



LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

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Doug Post
President

Brion Rhodes
President-Elect

Jay Begg
Treasurer

Chris Seddelmeyer
Secretary

Thomas M. Mazur
Executive Director

TO: EXECUTIVE COMMITTEE
Mr. Jay Begg
Mr. Kevin Cox
Mr. Jerry Gilden
Mr. Brion Rhodes
Mr. Robert Sielschott
Mr. Larry Vandemark
Mr. Shane Coleman
Mr. Howard Elstro
Mr. Mitch Kingsley
Ms. Chris Seddelmeyer
Mr. Thomas Tebben

FROM: Mr. Doug Post, Chairperson

DATE: January 17, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, January 23, 2020, at 4:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call
2. Approval of EC Minutes – December 19, 2019
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 Planning Assistance Report
8. Old Business
9. New Business
10. Adjournment

NOTE:
PLEASE CALL THE COMMISSION OFFICE AND CONFIRM WHETHER OR NOT YOU WILL ATTEND.



EXECUTIVE COMMITTEE

January 23, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, January 23, 2020** at **4:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

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A quorum being present, Doug Post brought the meeting to order and proceeded with the agenda.

1. **ROLL CALL**

Mr. Shane Coleman	City of Delphos
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Doug Post	Amanda Township
Ms. Chris Seddelmeyer	Shawnee 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 – December 19, 2019**

Motion 01 (01-23-20) EC

Shane Coleman made the motion that the EC minutes of December 19, 2019 be approved. Seconded by Kevin Cox; motion carried.

3. COMMUNICATIONS

a. New Policy from Federal Emergency Management Agency (FEMA)

Thomas Mazur reported that staff received notification from the Federal Emergency Management Agency (FEMA) pertaining to a new policy requiring communities using federal disaster aid to rebuild public facilities to follow new construction codes to make them more resilient to future calamity. The policy requires states and municipalities that rebuild with FEMA funds to take preventative steps such as locating rebuilt public facilities outside flood zones, building a safe distance from wildfire-prone vegetation and using durable building materials. Thomas Mazur stated that this new policy will also alter how communities spend the tens of millions of dollars FEMA distributes each year to states that sustain a major disaster and qualify for federal aid. The policy applies only to FEMA grants spent on rebuilding public facilities. It does not affect FEMA's cash payments to individuals and families in disaster zones. The new policy is available at: [https://www.fema.gov/media-library-data/1579188158300-159a38c75b6204517ad6c8641810c143/DRRA_125\(b\)_V2.1_12-20-2019_508FINAL.pdf](https://www.fema.gov/media-library-data/1579188158300-159a38c75b6204517ad6c8641810c143/DRRA_125(b)_V2.1_12-20-2019_508FINAL.pdf)

b. Thayer Road Study

Thomas Mazur reported that staff has received notification that the consultants for the Thayer Road Study-Mott McDonald-have finally received permission to proceed with the study. Draft recommendations expected by the end of January are now expected in mid-March.

c. Infrastructure for Rebuilding America (INFRA) Grant Program

Thomas Mazur reported that staff received notice that the Office of the Secretary of Transportation (OST) has announced the FY 2020 round of the Infrastructure for Rebuilding America (INFRA) grant program. The Notice of Funding Opportunity (NOFO) has been posted on the Build America Bureau website and will be published in the Federal Register later this week. Additional information on how to apply, frequently asked questions and the Department's Benefit Cost Analysis Guidance for Discretionary Grant programs can be found on the following website at: <https://www.transportation.gov/INFRA>. The deadline for applications is February 22, 2020 at 11:59 PM EST.

d. Transitional Housing Assistance Grants

Thomas Mazur reported that the Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking (Transitional Housing Program) supports programs that provide 6-24 months of transitional housing with support services for victims who are homeless or in need of transitional housing as a result of a situation of domestic violence, dating violence, sexual assault, stalking, and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Motion 02 (01-23-20) EC

Mitchell Kingsley made the motion to approve the Communications Report. Seconded by Chris Seddelmeyer; motion carried.

4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported that the financial reports were emailed to all Committee members. Income and expenses were well within range. The Agency did have less income than expenses this past year but there were a number of large invoices that were still out to be paid to the Agency so the Agency should be fine.

4. **FINANCIAL REPORT** (Continued)

a. **Budget Report** (Continued)

Motion 03 (01-23-20) EC

Howard Elstro the motion to approve the Budget Report. Seconded by Shane Coleman; motion carried.

b. **Bills to be Approved**

Marlene Schumaker reported that the list of invoices was included in the information emailed to each Committee member. The invoice for the Allen County Treasurer represents the Lima-Allen County Regional Planning Commission's (LACRPC) property taxes on its building. There were 2 bid openings for the Community Development Block Grant (CDBG) that were advertised in the Lima News for an invoice amount of \$1,316.96. This invoice will be reimbursed to the RPC once the CDBG grant funds are released.

