for the MPO to ODOT and posted same to the website. Staff prepared for and completed the annual work program evaluation of FY 2011 with ODOT Central Office and District personnel. Staff updated the Agency's 2012 Unified Planning Work Program to reflect increased

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

funding and new encumbrances as per the directives of ODOT and posted same to the website. Staff posted internal committee meeting notices on the Agency website. Staff continued tracking Public Participation Plan deliverables, including utilized Google Analytics to track website use. Staff prepared and submitted an invoice for Consolidated Planning activities to ODOT. Agency personnel attended an Ohio Association of Regional Council's Finance meeting and a Bikeway Planning Committee meeting both in Columbus, Ohio. Staff attended FHWA webinar – "Roadway Departure Crashes."

Transportation Improvement Program (TIP)

Staff reviewed funding issues over the Elm Street Project with ODOT District and Central Office personnel. Staff reviewed and identified the ability to transfer project budget funds between the Lima Signalization Project and the Elm Street Project to minimize the need for additional local match and maximize the use of available CMAQ monies. Staff completed a CMAQ eligibility and determination assessment analysis. Staff reviewed the funding of the 2nd Phase of the Lincoln Highway Project with representatives of the Allen County Engineer's Office and the Village of Beaverdam. Staff prepared/posted Transportation Improvement Program (TIP) resolutions/amendments to website and completed public participation tasks regarding same.

Transportation Planning - Surveillance

Staff worked to refine the crash data obtained from the ODOT G-cats System with data obtained from TSASS ITRS System; data irregularities identified in the draft Traffic Crash Summary Report were identified, reviewed and continue to be examined. Crash rates on the functional classifications system were developed over 3-year running averages to allow for historical comparisons and future red flag analyses. Staff continues to work on developing the pavement condition ratings for the Village of Elida; a draft report is expected to be delivered in December 2011. Staff continues to review and finalize aspects of the CF&E Railroad through the City Lima corporate limits; the initial draft is expected to be delivered in December 2011. Staff continued to improve the Agency website and developing its own internal capabilities of embedding additional links to the website. Staff is currently targeting the ability to monitor and assess environmental benefits from individual behavioral changes and adding additional indices to the community benchmarking aspect of the website. Targeted this past month have been transit indices; highway and safety indices will be examined in December. Staff continued to work to secure written MOUs from local stakeholders engaged in the sustainability initiative. Staff worked to facilitate and attended a meeting of the Local Emergency Planning Committee where ODOT District made a presentation targeting the IR-75 Project. Staff submitted a grant to the USEPA targeting pedestrian sustainability and a request for their technical assistance. Staff conducted traffic counts at the following intersection locations: Central & Spring; Union & Spring; Jackson & Wayne; West & Bluelick. Rumbaugh & Reservoir; Tom Fett & Putnam; Phillips & Bixel; Bentley & Bixel; Bentley & Putnam; Cable & Cable Court; Cable & Spencerville; Shawnee & Spencerville; Shawnee & Ft. Amanda; Robb & Sugar; West & Elm; Elizabeth & Elm; Union & Elm; Pine & Elm; and, West & North Shore.

Long Range Transportation Planning

Staff worked with ODOT Central Office personnel to ensure that the 310 Traffic Analysis Zones (TAZs) currently used to reflect local travel patterns in the Agency's Urban Travel Demand Model were updated with the applicable 2010 census demographics including: population, housing units and age cohorts; the 2005-2009 income and poverty statistics; and, the ES202 employment data for 2009. New 2011 traffic count data is being

