



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: April 16, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, April 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 – March 26, 2020
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

April 23, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, April 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 via teleconference, 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. Jerry Gilden	Marion Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office
Ms. Chris Seddelmeyer	Shawnee Township
Mr. Robert Sielschott	Bath Township
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
Mr. Cody Doyle	Lima-Allen County Regional Planning Commission

2. APPROVAL OF EC MINUTES – March 26, 2020

Motion 39 (04-23-20) EC

Howard Elstro made the motion that the EC minutes of March 26, 2020 be approved. Seconded by Kevin Cox; motion carried.

3. COMMUNICATIONS

- a. Census Bureau and the Centers for Disease Control (CDC)
Thomas Mazur reported that staff has received a number of communications from the Census Bureau and the Centers for Disease Control (CD) pertaining to the COVID-19 pandemic.
- b. FEMA, Federal Transit Administration (FTA) and EPA
Thomas Mazur reported that staff has received a number of communications from the Federal Emergency Management Agency (FEMA), Federal Transit Administration (FTA) and the US Environmental Protection Agency (USEPA) regarding the CARES Act and who would be eligible and how much those entities would be eligible for. Staff has been working with the Allen County Airport on their eligibility as well as the Allen County Transit Authority (ACRTA).
- c. Mott-McDonald
Thomas Mazur reported that staff received a communication from the firm Mott-McDonald; they are conducting the Thayer Road Safety Study.
- d. Gateway Park II
Thomas Mazur reported that staff has been in communication with several representatives pertaining the Gateway Park II. It appears that there is a Request for Proposal (RFP) that was released by either the City of Lima, Allen Economic Development Group (AEDG) or the Ohio Development Services Agency (ODSA); staff is unsure who released the RFP. Thomas Mazur reported that staff has participated in conversations with the City of Lima Engineer, City of Lima Community Development Director as well as Perry Township. As the Committee should remember, this was a non-withdrawal annexation and zoning and subdivision regulations keep coming back to the Lima-Allen County Regional Planning Commission (LACRPC) when in fact such questions should go back to the City of Lima.
- e. Community Development Block Grant Meetings
Thomas Mazur reported that the meetings with the Allen County Commissioners pertaining to the Community Development Block Grant (CDBG) award(s) has been scheduled. The meeting will need to follow County COVID-19 policies regarding public participation.
- f. Village of Beaverdam Sidewalk Project
Thomas Mazur reported that staff has been in conversations with the Ohio Department of Transportation (ODOT) pertaining to the Village of Beaverdam and concerns about the cap of MPO funds allocated for the project.
- g. Notice from EPA-Permit to Install
Thomas Mazur reported that staff received notice from the EPA relative to a Permit to Install new equipment at PCS Nitrogen.

Motion 40 (04-23-20) EC

Brion Rhodes made the motion to approve the Communications Report. Seconded by Mitchell Kingsley; 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 and the Agency has a cash balance that should carry the Agency over for a month or so.

Motion 41 (04-23-20) EC

Howard Elstro the motion to approve the Budget Report. Seconded by Brion Rhodes; 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 OARC in the amount of \$2000 represents a membership payment that is made once a year.

Motion 42 (04-23-20) EC

Howard Elstro made the motion to approve the bills to be paid. Seconded by Brion Rhodes; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>
03/25/2020	\$15,331.35	\$2,1465.39	\$222.30
04/08/2020	\$13,972.60	\$1,956.16	\$202.60

Motion 43 (04-23-20) EC

Howard Elstro the motion to approve Payroll and OPERS. Seconded by Robert Sielschott; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Thomas Tebben reported that the AAC did not meet in April.

b. Community Development Committee

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

c. Developmental Controls Committee

Kevin Cox reported that the DCC did not meet in April.

d. Transportation Coordinating Committee

Doug Post reported that the TCC met immediately prior to the EC meeting. The Committee reviewed the Tuesday, April 21 TAC meeting minutes and accepted the minutes. The Committee approved the TCC meeting minutes from March 26th. The Committee reviewed the FINAL FY 2021 Unified Planning Work Program (UPWP) which outlines approximately \$900,000 in funding for the upcoming fiscal year. The Draft FY 2021 UPWP was submitted to ODOT and the Federal Highway Administration (FHWA) for review and comment. Comments/concerns from ODOT and FHWA have been included in the final document. The FY 2021 UPWP was approved. Thomas Mazur reported that the Committee reviewed the FINAL FY 2021-2024 Transportation Improvement Program (TIP). The Committee reviewed the total extent of funding being committed to the region for the FY 2021-2024 period totally roughly \$69 million with

