



## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

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Brion Rhodes  
President

Steve Ewing  
President-Elect

Dave Belton  
Treasurer

Robert Sielschott  
Secretary

Shane A. Coleman  
Executive Director

TO: EXECUTIVE COMMITTEE  
Mr. Randy Ackerman  
Mr. Kevin Cox  
Mr. Steve Ewing  
Mr. Mitch Kingsley  
Mr. Robert Sielschott  
Mr. Larry Vandemark  
Mr. Dave Belton  
Mr. Howard Elstro  
Mr. Jerry Gilden  
Mr. Doug Post  
Mr. Thomas Tebben

FROM: Mr. Brion Rhodes, Chairperson

DATE: May 21, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, May 28, 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 – April 23, 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

May 28, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, May 28, 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, Brion Rhodes brought the meeting to order and proceeded with the agenda.

### **1. ROLL CALL**

Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilden	Marion Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office

### **STAFF**

Mr. Shane Coleman	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 – April 23, 2020**

#### **Motion 50 (05-28-20) EC**

Kevin Cox made the motion that the EC minutes of April 23, 2020 be approved. Seconded by Doug Post; motion carried.

**3. COMMUNICATIONS**

None.

**4. FINANCIAL REPORT**

a. Budget Report

Marlene Schumaker reported that the financial reports were emailed to all Committee members. Second Notices were sent to members that have not yet paid their assessment. Income and expenses were within range of what was expected. The Agency has spent more in overhead due to COVID-19 but staff believes it will not create an issue.

**Motion 51 (05-28-20) EC**

Mitchell Kingsley the motion to approve the Budget Report. Seconded by Steve Ewing; 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. There are no unusual invoices included in the report this month. Mitchell Kingsley asked what the invoice for Citizens National represented. Marlene Schumaker replied that the invoice represents the health Savings Accounts (HSA) for employees. Usually the amount is \$1,400 or \$1,200 but there are fewer employees of the Agency at this time.

**Motion 52 (05-28-20) EC**

Mitchell Kingsley made the motion to approve the bills to be paid. Seconded by Steve Ewing; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
04/22/2020	\$17,924.79	\$2,509.47	\$259.91	
05/06/2020	\$13,652.03	\$1,911.28	\$197.95	
05/20/2020	\$16,331.49	\$2,286.41	\$236.81	\$638.10

**Motion 53 (05-28-20) EC**

Mitchell Kingsley the motion to approve Payroll and OPERS. Seconded by Steve Ewing; motion carried.

**5. STANDING COMMITTEES**

a. Administrative Affairs Committee

Howard Elstro reported that the AAC did not meet in May.

b. Community Development Committee

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

c. Developmental Controls Committee

Shane Coleman reported that the DCC twice in May. The DCC met on Tuesday, May 12, 2020 with 7 members in attendance as well as 4 guests. Shane Coleman reported that a packet was emailed to all of the Committee members detailing the Executive

5. **STANDING COMMITTEES** (Continued)

