

EXECUTIVE COMMITTEE

November 18, 2010

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, November 18, 2010** 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 28, 2010
3. Communications
4. Financial Report
 - a. Budget Report
 - b. Bills to be Approved
 - c. Payroll and OPERS
5. Standing Committees
 - 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 (Chris Seddelmeyer was out of town and unable to attend).

1. ROLL CALL

Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Roy Hollenbacher	Bath Township
Mr. Mitchell Kingsley	Village of Bluffton
Ms. Amy Sackman-Odum	City of Lima
Mr. Bruce Plumb	City of Lima
Mr. Dan Reiff	Allen County
Mr. Thomas Tebben	City of Lima

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 28, 2010

Motion 100 (11-18-10) EC

Tom Tebben made the motion that the EC minutes of October 28, 2010 be approved. Seconded by Howard Elstro; motion carried.

3. COMMUNICATIONS

Thomas Mazur reported that Congress has returned to Capitol Hill to finish up legislative business for the year. Congress will need to pass legislation to extend surface transportation, and aviation programs. Congress will likely pass another continuing resolution (CR) before the Thanksgiving Day holiday (the current CR expires on Dec 3), then return in December to actually conclude FY11 budget business. Several proposals have been discussed including a CR through the remainder of the fiscal year at 2010 levels, a bill with higher levels, a CR through FY 2011 at FY 2008 levels, or a two to three month CR that would require the 112th Congress to set spending for the remainder of FY 2011. Thomas Mazur reported that according to AMPO no official announcement on how long SAFETEA-LU will be extended has been made or discussed. Both the House and Senate will be conducting meetings this week to elect members to leadership positions. Thomas Mazur reported that staff has not had communications from HWAP pertaining to the Weatherization Program in Allen County. Staff is attempting to gather information as to how many homes have taken part in the weatherization program in Allen County. Thomas Mazur reported that staff has been working on coordinating HWAP services with the Community Development Block Grant (CDBG) Program. Staff attended a housing consortium meeting early this week to gather relevant information from LACCA.

4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported that the financial report was included in the packets that committee members received. The income and expenses for October were also included and in October there was more expense than income but at this time of year that is to be expected.

Motion 101 (11-18-10) EC

Bruce Plumb made the motion to approve the budget report. Seconded by Tom Tebben; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that the bills for October were not out of the ordinary. There is an invoice for CDW-Government and this invoice is for the purchase of a computer through the County so that the LACRPC can link up with the County's MUNIS program.

Motion 102 (11-18-10) EC

Bruce Plumb made the motion to approve the bills to be paid. Seconded by Tom Tebben; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>
11-03-10	\$14,570.17	\$2,039.82	\$211.26

Motion 103 (11-18-10) EC

Bruce Plumb made the motion accept payroll, OPERS and benefits. Seconded by Tom Tebben; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Roy Hollenbacher 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 met on Tuesday, November 9, 2010 with seven committee members present. The Committee reviewed an American Township Zoning Amendment (AM-02-10) to rezone an area in the Township of approximately 205 feet south of the intersection of Eastown and Allentown roads. The parcel is also approximately 3,950 feet from Koop Road. Bruce Plumb reported that the parcels are approximately .594 acres, .946 acres and .946 acres respectively and all parcels are zones R-1. The applicants seek to change and approve the zoning to B-2. After much discussion amongst Committee members a motion was made to deny the request based on staff recommendations and the inconsistency of the proposed land use being non-compliant with the American Township Comprehensive Plan. The motion was seconded and carried. Bruce Plumb reported that the Committee reviewed a Bath Township Zoning Amendment (BA-02-10). The parcel in question is located at the intersection of Ada Road (SR 81) and Dixie Highway. The current parcel is approximately 0.503 acres and is zoned Mobile Home Park (MHP). The applicant seeks to change the zoning to B-2 for the purpose of establishing a welding and mill writing business. A motion was made to deny based on staff recommendations and the inconsistency of the proposed land use being non-compliant with the Bath Township Comprehensive Plan. The motion was seconded and carried with one abstention.