5. **STANDING COMMITTEES** (Continued)

d. **Transportation Coordinating Committee** (Continued)

another \$12 million for transit and the MPO's \$1.9 million on a projected annual basis. The FINAL FY 2021-2024 TIP was approved. Thomas Mazur reported that the Committee reviewed the FINAL 2019 Fatal Crash Summary Report. The report was presented to the internal Committee structure in January. The report reveals that the community experienced 7 fatal crashes resulting in 9 fatalities with 23 persons being involved in the 7 fatal crashes. Thomas Mazur reported that all of the fatal crashes but one occurred on the state route system. The fatal crash that did not appear on the state route system occurred on Elm Street, a county road, whereby a person was killed; however, there were mitigating health concerns as the person had recently just had surgery on their spine. The crash was a rear-end crash which caused injuries to the spine that proved fatal. Thomas Mazur reported that the crash summary report serves to support the community's performance measures but also provides the basis for the Allen County Coroner's report and his press release relative to alcohol right before Super Bowl weekend. Thomas Mazur reported that an additional item was added to the TCC agenda and consisted of a request from the Village of Beavertown to increase the MPO cap on their sidewalk project in the amount of an additional \$30,344 in FY 2020 due to modifications in ODOT estimates. The amount needs to be included and acted upon so the project could be sold.

Motion 44 (04-23-20) EC

Brion Rhodes made the motion to accept the TCC report and all motions and recommendations be approved. 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 April.

b. **Citizens Advisory Committee**

Thomas Mazur reported that the CAC met via teleconference on Tuesday, April 21st. The Committee reviewed the FINAL FY 2021 UPWP, the FINAL FY 2021-2024 TIP and the FINAL 2019 Fatal Crash Summary Report. The Committee did not receive any information relative to the Beavertown Sidewalk Project as staff did not receive the estimate changes from ODOT until after the CAC meeting.

Motion 45 (04-23-20) EC

Robert Sielschott made the motion to accept the CAC report and all motions and recommendations be approved. Seconded by Brion Rhodes; motion carried.

c. **Special Executive Committee Meeting**

Thomas Mazur reported that there was a Special Executive Committee (EC) meeting on Wednesday, April 8th. The Special EC meeting was called to address the applicants for the Executive Director's position. In attendance via teleconference was Kevin Cox, Howard Elstro, Jerry Gilden, Mitchell Kingsley, Doug Post, Brion Rhodes, Chris Seddelmeyer, Thomas Tebben, Larry Vandemark, Thomas Mazur and Marlene Schumaker. Then EC Committee interviewed a prospective employee. A motion was made and seconded to present an Offer of Employment to the prospective employee. Doug Post reported that the EC Committee presented an offer to Shane Coleman.

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

c. **Special Executive Committee Meeting** (Continued)

Motion 46 (04-23-20) EC

Thomas Tebben made the motion to accept the Special EC Meeting report and all motions and recommendations be approved. Seconded by Mitchell Kingsley; motion carried with Shane Coleman abstaining.

7. **STAFF PLANNING ASSISTANCE REPORT**

Information Assistance

Issues relative to the Boundary Annexation Survey (BAS) reflecting the area bounded by Roberts, Lenore, I-75 and Hill in Bath Township remain. The boundary annexation survey prepared by Kohli & Kaliher was reviewed with the Allen County Tax Map Office and determined to be accurate. Staff submitted the information to the Census Bureau by email (3x), USPS, and digitally using the SWIM software (3x). The City of Lima has been notified of the problem. The ability of the Census Bureau to process the BAS remains in question. Staff also addressed a BAS from Jackson Township to the Village of Lafayette. A previous annexation was not reflected in the County political subdivision maps but has been corrected to reflect the boundary change.