Motion 04 (01-23-20) EC

Howard Elstro made the motion to approve the bills to be paid. Seconded by Shane Coleman; motion carried.

c. **Payroll and OPERS**

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefits</u>
12/18/19	\$16,883.00	\$2,783.62	\$288.30	\$2,292.05
01/01/2020	\$15,421.45	\$2,159.00	\$223.61	
01/15/2020	\$16,213.96	\$2,269.95	\$235.10	

Motion 05 (01-23-20) EC

Howard Elstro the motion to approve Payroll and OPERS. Seconded by Shane Coleman; motion carried.

5. **STANDING COMMITTEES**

a. **Administrative Affairs Committee**

Thomas Mazur reported that AAC met on Wednesday, January 8th. The Committee approved the minutes of the December 18, 2019 meeting. The Committee discussed a Succession Plan. Th Committee discussed "mixing & matching" responsibilities amongst existing staff members as well as looking for applicants that may be able to combine several jobs to help assist existing staff. Management has conducted 1 phone interview. Thomas Mazur stated that staff is using Indeed to solicit an engineering component to applicants resume as well as planning interests. Marlene Schumaker reported that for the Planners position, staff used Indeed's pre-format form. For the new position(s), staff is using the new recruiting format because of its specialization. Indeed, then does the "looking" at potential applicants. If the RPC decides to hire, the Agency would then pay 10% of the recruit's first wages to Indeed for finding the recruit. Thus far, Indeed has come up with 5 candidates but none of the candidates fit the RPC's description. Marlene Schumaker stated that the Planner position has been posted for 30 days. Staff has posted the position(s) on several other websites but so far, little activity.

Motion 06 (01-23-20) EC

Chris Seddelmeyer made the motion to accept the AAC report. Seconded by Shane Coleman; motion carried.

5. **STANDING COMMITTEES** (Continued)

b. Community Development Committee

Mitchell Kingsley reported that the CDC did not meet in January.

c. Developmental Controls Committee

Kevin Cox reported that the DCC met on January 7, 2020. Kevin Cox reported that addressed the proposed PUD in Bath Township. The submission was separated into BA-01-20 and BA-02-20. The Committee for administrative purposes with BA-01-20 being text amendments to Articles 6 and 32 and BA-02-20 reserved for the map amendment. Thomas Mazur reported that an overlay district is being proposed. Kevin Cox reported that the petition identifies some 70 platted lots containing roughly 22 acres along 4,100 linear feet of SR 309 which is classified as a principle arterial, currently serving 26,000 vehicles per day. The area in question has access to a full complement of utility services. There are no floodplains or other environmentally sensitive areas in the proposed zoning map amendment. Kevin Cox reported that there is a mix of residential, commercial, quasi-public uses in the petitioned district. Kevin Cox reported that in 1997, the Ohio Revised Code was amended to integrate new language for Planned Unit Developments (PUDs). Kevin Cox reported that currently, 519.021(A) of the Ohio Revised Code allows Bath Township Trustees to establish or modify planned-unit developments (PUDs). PUD regulations shall apply to property only at the election of the property owner and shall include standards to be used by the board of township trustees or, if the board so chooses, by the township zoning commission, in determining whether to approve or disapprove any proposed development within a PUD. The PUD shall further the purpose of promoting the general public welfare, encouraging the efficient use of land and resources, promoting greater efficiency in providing public and utility services, and encouraging innovation in the planning and building of all types of development. Thomas Mazur reported that PUDS may be included in the township zoning resolution under one of the following procedures:

- A. The board of township trustees may adopt planned-unit development regulations that do not automatically apply to any property in the township, but establish standards that will apply to property that becomes part of a planned-unit development as provided in this division. Property owners who wish to have planned-unit development regulations apply to their property may apply to have the zoning map amended pursuant to section [519.12](#) of the Revised Code to rezone their property as a planned-unit development and no longer subject to any previously applicable zoning regulations. Once property has been rezoned as a planned-unit development, subsequent development on that property shall comply with the planned-unit development regulations as determined by the board of township trustees or township zoning commission, as applicable.
- B. Upon the application of property owners, the board of township trustees may establish a planned-unit development for their property, designating the property as a planned-unit development on the zoning map in accordance with the procedures set forth in section 519.12 of the Revised Code, and simultaneously adopting regulations as part of that same procedure that will apply only to that planned-unit development. Within that development, property is subject to the planned-unit development regulations and not to any other zoning regulations. Compliance with the planned-unit development regulations shall be determined by the board of township trustees or township zoning commission, as applicable. After the designation of the property as a planned-unit development on the zoning map and the simultaneous adoption of regulations that will apply only to that planned-unit development.