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

processed and will be forwarded to DOT to test and assess the current model for reasonableness. Staff reviewed population projections through 2040 with representatives of ODOD's Office of Strategic Research and ODOT Central Office. Staff has also reviewed the potential budget methodology outlining fiscal constraint through 2040 proposed by ODOT Central Office. The RPC continues to assess land use and development activities in the Villages of Bluffton and Lafayette as well as Jackson Township. A discussion over the need to underwrite a full analysis of Amanda Township land use has begun; no decision has been reached to date. Staff traded transmittals between the Village of Harrod and the Allen County Auditor regarding land use and valuations in the Village and reviewed water system development in the Village with representatives of the Allen Water District in order to assess the likelihood of the development of municipal water on the County's eastside and increased density options in the villages of Lafayette and Harrod. Staff reviewed housing, land use and historical flooding issues in the villages with representatives, village councils, Allen Soil & Water District, and the Allen County Engineer. Agency personnel are working with local stakeholders and ODOT Central Office personnel to identify system improvements and project alternatives to further enhance and refine the existing system through 2040. Staff has responded to a query of realigning Chapman Road with Brower Road and improving Chapman Road to Bible Road to facilitate the movement of east/west traffic. Other project alternatives are currently being solicited from local political subdivisions. As required under SAFETEA-LU legislation the MPOs staff is working to inventory existing pedestrian and bicycle networks establishing conditions and establishing needs including funding options. Staff attended a meeting in Columbus with FHWA, ODOT Central Office and other MPOs to develop capital/service project recommendations. Staff solicited the involvement of local neighborhood associations to assist in the identification of needed pedestrian improvements. Staff has met with representatives of the Midway East and Northside neighborhood's to date and secured initial interest from the Country Club Hills Neighborhood Association and the Eastside Neighborhood Association; outreach will continue with the neighborhoods and villages. Staff reviewed available data pertaining to the Allen County Regional Airport to help develop a sanctioned FHWA/FAA Airport Business Plan, Airport Layout Plan, Capital Improvement Plan, an Airport Master Plan and Airport Zoning Regulations. Staff worked with the Allen County Airport Director to identify pilots and aircraft licensed to operate/own/fly such aircraft and develop profiles of similar facilities within 30 miles to assess the local airports against each other and provide some insights as to the strengths and weaknesses of the local facility. Staff has attempted to garner additional information and insights as to the freight concerns from area manufacturers and freight service providers. Staff reviewed Type B & C truck counts on the state route system and began to compile a freight flow map on the existing functional classification system. Agency personnel have discussed the possibility of adding additional highways to the NHS system with ODOT Central Office personnel looking to secure designation of an Intermodal Connector associated with the P&G Distribution Facility. Staff has met with representatives of ODOT District Office, the Allen County Engineer, Procter & Gamble, Wannemacher Trucking and Schneider Trucking to discuss freight needs, routing issues and bottlenecks. Staff contacted the Ohio Emergency Management Agency (OEMA) to assess environmental planning issues reflective of the pending 2040 regional transportation plan.

Specialized Transportation Program

Staff reviewed transit and paratransit performance indicators. Responses to queries regarding the availability of transit and levels of service of public transit were reviewed.

7. **STAFF REPORTS** (Continued)

b. Planning Assistance (Continued)

Staff notified local not for profit social service agencies that provide transportation services of federal funds being made available by the Federal Transit Administration's Specialized Transportation Program Grant application of the awarding STP Letter of Intent Mailing.

Transit Planning

Staff provided technical assistance to the Transit Authority preparing maps and brochures. Staff also reviewed survey data and responses addressing proposed route and service changes.

Motion 107 (11-17-11) EC

Howard Elstro made the motion to accept the Planning Assistance Report. Seconded by Kevin Cox; motion carried.

8. **OLD BUSINESS**

a. FFY 2012 Safe Communities Grant

Thomas Mazur reported that the CDC received a report on the status FFY Safe Communities Grant application in July and the EC received the CDC report in July but there was no formal action taken by either Committee to approve the FFY 2012 Safe Communities Grant application. In August, the EC received a report on the Staff Planning Report and approved the Staff Planning Report which included information on the FFY 2012 Safe Communities Grant application. The FFY 2012 Safe Communities Grant application was submitted on June 30. Thomas Mazur reported that the FFY 2012 Safe Communities Grant application had to be resubmitted on August 15 with modifications requested by the Ohio Department of Public Safety (ODPS). A formal motion to accept the grant was never made. Thomas Mazur requested a motion to accept the FFY 2012 Safe Communities Grant application.

Motion 108 (11-17-11) EC

Howard Elstro made the motion to accept the FFY 2012 Safe Communities Grant application for \$36,316.60 from the Ohio Department of Public Safety (ODPS). Seconded by Mitchell Kingsley; motion carried.

9. **NEW BUSINESS**

a. 2012 EC Meeting Dates

Thomas Mazur presented a handout to the Committee of the scheduled meeting dates for the EC for 2012.

b. Technical Services for the City of Lima

Thomas Mazur reported that staff has been in discussions with Amy Odum pertaining to providing the City of Lima with some technical services. Jesse Sadiua has resigned from the staff of the City of Lima and Amy Odum has requested that the Lima-Allen County Regional Planning Commission (LACRPC) assume some of the planning duties that had been part of Jesse Sadiua's job such as lot splits, land transfers, etc. Thomas Mazur reported that a special technical assistance contract will be drawn up and the contract will be presented for approval to the EC in December.

10. ADJOURNMENT

Motion 109 (11-17-11) EC

Dan Reiff made the motion that the meeting be adjourned. Seconded by Kevin Cox; motion carried.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____