Safe Communities

Staff prepared and released the February Fatal Crash Press Release. Staff continued with local planning and administrative functions including submission of the monthly reimbursement claim.

Environmental Planning

Staff worked with representatives of the City of Lima, Lima Allen County Neighborhoods in Progress (LACNIP,) and the Ottawa River Coalition to develop and release social media messages across multiple platforms of the decision to postpone the Ottawa River Clean-Up.

Farmland Preservation

Agency personnel assisted representatives of the West Central Ohio Land Conservancy (WCOLC) with farmland preservation efforts using the Clean Ohio Agricultural Easement Purchase Program (AEPP) application. Staff reviewed utilities and comprehensive plans for compliance issues with the AEPP proposal for Amanda Township farms. Staff drafted a memo to WCOLC as to next steps and then forwarded on to the County Commissioner's for their consideration.

Economic Development

A parcel of ground located in Bath Township was identified for industrial use at the request of the Allen Economic Development Group. Staff identified and mapped soil types including hydric soils. Identified functional classification of roadways, ADT, crash data, speed limits and pavement condition ratings. Staff identified access management regulations and design requirements for driveway spacing. Staff queried and addressed archeological, historical and cultural limitations of site including wetlands and floodplains. Staff identified the availability of utilities including transit services. Staff identified zoning restrictions and the steps necessary to amend the zoning. Staff forwarded the information to township and county officials.

Housing

Staff reviewed the status of progress accomplished by the Allen County Housing Consortium relative to developing new goals and objectives. Emails regarding the pace of

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

job loss, evictions, the rising number of homeless and hungry were exchanged amongst members.

Community Development Block Grant (CDBG) Program

Pursuant to their request information was sent to program managers at the Ohio Development Services Agency (ODSA) to facilitate an April Monitoring Meeting. Because of structural issues staff worked with the Auditors Office to provide the state information they wanted directly from MUNIS. Informational exchanges relative to the programmatic eligibility of certain census tracts was shared with representatives of the City of Delphos, the Village of Lafayette and the County Commissioners. The requisite Legal Notice was reviewed and revised. Responded to inquiry on project amount for FY 2020 allocation, e-mail to set up 1st public meeting times and dates, resolution to commissioners on same. Staff prepared and submitted intake reporting for FY 2016 and 2018 thru the OCEAN software. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scannings, postings, contract addendums, and invoicing.

Zoning Assistance

Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 16 requests for information this past reporting period. Staff worked with the Shawnee Township Zoning Inspector to provide information relative to environmental constraints on a 23+ acre parcel proposing multiple but undetermined lane exemptions. Staff reviewed issues with the PUD on SR 309 in the Lost Creek area and provided a Bath Township Zoning Inspector information relative to the zoning amendment process and the process to be undertaken relative to potential variances for both county and township regulatory controls if needed. Staff reviewed building setbacks in zoning districts and the distinctions between an agricultural barn and those that are of a residential or commercial nature with representatives of Auglaize and Richland townships.

Subdivision Regulations

Staff responded to 32 telephone inquiries and facilitated 0 in-house reviews. Staff processed 11 land divisions in Amanda, American (2), Auglaize, Jackson, Marion (4), Spencer and Sugar Creek townships. Staff processed 9 exempted land divisions including 5 land transfers. Total affected acreage – 235.1. Staff reviewed a potential replat of a parcel formerly associated with Golf @ Sugar Creek in Jackson Township. Staff reviewed a plat of Gateway Commerce Park a-non-withdrawal annexation with representatives of Mannik & Smith, the City of Lima Engineer, Perry Township Trustees and Lima's Department of Community Development. Staff reviewed the extension of public sewer services and intra-family land divisions in Gomer with Sugar Creek Township Trustees. Staff reviewed the platting process and a land division proposal in the Village of Lafayette. Staff reviewed the pending submission of a Revised - Overall Development Plan for the Autumn Ridge Subdivision with representatives of the County Engineer, and the Allen County Sanitary Engineers Office regarding necessary changes and modifications. Staff also reached out to reestablish the subdivision review process with Richland Engineering in Mansfield, Ohio. Review potential replat in Amanda Township with Ron Spencer Realty. Review replat in American Township for parcels within Edgewood Estates with American Township officials. Review potential development plan for final phase of the Monticello Subdivision with representatives of the Allen County Engineer, Allen County Sanitary Engineer, Allen Soil & Water Conservation District, Bacon & Associates and Shawnee Township.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Floodplain Management