5. **STANDING COMMITTEES** (Continued)

c. **Developmental Controls Committee** (Continued)

Pursuant to section [519.12](#) of the Revised Code, the board of township trustees may adopt planned-unit development regulations and amend the zoning map to rezone property as planned-unit developments. Any other zoning regulations and zoning district that exist at the time a planned-unit development district is established under this division continue to apply within the planned-unit development district unless the board or the township zoning commission approves an application of an owner of property within the district to subject the owner's property to planned-unit development regulations under this division. Such an application shall be made in accordance with the planned-unit development regulations and shall include a development plan that complies with the planned-unit development regulations. Upon receiving such an application, the board of township trustees or township zoning commission, as applicable, shall determine whether the application and plan comply with the planned-unit development regulations.

Thomas Mazur reported that the petition specifically states that the proposal was prepared under 519.021(C). This approach is unique in that: (1) other zoning regulations and zoning districts that exist at the time the planned-unit development district is established continue to apply within the planned-unit development district unless the board of trustees or the township zoning commission approve an application of a property owner within the district are subject to the planned-unit development regulations under this division; (2) the township (either the board of township trustees or township zoning commission, as applicable) upon receiving such an application from the property owner shall determine whether the application and plan comply with the planned-unit development regulations; and, (3) approval of the application shall cause the zoning map to be changed so that any other zoning district that applied to the property that is the subject of the owner's application no longer applies to that property and the prior zoning district is removed from the zoning map.

Kevin Cox reported that under all 3 methods of adoption the board's or commission's determination shall *not* be considered to be an amendment to a township zoning resolution for purposes of section [519.12](#) of the Revised Code, but may be appealed pursuant to Chapter 2506 of the Revised Code.

Thomas Mazur reported that the zoning amendment petition seeks to establish an overlay zoning district above the targeted area that will allow for property owners to pursue any current use identified as permitted in the existing underlying zoning district as well as those in the new PUD Overlay District. Kevin Cox reported that this area has been determined by the Bath Township Trustees. Thomas Mazur commented that the properties being proposed for the overlay district vary in depth from 170 feet between Belmont and Lost Creek up to as much as 470 feet between Eastern and Willard. Thomas Mazur commented that in affect the zoning amendment petition seeks to establish an overlay zoning district above the targeted area that will allow for property owners to pursue any current commercial or residential use permitted in the existing zoning district designation and any new use in the proposed overlay district. Thomas Mazur commented that the proposal works to remove issues resulting from nonconforming uses, nonconforming lots of record and nonconforming uses and lots in combination within the overlay.

Thomas Mazur reported that the proposal does not identify lot or yard requirements, akin to zero lot line developments, often found in condominium developments and mixed-use PUDs. The proposal does identify a list of permitted and prohibited uses that may be

5. **STANDING COMMITTEES** (Continued)

c. **Developmental Controls Committee** (Continued)

integrated within the proposed Overlay District. The proposal has some general design standards but provides many of these as suggestive rather than prescriptive to be approved at the discretion of the township trustees or the zoning commission. The contents of the proposed Overlay District attempt to provide maximum flexibility and address stormwater, floodplain, and access management regulations to lesser extents. Further clarifications may be required by other review agencies. Thomas Mazur commented that it is thought that the proposal has the potential to expedite the review process and result in a time savings of roughly 25 percent over the current PUD regulations depending on the phase and familiarity.

Thomas Mazur reported that staff recommended approval of the proposed text amendment to Article 6: Districts Established Amended to Reflect the SR 309 Planned Corridor Overlay District (PCOD). Thomas Mazur reported that staff recommends conditional approval of the language proposed in Article 32: SR 309 PCOD after consideration of some potential oversights including: exceptions to certain permitted uses in certain NAICS codes; the District that certain system components including drainage, cross easement access, pedestrian access, parking, etc., be examined on an area or phased basis akin to phases in a traditional subdivision development rather than on a lot by lot basis. Corrections to certain typographical mistakes were also noted. Thomas Mazur reported that staff recommended approval of the zoning map amendment. The DCC approved staff's recommendations.

Kevin Cox reported that the DCC also met on January 21, 2020. Kevin Cox reported that Mr. Vandemark is requesting that approximately 1.63 acres of parcel 45-1000-03-019.000 be rezoned in order to utilize the barn structure on the parcel as an events venue for weddings, family reunions, corporate meetings, etc. The proposed zoning district is to be carved out of a parent parcel that is 10.74 acres in size. The proposed zoning district will share a stone drive with the existing residence. The adjacent properties are largely engaged in agriculture and rural residential use. The parcel is currently zoned Agricultural. The proposed zoning district as depicted in the zoning amendment petition will meet the minimum requirements for lot size (1.0 acre) and frontage (100'). It is unclear if the barn height exceeds the maximum height of structures limited to 45'. Kevin Cox reported that staff suggests the use is inappropriate for the B-1 Business District and fails to meet the permitted uses established for the B-1 District. The parcel does not have access to public water via the Allen Water District or sanitary sewer services as provided by Allen County or local political subdivisions. The parcel is serviced by the Spencerville Fire Department. Staff suggests that a public facility proposed to accommodate weddings, corporate meetings, etc., must be expected to meet Ohio Health Codes that address and accommodate the need for potable water and human sanitary waste. A public facility should also meet Ohio Fire Code requirements such as, but not restricted to, the presence of: a fire alarm system; a fire suppression system when the facility is over 5,000 sq. ft. or has an occupant load of 100 or more; 2-hour rated fire door assemblies; exit doors that swing outward or in the direction of egress travel; the presence of portable fire extinguishers; exits, exit signage and exit lighting determined sufficient for the facility; available and maintained fire apparatus access roads. If commercial cooking equipment is used or if grease laden vapors are going to be produced, the cooking equipment must have a hood suppression system. Kevin Cox reported that beyond the issue of a B-1 District designation and spot zoning are specific issues regarding the lack of essential public utility services and whether the barn can meet the provisions of Section 3781.06 which require public buildings to be safe and sanitary. The lack of water and sewer facilities for such a "public event venue"