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

Committee's actions regarding this variance petition in Bath Township. Shane Coleman stated that Thomas Mazur reminded the Committee members that by the RPC Bylaws the Executive Committee makes the final approval on the actions of the internal committee structure including the DCC. Shane Coleman stated that Thomas Mazur reported that due to the COVID-19 protocols, staffing levels and quorum constraints that this variance petition, was submitted directly to the Executive Committee for its review and approval and that this discussion is for information purposes only. Shane Coleman reported that Thomas Mazur stated that the subject parcel is owned by Kenneth Lugibihl of Bluffton, Ohio. The 17.7-acre parcel has access off SR 81. The owner is interested in splitting off a 4.19-acre parcel, and leaving a 13.5-acre parcel as the remainder (See Attached Exhibit). Shane Coleman stated that Thomas Mazur reported that currently, County Subdivision Regulations require 65' of public roadway frontage. Frontage on SR 81 would only have 50' of public roadway frontage – hence the need for the variance. Shane Coleman stated that Thomas Mazur reported that Bath Township zoning only requires 50' for such commercial development and that in this particular case the 50' of frontage would suffice. Staff recommended approval. Shane Coleman stated that Scott Campbell confirmed that the Bath Township Zoning Resolution has a clause that allows for 50' of public roadway frontage. Shane Coleman stated that Thomas Mazur reported the applicant is requesting a zoning map amendment from Residential-1 to Manufacturing-1. The parcel in question is located in the northeast quadrant of the intersection of Metzger and Reservoir roads in Bath Township. Shane Coleman reported that Thomas Mazur stated from a transportation perspective the parcel has road frontage on both Metzger and Reservoir roads. Metzger Road is classified on the federal functional classification system as a local road; current traffic volumes reflect 105 vehicles per day (vpd). Bath Township is responsible for its maintenance. Reservoir Road is classified as a major collector on the federal system. Reservoir Road carries roughly 6,315 vpd. Reservoir Road maintenance responsibilities are borne by the Allen County Engineer. Posted speeds along the Reservoir Road corridor vary; however, the 85<sup>th</sup> percentile speed east of Metzger Road equates to 55.91 miles per hour (mph) while those east of Metzger Road have been established at 57.47 mph. Shane Coleman reported that Thomas Mazur stated the operational area of the Reservoir/Metzger intersection revealed 7 crashes occurring over the 2015-2019 period. There were no fatal or serious injury crashes reported. Reservoir Road is identified in the County Access Management Plan as a category IV roadway. Design criteria for new development will need to meet standards and specifications therein (see pages 36 & 37 of the Regulations). The site is located within Zone 2 of the Allen County Regional Transit Authority and public transportation services including demand response services can be expected as per the ACRTA current standard operating procedures between the hours of 5:50 AM to 6:50 PM. The parcel is adjacent to a rail line operated by the Chicago, Fort Wayne & Eastern Railroad; daily service is estimated at 2 through trains and 2 switching trains. The loss of Bakan Crude Oil shipments has resulted in a significant drop (75%) in service. Freight rail services along the line is identified by the petitioner; however, no information regarding the project, including possible funding, was identified by the Ohio Rail Development Commission. Shane Coleman stated that Thomas Mazur reported environmental issues including archeological, historical, cultural, and/or floodplains impacts were not identified after a cursory review. Soil data reflects Blount, Pewamo and Houcktown soils present on the parcel; such soils typically considered hydric may pose limiting conditions if not properly addressed in the design stage of site development. The parcel located at the intersection of Reservoir and Metzger roads has access to all public utilities. No attempt was made to assess

5. **STANDING COMMITTEES** (Continued)

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

capacity constraints of the utilities as the proposed use was not specifically identified by the applicant. Shane Coleman stated that Thomas Mazur reported the applicants' proposed project reflects the construction of a 100,000 sq. ft. structure with the possibility of increasing the structure to 200,000 sq. ft. The petition also identifies the possible hiring of 80 new employees. The applicant requests a designation of Manufacturing-1 without specifying an associated NAICS code. The permitted uses within an M-1 district reflect automobile, truck and trailer parking, truck docks with loading and unloading areas, dumpsters, trash storage areas, material storage areas, and associated manufacturing activities. Shane Coleman stated that Thomas Mazur reported current land use of the parcel is considered and taxed as agricultural. Adjacent land use on Metzger Road is considered low-density single family residential. Land use along Reservoir Road within 3300' of the intersection of Metzger and Reservoir roads reflects a mix of land use types including quasi-public, low-density residential, and medium-density residential (including Lakeside Estates, Wood Ridge Village, and Twin Lakes Subdivisions). Current zoning of the parcel is R-1 residential. The Bath Township Comprehensive Plan adopted in 2017 identifies future development of the tract as limited to agricultural use inclusive of low density residential. Shane Coleman reported that Thomas Mazur stated staff raised concerns about the extent of truck traffic to be generated given the number of truck bays presented in the exterior rendering submitted as part of the applicant's petition. The petition does not provide hours of operation, the number of trucks to be generated, or the directional flow of truck traffic; a traffic impact analysis was not submitted with the petition and would have helped to illuminate such issues and bely such concerns. Fears also arise as to the impacts of noise and litter often associated with industrial tracts that are not adequately buffered. Staff accepts the fact that the petition included exterior renderings but contends that said drawings do not reflect the mandates established and required in Section 6.21 of the Bath Township Zoning Resolution adopted in 2012. Walter Rysz had asked if the applicant has forwarded any other information as to what their plans actually are. Shane Coleman stated that Thomas Mazur replied in the negative. Shane Coleman reported that Brad Baxter had stated that there is not enough information for an approval of the petitioner's application. Shane Coleman reported that Kevin Cox had asked if action should be tabled. Shane Coleman reported that Brad Baxter had replied that he was not asking for action to be tabled and stated that in good conscious, he could not vote in favor of the petition as the petitioners are not being forthcoming with information. Shane Coleman reported that Brad Baxter had stated that he would like to know how this project would affect the Bath Township community. Shane Coleman reported that the petition requested an industrial zoning classification. Staff recommended denial of the zoning amendment petition as presented due to its inconsistency with the Township's Comprehensive Plan adopted in 2017. Shane Coleman stated that Thomas Mazur reported that the subject parcel is owned by Steve M. & Pamela D. Robey of Cairo, Ohio. The 17.07-acre parcel has access off Stadler Rd. The owner is interested in splitting off a 2.754-acre parcel, and leaving a 14.316-acre parcel as the remainder (See Attached Exhibit). Shane Coleman reported that Thomas Mazur stated that currently, County Subdivision Regulations require 65' of public roadway frontage. While the remainder would have roughly 421' of frontage on Stadler Rd. and roughly 667' on Lincoln Highway; the proposed parcel, which is a flag lot, would have only 50' of public roadway frontage off Stadler Road. Shane Coleman reported that Thomas Mazur stated that staff cannot approve a minor land division under the Allen County Subdivision Regulations. Staff discussed the inability to approve the land division with the intended purchaser of the new parcel, and the real estate agent. Based on the stipulations of HB