Staff has fielded multiple inquiries (9) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties. Staff reviewed the H&H Study for the low head dam removal in the Ottawa River with representatives of Kohli & Kaliher, Ottawa River Coalition, and the Allen County Engineer. Staff conducted several filed reviews to document the extent of filling in the Jennings Creek and the violations associated with same with representatives of the Ohio Department of Natural Resources (ODNR), the Allen County Engineer, and Marion Township.

Short Range Transportation Planning

Notify Shawnee Township Officials of proposed minor improvements at the intersection of SR 501 and SR 117. Staff reviewed the DRAFT ALL-US 30 Study with representatives of ODOT District. Review status of Thayer Road Study with consultant Sam Bobko of Mott MacDonald. Staff subsequently reviewed the Final Draft of the Thayer Road Study produced by Mott MacDonald with ODOT District personnel. Given the number of crashes on SR 309 and Wapak intersection and the roadway realignment proposed, concerns were raised about the location of the existing drive on SR 309 at the implement dealership. Staff reviewed same with ODOT and county officials. Staff reviewed crash data at the intersection of Wapak & Agerter roads and by frequency and severity of crash with concerned residents and the County Engineers office. Staff researched the availability data at the intersection of Agerter and Wapak roads. Staff reviewed the stop sign warrants at the intersection of Agerter and Wapak roads with the County Engineer. Staff reviewed transit implications of the Economic Security Act for public transit with ODOT's Charles Schreck. Review consultant contract selection process with Allen County Regional Airport Authority Manager. Review public meeting regulations and virtual meetings with Airport Board members. Staff reviewed Ohio Rail Development Commission (ORDC)-ODOT Rail Grade Crossing Pilot Study with Director Matt Dietrich, Lima Mayor David Berger, and Lima City Engineer Kirk Niemeyer. Staff reviewed rail operations and the MPO planning perspective with Ms. Andrea Kirk of FHWA. Staff reviewed the status of the Rapid Speed Transportation Initiative (RSTI) with representatives of the Mid-Ohio Regional Planning Commission (MORPC) and All Aboard Ohio. Staff reviewed local support and interest to serve All Aboard Ohio with Executive Director Stu Nicholson and Lima Mayor David Berger. Staff posted updates to the Agency website. Staff updated website homepage with new Census data. Staff completed ESRI training modules. The Spring Newsletter was finalized printed and posted to the Agency website. Staff monitored guidance from the Ohio Department of Transportation (ODOT) and the Federal Highway Administration (FHWA) relative to the COVID-19 Protocols and public participation plan guidance/emails/changes. Staff reviewed posting at the County Commissioners website with County Clerk. Staff reviewed the number of public meeting cancellations and options with staff. Staff discussed potential telecommunications options with local officials and State Representative Bob Cupp. Staff prepared a traffic count map for the Village of Elida at the request of the Village Administrator.

Transportation Improvement Program (TIP)

Staff reviewed the status of mapping being made available by the Ohio Department of Transportation (ODOT) District and discrepancies between receipt of mapping overlays 1 and 2. Staff reviewed and revised content of TIP appendices. Staff notified the status of the Westminster project with Auglaize Township Trustees. Staff reviewed the DRAFT TIP against new DRAFT Public Participation Plan developed by ODOT and the MPO Administrative Manual. Staff revised the TIP Executive Summary based on new TIP/MPO tab data. Staff corrected/finalized the TIP Project map based on receipt of information from ODOT District and DOT Central Office. Staff reviewed the project scope of the Wayne St.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

conversion project with Lima City Engineer. Staff reviewed public transit funding and distribution of such funds across the types of service, maintenance and operations. Staff posted the FINAL DRAFT TIP to the ODOT intranet site in consultation with personnel at ODOT Central and District offices. Staff reviewed public comments regarding the crashes on IR-75 as part of the TIP/STIP Process; staff contacted ODOT District regarding the issue and requested crash data. Staff reviewed funding concerns for Spencerville Road Project and the ability to push project funding out to 2026 for Cable Road Sidewalk Project. Formal resolutions were added to the Agency website to reflect modifications to Table 3-4 in the TIP/STIP.