5. **STANDING COMMITTEES** (Continued)

c. Developmental Controls Committee (Continued)

is premature given the setting and perhaps dangerous. Kevin Cox reported that accepted the staff recommendation of denial based on spot zoning.

Motion 07 (01-23-20) EC

Chris Seddelmeyer made the motion to accept the DCC report. Seconded by Howard Elstro; motion carried.

d. Transportation Coordinating Committee

Doug Post reported that the TCC met right before the Executive Committee. The Committee received the monthly RTA report and learned that 2 routes were started back up; one in mid-November and one in mid-December. Saturday services began 2 Saturdays ago and appear to be doing well. Doug Post reported that the Committee received a report on the Draft FY 2021 Unified Planning Work Program (UPWP) and approved the draft report. The Committee received a report on the Draft 2019 Fatal Crash Summary Report and learned that there were 7 fatal crashes with 9 fatalities with 2 of the fatalities occurring due to a motorcycle crash and the riders were not wearing seat belts. Doug Post reported that the Committee reviewed the Safety Performance Measures and approved a 2% reduction goal for 2020. The Committee received an update on the SR 117 Westminster Project (PID 109435) and approved a resolution for an additional \$160,000 in MPO STP funds for the project. Doug Post reported that the Committee received an update on the Draft FY 2021-2024 Transit Development Plan (TDP) and learned that staff is waiting for some information from RTA to move on with compiling the report. The Committee reviewed the DRAFT FY 2021-2024 Transportation Improvement Program (TIP) and the progress of the various proposed projects within the TIP. Doug post reported that the Committee acted on 4 resolutions for RTA. Doug Post reported that Charles Scheck had stated that there was a nice turnout for ODOT's Public Meeting pertaining to the proposed roundabouts at then intersections of SR 309 at Napoleon and SR 309 and Thayer.

Motion 08 (01-23-20) EC

Chris Seddelmeyer made the motion to accept the TCC report. Seconded by Kevin Cox; motion carried.

6. **OTHER COMMITTEE REPORTS**

a. Citizens Accessibility Advisory Committee

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

b. Citizens Advisory Committee

Thomas Mazur reported that the CAC met on Tuesday, January 21st. The Committee received the monthly RTA report, a report on the Draft FY 2021 UPWP, the Draft 2019 Fatal Crash Summary Report and the Safety Performance Measures. Thomas Mazur reported that the Committee received a Status Update on the SR 117 Westminster (PID 109435) project. The Committee received an update on the FY 2021-2024 TDP. The Committee received a report on the Draft FY 2021-2024 TIP and reviewed several proposed TIP Amendments. The Committee learned that there would be an Open House hosted by ODOT at Allen East High School on Wednesday to review the proposed options to address the high number of crashes at the intersection for SR 309 and Napoleon Road and SR 309 and Thayer Road.

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

b. **Citizens Advisory Committee** (Continued)

Motion 09 (01-23-20) EC

Shane Coleman made the motion to accept the CAC report. Seconded by Kevin Cox; motion carried.

7. **STAFF PLANNING ASSISTANCE REPORT**

Information Assistance

Calls from State Census Office regarding status of Complete Count Committee were addressed. Staffers worked to finalize the Census Bureau's 2019 Boundary Annexation Survey (BAS) Program with the Village of Bluffton, Village of Elida City of Delphos and the City of Lima. Conversations with the Allen County Tax Map Office and Recorders Office ensued.

Safe Communities

Staff attended Safety Review Team meeting. Staff sent one press release regarding: 1) December fatal crash monthly update. Staff prepared for/attended Operation Lifesaver/seatbelt event at Elida High School - 28 attended; as well as student Spring Involvement Fair – 50 participated. Staff prepared for/attended/follow-up to Coalition meeting and prepared FFY 2020 November/December reimbursement claim.

Keep Allen County Beautiful

Staff prepared for and attended Keep Allen County Beautiful meeting.