5. **STANDING COMMITTEES** (Continued)

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

22, such a land division would need to receive a variance from the Regional Planning Commission. Shane Coleman reported that Kevin Cox had stated that he agreed that in the past, 50' frontage was the standard and agrees that the variance petition should be approved. Shane Coleman reported that Thomas Mazur stated that Monroe Township does not have zoning regulations therefore, the petition should be decided based on the County Subdivision Regulations and the Health Department Regulations. Shane Coleman reported that staff recommended approval. Shane Coleman stated that Thomas Mazur reported that staff received copies of the Revised Overall Development Plan for Autumn Ridge this week. Staff meet with Eric Robey, the consulting engineer for the project. Th project over time has encountered a number of problems which required new surveys to be completed. Shane Coleman reported that Thomas Mazur stated that the only obvious elimination to the original plans is the elimination of a cul-de-sac. Originally, there were 5 small lots around the cul-de-sac.; Eric Robey is requesting a variance. The change has made the lots deeper changing the 1-3 width-to- depth ratio. Staff knows what the as-built sections look like and believes that the newer sections will be the same or better than what is currently in the subdivision. Thomas Mazur stated that all pertinent information was emailed to Ken Meyer & Scott Campbell for their review and comment. The information was also forwarded on to the Allen County Engineer's Office (ACEO), Allen County Sanitary Engineer's Office (ACSEO), Allen Soil and Water Conservation District (ASWCD) and the City of Lima Utilities Department. Thomas Mazur reported that staff expects a quick turn around and stated that the plans have already been forwarded to Richland Engineering in Mansfield, OH for review. Once staff receives Richland Engineering's comments, those comments will be forwarded on to the other engineers. Shane Coleman stated that Thomas Mazur reported that staff has been dealing with a number of floodplain violations especially in Marion and Shawnee townships. People keep filling in the floodplains therefore, the water has nowhere to go. If the filling of the floodplains continues to be allowed, everyone in Allen County will be paying more for ditch cleanings and assessments. Thomas Mazur stated that the Allen County floodplain regulations are designed primarily only to assist residents to be able to purchase floodplain insurance.

Shane Coleman reported that DCC met again on Tuesday, May 26, 2020 with 3 Committee members in attendance and one guest. Shane Coleman stated that Thomas Mazur reported that a summary sheet as well as review comments from the Allen County Engineer's Office (ACEO), Allen County Sanitary Engineer's Office (ACSEO) and Richland Engineering were all emailed to Committee members for review. Shane Coleman stated that Thomas Mazur reported that the Autumn Ridge subdivision was first presented to the Lima-Allen County Regional Planning Commission (LACRPC) 20 years ago in February of 2000. In October of 2004, the first phase of the subdivision was platted with 31 lots. Recently, staff has been working with Erik Robey who has addressed issues that were a part of the previous Revised Overall Development Plan (R-ODP). Shane Coleman reported that Thomas Mazur stated that most of the submissions are now done online or via email which "shaves off" about a week in staff's review time. When staff received the R-ODP plans on May 12<sup>th</sup>, the plans were forwarded on to all of the review agencies the same day. Staff received comments or technical reviews from the Allen Soil and Water Conservation District (ASWCD), ACSEO, ACEO, Bath Township and Richland Engineering in short order. Shane Coleman reported that Thomas Mazur reviewed the submission process and stated that the plans presented to Richland Engineering first and once staff receives Richland Engineering's comments, those comments are forwarded on to the various review