Motion 104 (11-18-10) EC

Tom Tebben made the motion to accept the DCC report and all motions and recommendations be approved. Seconded by Howard Elstro; motion carried.

d. Transportation Coordinating Committee

Roy Hollenbacher reported that the TCC met prior to the EC meeting. The Committee received an Allen County Regional Transit Authority Report (ACRTA) from Marlene Schumaker in the absence of a representative from ACRTA. Marlene Schumaker reported that ridership is up approximately 6% over last year. ACRTA has been using the American Recovery and Reinvestment Act (ARRA) monies the agency received and has completed the enclosing of the lean-to that is attached to the garage. The agency will be using the lean-to to store vehicles. ACRTA is also completing the painting of the garage is completed. Roy Hollenbacher reported that the Committee approved the Final 2009 Crash Summary Report. The Report has been posted to the Lima-Allen County Regional Planning Commission (LACRPC) website and no comments have been received from the general public or any of the political subdivisions. Roy Hollenbacher reported that the Committee approved eighteen different resolutions; six were for the current FY 2008-2011 Transportation Improvement Program (TIP) and twelve were for the new FY 2012-2015 TIP. The Committee also received a list of projects that were with the Intent to Program in FY 2016 and FY 2017. The list was approved and a new project will be added to the list from the City of Delphos. Thomas Mazur reported that the three biggest changes from the October meeting were the inclusion of the Railroad Grade Separation Project on Bellefontaine Avenue, the changes in some of the funding streams of some of the projects, and the scope of some of the projects changing which those projects to be moved from one year to another for budgeting purposes. Thomas Mazur reported that the Greenlawn Avenue and Elida Road (SR 309) required

5. **STANDING COMMITTEES** (Continued)

d. Transportation Coordinating Committee (Continued)

intersection was moved back to FY 2016 because it was not included in the 2030 Long Range Transportation Plan (LRTP). The LRTP will require an update and this project will be included in that update. Marlene Schumaker reported that there have also been changes to the IR 75 Project. Thomas Mazur reported that the Ohio Department of Transportation (ODOT) will be using Garvee Bonds to fund the right-of-way (ROW) acquisition portion of the project therefore the project has been split into several PID numbers. Roy Hollenbacher reported that the Committee received a table that revealed the different funding streams as well as the annual budgets for ACRTA through FY 2015 which will be included in the FY 2012-2015 TIP. Roy Hollenbacher reported that the Committee received a report on the ODOT Work Program.

Motion 105 (11-18-10) EC

Tom Tebben made the motion to accept the TCC report and all motions and recommendations be approved. Seconded by Howard Elstro; motion carried.

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 did not meet in November.

7. **STAFF REPORTS**

a. Clearinghouse Reviews

Marlene Schumaker reported that there were no Clearinghouse Reviews in November.

b. Planning Assistance

Safe Communities

In cooperation with the local chapter of Students Against Drugged Driving (SADD) staff held a media event at Allen East Schools; 360 students were in attendance. Staff distributed "Reinforcement Coupons" to Allen and Shawnee schools to reward seat belt usage. Staff met with Rhodes State College security personnel to improve visibility of seat belt usage/awareness on campus. Staff funneled Reinforcement Coupons to the Delphos Police department for distribution. Staff worked with local law enforcement officials to raise participation in, and local awareness of the Thanksgiving Enforcement Campaign mandated by the Ohio Department of Public Safety (ODPS). Staff reviewed interest in Lima Memorial Hospital partnering for a planned Thanksgiving Day media event. Staff finalized "buzzed driving is drunk driving" graphics for its use over the holidays on the digital billboard located at the intersection of Elida & Cable roads. Staff held the annual "Partners' Breakfast" event to be held at St. Rita's. Staff met with the Ohio State Highway Patrol regarding concerns over senior driver awareness – serious injury and fatal crashes. Staff attended a Mothers Against Drunk Driving (MADD) meeting. Staff completed seat belt / Operation Lifesaver presentation at Elida Driver's Education where 50 students were in attendance. Staff prepared and sent the media an updated press release regarding fatal crashes in the month of November. Staff began preparation of the program's annual report mandated by ODPS.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Environmental Planning

Staff continued to work with local residents concerned over the cumulative loss of trees over the last several years due to ice storms, the emerald ash bore and recent tree trimming of American Electric Power (AEP). Staff contacted the Ohio Department of Natural Resources (ODNR) which expressed their willing to assist local communities to establish a “Tree Plan”, a Tree Commission and funding for tree acquisitions. ODNR expressed a willingness to help communities develop local ordinances to support the proper selection and maintenance of trees.