Environmental Planning

Staffers reviewed complaints of mounding at AEP site in Richland Township. Reviewed AEP site plans with Allen County Drainage Engineer. Staff worked to prepare the Ottawa River Coalition Annual Report and attended a meeting of the Coalition.

Regional Development

Agency personnel reviewed the Clean Ohio Green Space Conservation Grant Program proposal with representatives of Beam Design and the Village of Ft Jennings. Staff subsequently reviewed NRAC application and Issue 1 funding changes with Public Works Commission District 13 Chair.

Economic Development

Data collection for the quarterly New Cost of Living Survey programming information was downloaded, printed and reviewed. Cost of living data was collected, input and reviewed before being sent to ACCRA.

Housing

Agency personnel attended a Housing Consortium meeting. Staff prepared for and meet with Lima City Council members and interested resident stakeholders to discuss the proposed landlord registry and the need for a tenants' union/association. Personnel reviewed the need for financial literacy. Review the need for recovery housing. Review ACCRA Housing Analysis - forward housing costs to Executive Committee and Developmental Controls Committee members. Review DRAFT Housing Analysis for Lima penned by Hardesty and Associates.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Community Development Block Grant (CDBG) Program

Staff met with the consultants on the Lafayette and Delphos CDBG projects to finalize same. Staff printed and filled several addendums to CDBG contracts to support bid process. Staff prepared for and attended the bid opening for Delphos and Lafayette CDBG projects after securing resolutions for/from Commissioners on Delphos and Lafayette bid documents. Staffers facilitated the preparation and filing of program monitoring reports, resolutions, billings, scannings, postings, contract addendums, invoicing, and legal notifications.

Zoning Assistance

Personnel continue to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 13 requests for information this past reporting period. Staff finalized the implications of Bath Township zoning amendment petitions BA-01-20 and BA-02-20 before facilitating a review of same with the Developmental Controls Committee. Staffers fielded multiple questions regarding the DCC decision to support Planned Unit Development rezoning in Bath Township. Personnel reviewed questions/answers needed to fully address Ag Tourism Zoning Amendment from the Amanda Township Trustees. Staff researched Ohio Revised Code and Ohio Fire Code to examine same. Staff reviewed zoning amendment petition in Amanda Township AD-01-20 with American Township Fire Inspector and the Environmental Health Director at Allen County Public Health. Staff reviewed Bed & Breakfast advertisements and their on-line presence in Shawnee and American townships. Staff reviewed rental of executive studio suite off golf coast with American Township Zoning Inspector. Staff compiled commentary explaining case law and the limitations and requirements of conditional uses for Amanda Township case. Personnel facilitated a review the Amanda Township zoning map amendment petition AD-01-20 with the Developmental Controls Committee. Staff prepared and sent recommendation letters to the Bath (BA-01-20 and BA-02-20) and Amanda Township (AD-01-20) Zoning Commission chairpersons as required under the ORC.

Subdivision Regulations

January was a busy month. Staff responded to 42 telephone inquiries and facilitated 9 in-house reviews. Staff processed 7 land transfers in Amanda (1), American (1), Bath (1), Marion (2), Perry (1) and Richland (1) townships and approved 3 minor land divisions in American, Shawnee and Sugar Creek townships. Staff also approved 4 exempted land divisions in Auglaize, Bath, Marion and Richland townships. Staff reviewed a proposed commercial subdivision development with land owners, realtor and consulting engineer in American Township. Staff reviewed the status of the Autumn Ridge Plat with representatives of the Allen County Engineer's office and Bath Township Trustees. In addition, staff reviewed Amanda Lakes Estates Plat No. 4 sidewalk bonding with Mr. James Williams. Agency staff reviewed a land division and the Crites Annexation in American Township with petitioner's attorney, and representatives of the Allen County Tax Map Office, County Engineer and the Elida Village Administrator. Staff reviewed the status of Autumn Ridge No 2. Subdivision with Bath Township officials and the County Engineer's Office. Staff reviewed a proposed land division proposed by Cherries' Propane Distributorship in Spencer Township at the intersection of SR 66 and SR 81 with representatives of the Ohio Department of Transportation (District 1) and Allen County Public Health. Staff reviewed the proposed Hagar land division on Hume Road in Shawnee Township with the Township Zoning Inspector and Allen County Public Health. Personnel reviewed a proposed land division off Gaithersburg Drive in Shawnee Township. Staffers reviewed possible completion of stub streets as cul-de-sacs and the creation of new lots under major subdivision regulations with Brian Bacon. Staff reviewed Allen County Public Health policies and minimum lot sizes with representatives of Soil & Water Conservation District. Staff reviewed

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

water and sewer line availability for a proposed lot split near the Golf at Sugar Creek Planned Unit Development for the Clark family. Complexities of the condominium and the PUD vs section ground and the land division compelled calls to Kimberly Stiles at the Allen Water District and Steve Kayatin at the Allen County Sanitary Engineer's Office. Staff reviewed the impacts of the Lost Creek Development proposal with the City of Lima Stormwater Coordinator. Staff reviewed a land division proposed in American Township by a local realtor with the Township Zoning Inspector. Review proposed land division in Perry Township on Philipps Road with representatives of the Allen County Public Health, as well as Perry Township Trustees and Zoning Inspector. Review proposed land division in Amanda Township with representatives of the Allen County Engineer's Office and the Tax Map Office. Staff reviewed, crosschecked, and stored all 2019 land divisions.