Transportation Planning - Surveillance

Staff reviewed the City of Lima Bicycle Friendly Communities Foundation program application. Staff reviewed and forwarded comments and data regarding Lima's DRAFT Bronze Award Application being submitted to the League of American Bicyclists. Staff reviewed the status of freight and passenger rail movements within the state of Ohio with the Executive Director of All Aboard Ohio. Staff participated in Activate Allen County's Executive Council quarterly meeting. Staff reviewed the Activate Allen County topic center and reviewed the website for completeness and progress. Staff reviewed goals and objectives and performance measures with Activate Allen County staffers. Staff reviewed bike count mapping and data collection activities with Activate Allen County representatives. Research the process of seasonalizing bike and pedestrian counts with Greg Giaimo at ODOT's Office of Technical Services. Staff downloaded and began geocoding 2019 crash data for purposes of generating the annual crash summary report and high crash intersection map. Staff worked to update the intersection spreadsheets logging turning movements and average daily traffic established in 2019.

Long Range Transportation Planning

Agency personnel reviewed the status of comprehensive plans across Allen County. Staff subsequently initiated preliminary data collection activities by sources required and timelines of data sets. Staff requested the necessary data items and any associated mapping from the Allen County Tax Map Office, regional utility providers, and their consultants. Staff worked to identify the granular nature of the data and the sources of the data by date available. Staff reviewed the need to update the Bath Township Comprehensive Plan with the Township Zoning Inspectors based on the recent PUD developed upon SR 309 and relative to the new utility plans drafted by the Allen County Sanitary Engineer and the Allen Water District as well as transportation improvements recommended in the US 30 and Thayer Road studies recently underwritten by the Ohio Department of Transportation (ODOT). Staff reviewed utility service areas and status of mapping project progress with Spencerville's Village Administrator. Staff reviewed the potential to update the comprehensive plan for the Village and the utility mapping being undertaken by the Great Lakes Community Action Partnership (GLCAP). Staff reviewed the timing and content of neighborhood plans with City of Lima Planning Director. Staff reviewed travel patterns of residents and paratransit operations with representatives of Teralytics; of significance was their ability to review origin destination data filtered by trip and purpose, time of day, etc. Staff reviewed land use and development issues pertinent to developing a long-range plan with officials of the Village of Bluffton. Staff reviewed the status of the Lima Parking Study with representatives of the City of Lima and Downtown Lima, Inc. Staff updated the municipal service area surrounding the Spencerville area.

Annual Report

Staff worked to finalize and print the Agency's 2019 Annual Report.

7. **STAFF PLANNING ASSISTANCE REPORT** (Continued)

Motion 47 (04-23-20) EC

Mitchell Kingsley made the motion to accept the Planning Assistance Report. Seconded by Chris Seddelmeyer; motion carried.

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

a. **Land Division for Ken Lugibihl (BA-V01-20)**

Thomas Mazur reported that staff has been waiting for approval from ODOT for a proposed land division for Ken Lugibihl. The proposed land division is located off of SR 81 adjacent to IR 75. The proposed land division is to create a 17.8-acre parcel. The RPC was looking to approve this land division; subdivision regulations require 65' of road frontage. The parcel has a 50' access to the 17.8 acres. There is no other way for the land division to meet the requirements except through a variance. In discussions with Ken Meyer and Scott Campbell, Bath Township zoning does allow for a 50' access strip to serve the industrial element and the parcel is zoned industrial. The County Subdivision Regulations require 65'. Thomas Mazur reported that staff recommends approval for this variance (BA-V01-20) from the Executive Committee and without having to go through the DCC in order to expedite the process.

Motion 48 (04-23-20) EC

Robert Sielschott made the motion to approve BA-V01-2020. Seconded by Kevin Cox; motion carried.

10. **ADJOURNMENT**

Motion 49 (04-23-20) EC

Thomas Tebben made the motion that the meeting be adjourned. Seconded by Chris Seddelmeyer; motion carried.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____