Community Development Block Grant (CDBG) Program

Staff reviewed management issues regarding the Community Development Block Grant (CDBG) Program and Neighborhood Stabilization Program with the Allen County Commissioners, the Community Development Program Director and representatives of WSOS. Discussion focused on reporting requirements, technical support, communications, auditing and community outreach. WSOS discussed the possibility of maintaining a local office at the RPC to accommodate local bid openings and improve communications and reporting. Discussion regarding weatherization programming and the impact of weatherization on local community development plans was discussed. Staff reported requesting information from HHWP the regional provider of weatherization programming within the 5-county region without response to date.

Zoning Assistance

Staff held discussions with representatives of the American Township Zoning Commission relative to zoning enforcement and the ability of a township to adopt exterior maintenance codes to compliment zoning regulations. Staff forwarded a template of same for the Township’s consideration. Staff met with and supported the Auglaize Township Zoning Commission in developing revisions to the Auglaize Township Zoning Resolution text and maps to support recently adopted comprehensive plan. The proposed revisions were posted to the Agency website for public participation purposes. Staff continued to work with Shawnee Township to resolve some text issues and permitting procedures in their zoning resolution and permitting processes. Staff continues work to complete a land use assessment within the Village of Ft Shawnee, identifying all of the non conforming uses in an attempt to update their zoning text and map. A similar analysis is underway in Bluffton, where the historical plat of the Village of Shannon established parcels too small to allow reinvestment without expensive variance approval processes. Staff continued to work with representatives of NRCS, Allen Soil Water Conservation Service and the Ottawa River Coalition to identify construction standards for ponds.

Subdivision Regulations

Staff continued to provide land development information regarding the major and minor subdivision process to property owners, area realtors, appraisers and local officials. Staff addressed 17 requests for information related to the land division process. Staff facilitated 7 minor land divisions and 2 exempted land transfers. Staff approved land divisions in Auglaize, Bath, Jackson, Marion, Perry and Shawnee townships.

Floodplain Violations

Staff worked with the Allen County Health Department and the ACEO and township representatives to identify and address potential floodplain violations in American & Shawnee townships. Staff monitored the Patel property site located along Dug Run Ditch near the intersection of Elida and SR 309.

7. **STAFF REPORTS** (Continued)

b. Planning Assistance (Continued)

Short Range Transportation Planning

Staff met with representatives of American Township, the Allen County Engineer's Office (ACEO), the Ohio Department of Transportation (ODOT) and the University of Northwestern Ohio to discuss roadway operations and safety issues stemming from increased student populations, high crash rates/frequency at the intersections of: American & Hartzler, SR 309 & Hartzler, and American & SR 309. Staff reviewed the operational characteristics and crash data for the SR 81 corridor at the request of the Bath Township Trustees. Staff reviewed a draft traffic impact study for an Eastown Road Development with representatives of the ACEO. Staff met with representatives of the Freight Committee to address freight needs and identify potential projects. Staff met with representatives of the Country Club Hills, Twin Lakes, Riverside North and Martin Luther King neighborhood associations to discuss agency functions, MPO responsibilities and the agency's transportation improvement program. Staff met with ODOT and Allen County Regional Transit Authority (ACRTA) representatives to address the new ODOT Transit Initiatives; media interviews were conducted immediately thereafter. Staff attended an ODOT meeting to address the needs of the plug-in electric vehicle (PEV) program sponsored by ODOT. Staff attended an Ohio Association of Regional Councils meeting in Columbus. Staff attended a roadway safety engineering workshop conducted by NHI at Bowling Green State University. Staff worked with representatives of ODOT, Federal Highway Administration (FHWA) and various non-traditional stakeholders to develop a new initiative combining the interests of business, health professionals, community development officials and transportation providers under the banner of sustainability. Staff repeatedly engaged various community representatives and ODOT officials in developing new public access and community benchmarks to address the initiative. Staff submitted various amendments to the Agency Work Program in an attempt to secure FHWA authorization to implement the initiative. Staff continued to document its public involvement processes and posting meeting agendas and cancellations on the Agency website. Staff reviewed sight distance safety concerns of LACCA bus drivers. Staff worked with City of Lima and the Allen Economic Development Group (AEDG) regarding Lima's Grade Separation project submitted to the Transportation Review Advisory Group (TRAC) for consideration. Contract vendors were contacted for submittal of their required Title VI documentation. Staff prepared and submitted a Consolidated Planning Grant invoice to ODOT for reimbursement.