Floodplain Management

Agency personnel fielded several inquiries (6) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties. Staff reviewed and issued a floodplain development permit to support ongoing maintenance at the Ferguson Reservoir with Lima Utility officials. Staff reviewed the need for an elevation certificate for a property on Brenneman Road in Sugar Creek Township. Staff reviewed the need for floodplain development permit and H&H Study for development proposed off of Inverness Drive properties in Shawnee Township with Allen County Drainage Engineer. Staffers researched case FP-06-18 and reissued a permit to AEP and Burns & McDonnell Engineering for maintenance of a pipeline located along Defiance Trail and the Auglaize River in Amanda Township. Staff reviewed multiple issues with Hefner Excavating regarding the filling of floodplain adjacent to Lennox Avenue in Perry Township. Staff reviewed the floodplain development permitting process with the Bluffton Village Administrator.

Short Range Transportation Planning

Staff compiled, drafted and edited the 2019 Fatal Crash Summary Report. The report was the basis of a Press Conference called by the Allen County Coroner. Local hospitals, law enforcement, fire and emergency medical service providers attended as did local engineering interests. Staff reviewed the status of funding for the Thayer Road Study with ODOT District and Central Office representatives and confirmed that the study was formally approved with the draft report expected in mid-March 2020. Staff compiled operational data including traffic counts, turning movements and crash data at the Shawnee & Ft Amanda roundabout to review operations with the Allen County Engineer's Office and their contractor. Staffers reviewed the Intermodal Connector status of Buckeye Dixie corridor to I-75 Exits 120 and 118 in Cridersville with the Allen County Engineer and Auglaize County Engineer. Staff attended meetings of the ODOT District Safety Review Team. Personnel were involved in discussion regarding the US 30 & Thayer Road intersection preferred alternative design (R-Cut) with Bergmann & Bergmann and ODOT District. Staff was also engaged in discussions on the US 30 Corridor Study with representatives of the Dayton consultants from LJB. Staff reviewed safety performance measures and targets for 2020; inconsistency in ODOT fatal and serious injury crash data was reported to ODOT Central Office. Staff prepared the DRAFT FY 2021 Unified Planning Work Program. The Work Program Prospectus was updated, the budget and staffing levels developed the ODOT and Local work elements fleshed-out by subcategory. Staff reviewed subcategory 675 RTA and 675 MPO with representatives of ODOT Transit at Central Office. Staffers began to work on the FY 2021 Cost Allocation Plan agreement and Title VI requirements with Ohio Department of Transportation (ODOT) representatives at Central Office. Staff began the public involvement process for the Work Program and the FY 2021 – 2024 Transportation Improvement Program. Staff generated an acceptable timeline and established a joint public review of the FY 2021-2024 TIP with ODOT District personnel. Staff prepared and facilitated

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

meetings of the reviewing same with the Regional Transit Authority Board, Safety Review Committee, Low Vision Coalition, Developmental Controls Committee, Housing Consortium Transportation Advisory Committee, Citizens Advisory Committee and the Transportation Coordinating Committee. Staff reviewed a DRAFT of the Allen County Regional Airport (AOH) capital improvement schedule. Staff reviewed the State Capital Budget funding options with Ohio State Representative Bob Cupp and KAOH Board members. Staff reviewed the consultant selection process required by Federal Aviation Administration (FAA) and ODOT for the AOH Board. Staff requested and downloaded FAA circulars regarding required content for consultant SOQ/RFQ for AOH Board review. Personnel received and discussed the design of an industrial park on AOH environs with Ohio Northern University faculty. Staff worked to update the Agency website. Staff continued to document articles and support the Public Participation Plan updating new contact personnel.

Transportation Improvement Program (TIP)

To support the ongoing management of the existing FY 2018-2021 Transportation Improvement Program (TIP) and in anticipation of the pending FY 2021-2024 TIP staff contacted local project sponsors and ODOT officials. Personnel at the Transit Authority regarding the deadline for the quarterly TIP/STIP amendment process and need for letters/action from RTA Board regarding same. In discussions with representatives of the Allen County Engineer staff confirmed funding and timing of the resurfacing of targeted areas on Buckeye Road, Dixie Highway and McLain Road (PID 110929) in the amount of \$1.5 million. Staff reviewed the status of the Road Safety Audit recommendations versus the description of the \$2.4 million project (PID 109435) targeting SR 117 in Westminster. Concerns were raised over access management and improvements to Brentlinger and M^cPheron roads with representatives of ODOT District One, Auglaize Township Trustees, and Rudolph Foods. Staff discussed the lack of MPO monies to contribute to the proposed improvements at the M^cPheron or Brentlinger road intersections. Staff engaged in conversations with representatives of the City of Lima and ODOT District regarding the proposed single lane roundabout project at Market & Main (PID 111631) costs/year and the construction and termini of the Spencerville Road Sidewalk Project (PID 110217). Staffers also discussed the lack of funding to support the Cable Road project (PID 112573). In regard to projects in Bluffton officials staff questioned the timing and costs of the SR 103 resurfacing project (PID 110706) in Bluffton and funding available for the proposed shared use path (PID 111220) with ODOT District and the Bluffton Village Administrator; funding shortfalls were also discussed. Staff discussed the combination of the Lafayette (PID 110216) and Beaverdam projects (PID 110217) for bidding and cost-savings purposes. Staff reviewed the phasing and priorities of the proposed Napoleon Road alignment thru Lafayette with Village and consulting engineer; funding shortfalls were also discussed. Agency personnel reviewed the projects proposed in Delphos with City Safety Service Director and ODOT District One personnel to validate the termini and timing of the 5th St. project (PID 108373) and the South Main St. project (PID 108644). Staff reviewed the status of the Gomer Road feasibility study (110217 PID) and potential transportation alternative project with District One Personnel. MPO personnel reviewed Table 7 and fiscal constraint issues with ODOT Central Office and the District One Planning Engineer and MPO Liaison. Staff reviewed fiscal commitments to the State Infrastructure Bank (SIB) for the Elm St Grade Separation project (PID 80441) and the perception that there remains unobligated MPO funding. Staff has been discussing the likelihood of such funding being available in the near term to support ODOT resurfacing projects that under new policy now require local financial contributions for any new ADA ramps/sidewalks required at intersections being impacted by the state resurfacing projects. State verified the mandating of ADA upgrades even with an adopted ADA Transition Plan with ODOT District and Central Office personnel. Such funding could provide the support needed by the local political subdivisions. The only

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

other course is to postpone the resurfacing projects until such time as the locals have the funds to address the sidewalk costs. Staff reviewed socioeconomic and demographic data, at various levels including the traffic analysis zone, census tract and political subdivision levels to initiate the Environmental Justice assessment of the projects identified in the document. Staff documented potential impacts of individual projects against targeted populations at the TAZ and census tract levels. Staff worked with District One representatives to map all proposed projects for the FY 2021-2024 TIP and identify potential right of way impacts at the project planning level. Staff also used the same socioeconomic and demographic data to identify and map targets for the pending public involvement process. Staff contacted representatives of Allen County Public Health, Allen County Emergency Management Agency and the Ohio Environmental Protection Agency to review local air quality issues and trend lines of emissions and attainment. Staff requested and compiled local costs associated with maintaining the existing highway system from local governments and integrating same within the DRAFT FY 2021–2024 TIP. Data was received from the Allen County Engineer, the City of Lima, City of Delphos, Village of Elida, and Village of Spencerville. Staff requested and reviewed the Transit Asset Management Plan of the ACRTA. Staff reviewed ACRTA vehicle mileage and useful life metrics and prepared write-up of transit performance measures after discussions with local Transit administrators and ODOT Public Transit personnel.

Transportation Planning – Surveillance

Staff continued to update database files with 2019 traffic data in preparation of a data dump to ODOT Central Office. Staff reviewed crash data at the intersection of Kemp RD & SR 117 and SR 117 & SR 501. Staff also reviewed crash data at the Shawnee & Ft Amanda intersection. Staff compiled ADT, crash data and turning movements on Cable between Allentown and Latham to support the Cable Road project (PID 112573). MPO personnel documented turning movements at the following intersections: Cable & College, Jameson & Rice, Northern & West, and Eastown & Elm.

Sustainability Activate Allen County

Agency personnel continue its efforts to support the development of Safe Route to School (SRTS) Program Student Travel Plans in the Delphos and Elida communities. The Allen County Public Health Department is assisting both communities and spearheading the Delphos application; the Planning Commission is attempting to serve and organize the Elida application. Staff sent a status update on the Elida SRTS Student Travel Plan to representatives of Elida Local Schools, the Village of Elida, Allen County Public Health and ODOT District in order to advance the application. Staff facilitated a meeting of representatives from ODOT District including the District Safety Engineer and Bicycle & Pedestrian Coordinator, the Elida Village Administrator, Elida Village Council and Mayor of Elida, and American Township Fire Department to address countermeasures proposed for the Safe Routes to School Program Travel Plan. Staff worked to simplify mapping of recommendations and revise cost estimates and countermeasures. Staff subsequently reviewed the DRAFT SRTS Student Travel Plans with the American Township Trustees and American Township Fire Department officials. Staff met to review the DRAFT Student Travel Plan with the Elida Village Administrator and representatives of ODOT District One, Access Engineering, and Elida Local School District to review the sidewalk, pavement markings, and traffic control signage (including flashers) recommendations and cost estimates. Follow-up conversation with Fire Inspector regarding the need to integrate the needs of the emergency response plans and SRTS Plan. Conversations with Elida Village officials and ODOT District One officials ensued to assess proposed sidewalk alignments and new Student Travel Plan cost estimates. MPO personnel prepared resolution/ordinance templates for American Township and the Village of Elida with Allen County Public Health