Transportation Improvement Program (TIP)

Representatives of the villages of Cairo, Elida, Ft. Shawnee, Spencerville, Harrod and Lafayette, the City of Delphos, City of Lima, Perry Township and Shawnee Township as well as the ACEO and ACRTA were contacted to clarify proposed TIP projects, project timelines and funding constraints. Project descriptions and cost estimates were shared with ODOT District and Central Office personnel. Questions pertaining to eligibility, funding availability and local match were discussed with both local project sponsors and ODOT. Memorandums of Understanding were drafted to identify local project commitment. A Draft FY 2012 - 2017 listing of capital projects was forwarded thru the committee structure to ODOT Central and District Office personnel. Staff worked with ODOT District personnel and entered project information into ELLIS fund management software. TIP resolutions were prepared and amendments posted based on the results of the completed public involvement process. Staff reviewed air quality conformity issues and modeling needs stemming from the projects selected for the FY 2012-2015 TIP with ODOT's Office of Technical Services and Central Office Planning personnel.

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Transportation Surveillance Activities

Staff compiled a Freight Flow Map depicting truck volume on the federal functional classification system. Staff compiled truck crash and crash rate data on the federal functional classification system and mapped same. Staff met with the MPOs Cartage & Freight Committee to review data, identify needs and review potential projects for the Transportation Improvement Program. Staff initiated data collection on the CSX Rail corridor spanning Lima to Columbus Grove. Documentation reflected the construction of conditional diagrams, crash diagrams, sight distance diagrams, aerial photographs and on-site photos complimented the observational field surveys in the data collection process. Staff reviewed notification of the railroad grade crossing improvements approved by the Public Utilities Commission of the State of Ohio at the Cool Road crossing with representatives of ODOT, ACEO and Bath Township. Staff continued to work toward the identification of rural roadways negatively impacted by adverse weather. Staff geo-coded state averages for total and adverse weather related crashes in Allen County. Staff identified animal crash locations within Allen County. To establish average daily traffic counts staff used Numetric Hi-Star equipment at the following mid-block traffic volumes were document at the flowing locations: SR 198 south of Ft Amanda, Defiance Trail south of Ft Amanda, Fourth between Sugar & Glenn, Market between Blackburn & Eastown, Acadia north of State, Ridge between US 30 & Leatherwood Fourth between Glenn & Jones, Ada between Slabtown & Fetter, Hillville at CSX rail crossing, Mayberry north of Lincoln, Bluelick west of Slabtown, Slabtown north of Lincoln, Pearl at NS rail crossing, Wayne at NS rail crossing, High at NS rail crossing, Bentley between Huber & Lincoln, Lincoln east of Hancock County line. Traffic volumes were also documented at the following intersection locations: Metcalf & Ashwood, Grand & Hamilton and Bible & Sugar. Staff documented motor vehicle turning movements required to assess the intersection level of service (LOS) at the following locations: Sugar and Bible, Allentown & Cable, Adgate & Ft. Amanda, Buckeye & Dixie, Staff documented the following intersection LOS at Fifth & State (LOS B). Mumaugh & Reservoir (LOS A). Baty/Diller & Elida (LOS C). Staff reviewed emergency evacuation plans with representatives of the Allen County Emergency Management Agency and the City of Lima.

Long Range Transportation Planning

As reportedly previously staff has undertaken a land use analysis within the City of Delphos, and the villages of Bluffton and Ft Shawnee. The analyses of Bluffton and Delphos require the integration of and county auditor records; Hancock and Van Wert respectively. Data and parcel mapping of Bluffton and Delphos have been completed. Due to the density and mixed use characteristics of structures, field observations and parcel level analysis is required to verify secondary data sources obtained from the Allen County Auditor's Office records, the Polk Directory and available employment data. The bulk of staff time has been placed on those industrial and commercial activities located along key corridors and within central business districts (CBDs). In the Village of FT Shawnee activity has focused upon the S. Dixie, Breese, and Shawnee corridors. Within the Village of Bluffton and the City of Delphos activity has been focused within their CBDs. Land use discrepancies are being documented and will be forwarded to municipal administrators and the respective County Auditor for subsequent concurrence. Based on the energy and support for new bikeways, open space and linkages needed to integrate community social centers and recreational facilities within existing residential neighborhoods staff has again been visiting local neighborhood associations and reviewing bikeway plans. Staff met with and refined some of the aspects of the Ottawa River Bikeway in Shawnee and Bath townships. Staff reviewed hike/bike issues with

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

representatives of Spencer Township and Spencerville and looked to identify potential connectivity between the schools and housing redevelopment. Staff also reviewed the possible accommodation bicycles in the pending IR-75 project with representatives of the Johnny Appleseed metropolitan park District and ODOT. Efforts to extend existing hike/bike corridors and developing additional access roads and bike/pedestrian amenities has been the focus in the suburban and rural areas. New energy is being exerted in the urban areas where lot density, population and employment density and the presence of multiple activity centers presents the greatest potential. Staff has begun compiling historical data files to identify changes in population and employment density and land use over time. New mapping efforts using historical census data will provide information relative to the extent of change over time and hopefully provide better insights into integrating hike/bike facilities within and across the community.

Specialized Transportation Program

Staff compiled local paratransit and social service contact information for the Specialized Transportation Program. Staff sent notification to same regarding the availability of federal funding for capital projects as deemed eligible by the Federal Transit Administration. Staff reviewed the need for local paratransit vehicle inspections with Ms. Pat Pikula of ODOT. Staff attended an ODOT sponsored Coordination Roundtable in Columbus. Staff reviewed ADA accessibility on county sidewalks and pedestrian facilities in county buildings with Allen County Administrator Becky Saine. Staff reviewed a recent crash involving a Marimor Industries Program Vehicle and issues pertaining to the elimination of the vehicle from service as well as its potential disposition with Agency representative Susan Howell.

Transit Planning

Staff facilitated meetings between the Transit Authority, the Area Agency on Aging and other stakeholders interested in the maintaining coordination of the New Freedom services as funding issues continue to mount. Staff reviewed funding with Allen County Regional Transit Authority Board members. Staff facilitated random test for drug and alcohol testing. Staff printed, folded delivered new route brochures for distribution. Staff submitted invoice for reimbursement.

Motion 106 (11-18-10) EC

Bruce Plumb made the motion to accept the Planning Assistance Report. Seconded by Kevin Cox; motion carried.

8. **OLD BUSINESS**

Marlene Schumaker reported that when the Annual Meeting in April was closed it was closed "Seine Dei" until the November 18, 2010 meeting which is this meeting. Marlene Schumaker requested a motion to continue the closure "Seine Dei" until February 24, 2011. This will keep the Annual Meeting open in case there are any issues that must be dealt with during the year. If the Annual Meeting is closed then the Board cannot do anything until the Annual Meeting is convened again in April. Thomas Mazur reported that one of the issues that have been discussed is the government vs. non-government membership to the LACRPC. The Toledo Area Metropolitan Council of Governments (TMACOG) is re-evaluating their policies pertaining to this issue. TMACOG is a council of governments which is different than how the LACRPC is chartered. Amy Odum asked why the Annual Meeting had to remain open until the Annual Meeting in April, 2011. Thomas Mazur reported that the entire board only meets once a year. Marlene Schumaker reported is any issues or changes

8. **OLD BUSINESS** (Continued)

need to be made to the By-Laws or Resolutions of Cooperation need approval, the Annual Meeting needs to be open so that the entire Board can meet to approve the changes.

Motion 107 (11-18-10) EC

Bruce Plumb made the motion to approve the continuation of the Annual Meeting “Seine Dei” to February 24, 2011. Seconded by Tom Tebben; motion carried.

9. **NEW BUSINESS**

None.

10. **ADJOURMENT**

Motion 108 (11-18-10) EC

Tom Tebben made the motion that the meeting be adjourned. Seconded by Kevin Cox; motion carried.

Submitted by:

Signature/Secretary

Date: _____

Accepted by:

Signature/RPC President

Date: _____