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

and the ODOT District Bicycle & Pedestrian Coordinator in order to specify the purpose, elements and language required by ODOT as well as minimize time delays. Staff reviewed the Delphos SRTS Student Travel Plan with representatives of ODOT District One Access Engineering. Staff reviewed SRTS Student Travel Plan recommendations and cost estimates costs estimates and contacted the Safety Service Director and Access Engineering. Staffers reviewed the DRAFT Delphos Safe Routes to School Travel Plan with representatives of Allen County Public Health and ODOT District One. Staff reviewed the status of the Allen County Active Transportation Plan and local ADA Transition Plans to assess whether Plan would support the SRTS Program applications. Conversations with the ODOT District Bike & Pedestrian Program Coordinator ensued. Staff reviewed the ADA assessments with the Delphos Safety Service Director. Personnel worked to review the status of Active Transportation Plan projects and funding needs with the Bluffton Village Administrator. Staff submitted a Letter of Support for the Ottawa River Walk Extension thru Bath and recent Lost Creek annexation area. Staff reviewed Lafayette ADA projects with Village elected officials and Access Engineering. Discussions with Toole Design Group regarding winter maintenance resource booklet were fruitful and the booklet was forwarded to members of the Bike-Ped Community. Staff participated in a NIH survey conducted by Ohio State University (OSU) regarding opiates, community perceptions and Activate Allen County roles. Conversations continued with OSU faculty regarding the Agency's opportunity to serve the National Institute of Health (NIH) in delivering the "Helping to End Addiction Long-term" Initiative, or HEAL Initiative. The initiative is an aggressive, trans-agency effort to speed scientific solutions to stem the national opioid public health crisis. Given our analytical capabilities and community relationships, the Planning Commission is being considered for a data management role in the 2nd phase of the Study. Conversations are ongoing and questions remain. Staff prepared for and met with Allen County Public Health and the Mental Health & Recovery Board representatives to assess the adequacy of access and public transportation issues to recovery services including housing and medical treatment facilities. Staff prepared a summary and sent same to Allen County Public Health and the West Ohio Community Action Commission.

Long Range Transportation Planning

Staff reviewed modeling exercise with ODOT Central Office personnel. Staff submitted a request to assess potential impacts of Thayer Road improvements proposed for SR 309 and Thayer, SR 309 & Napoleon and Thayer & US 30, as well as US 30 across Allen County. MPO staff reviewed the alternatives with ODOT representatives at District One and at Central Office Tech Services. Review KAOH Airport Park prepared by Ohio Northern University students. Staff worked to update model data and geocoded QCEW 2019 data by TAZ.

Specialized Transportation Program

Agency personnel reviewed funding for taxi services for mobility impaired with Stacy Adam at the Van Wert Area Economic Development Corporation. Staff reviewed coordination plan and mapping requested by Area Agency on Aging. Conversations with ODOT central Office ensued.

Transit Planning

Staff reviewed and attempted to confirm trips and costs of fixed route, demand response and ADA complimentary services. Staff researched performance measures and transit asset management (TAM) plan components for the TDP and TIP. Staff reviewed capital rolling stock improvement program/schedule and source of funds for a Transit Development Plan (TDP) Update. Staff forwarded cost estimates to the acting ACRTA Finance administrator Robert Rizinsky for concurrence. Staff reviewed status of safety performance measures,

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

TAM plan and safety and security plan with representatives of ODOTs Public Transit Office. Research NTD data available at the Federal Transit Authority FTA. Staff revised and printed business cards for RTA; printed and cut apart RTA van trip cards.

Motion 10 (01-23-20) EC

Chris Seddelmeyer made the motion to accept the Planning Assistance Report. Seconded by Kevin Cox; motion carried.

8. OLD BUSINESS

None.

9. NEW BUSINESS

a. Community Economic Development Strategy (CEDS)

Thomas Mazur reported that staff received a request from Susan Crotty, City of Lima Community Development Director, to put together a new Community Economic Development Strategy (CEDS) document. Staff had to refuse the request due to staffing issues.

10. ADJOURNMENT

Motion 11 (01-23-20) EC

Chris Seddelmeyer made the motion that the meeting be adjourned. Seconded by Howard Elstro; motion carried.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____