5. **STANDING COMMITTEES** (Continued)

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

agencies. This new process has reduced the review time to approximately 2 weeks. Shane Coleman stated that Thomas Mazur reported that the plat at this time includes 69 lots on 37.3 acres. Sheet 3 of the R-ODP reveals all of the lots but does not provide the road frontage. Based on a simple scale, staff has no issues with the R-ODP; all of the lots meet the minimum size criteria in terms of square footage and frontage. Phase II contains 16 lots which front on the pond and take access off Autumn Blaze Drive and Harvest Gold Drive. Phase II is extending the roadway system significantly to the east and north. Shane Coleman reported that Thomas Mazur stated that the older subdivision regulations required a 200 scale; due to all of the information with this plat, staff went with a 400 scale. As far as drainage issues, Erik Robey has submitted the plans to Joe Gearing, a County Drainage Engineer, earlier last year. Joe Gearing found that the plans are correct for this stage of the development. Issues with respect to the design of the street system, were approved earlier and staff takes no exception to the plans. Shane Coleman reported that Thomas Mazur stated that 16 years ago, the road right-of-way was at 60' and now is to be 65'. Staff feels that it would not be prudent to change the roadway width half way through a subdivision. Staff has informed Erik Robey to continue with the subdivision as submitted. Shane Coleman stated that Thomas Mazur reported that sheet 2 reveals that variances are required for 4 lots in Phase III on the north side of Harvest Gold Drive. Shane Coleman reported that Thomas Mazur stated that there is a tract of land owned by Fred Howald in the northwest portion of the plat that really has no access to it. Shane Coleman reported that Thomas Mazur stated that if an easement was part of this land it could remain agriculturally exempt parcel. To finalize this phase, a variance is required for the width-to-depth ratio for the R-ODP. The Committee made a motion and approved the Revised Overall Development Plan as per staff's recommendations for a variance to the width-to-depth ratio. Shane Coleman reported that Thomas Mazur stated that a number of the long-term RPC Board members remember the Monticello Subdivision. Staff received this subdivision in about 2004. The RPC reviewed the subdivision which originally was done by Sheldon Engineering. Several months after the RPC had approved the plans and construction had begun, the Village of Ft. Shawnee decided that they would not support the building of the subdivision because access was joined up with Gaithersburg Drive and Pro South. The fact of the matter is there were drainage issues as well as abandoned and diverted ditches. There is a larger ditch that is on maintenance and needs a 60-inch culvert. Shane Coleman stated that Thomas Mazur reported that the 23 acres has been purchased by a new owner. This new owner would like to extend existing stub street off of Gaithersburg south about 500' and build 3 large lot estates. Shane Coleman reported that Thomas Mazur stated that there are several issues with this proposal. One being there is only one real access in and out of the subdivision, it extends the subdivision further to the south making it more difficult for the fire departments to respond. But in speaking with Bacon and Associates, it would help the general flooding in the area and the owner is talking about extending a trail from stub street to Pro Drive South which would serve to provide the residents of the Monticello subdivision as well as the subdivision to the north with a bike/ped trail. Shane Coleman reported that Thomas Mazur stated that the impact to the area is not as significant due to only 3 homes being proposed as the stormwater retention. The owner wants to regrade some of the stormwater retention and expand the abandoned ditch to serve as a "sponge". There are a number of large homes being proposed. Shane Coleman reported that Thomas Mazur stated that staff met with representatives of the ACEO and the township trustees to review this Overall Development Plan (ODP) in principal. The ACSEO has no issue with this proposal. Property in Monticello would be difficult to continue the roadway base and

5. **STANDING COMMITTEES** (Continued)

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

development as it is currently proposed. The proposed trail through the development is approximately 565' from the bulb down to Pro Drive. Shawnee Township is considering acceptance for maintenance purposes. Monticello has been sitting for 4-5 years without any action. Mitchell Kingsley asked if the proposed project on Metzger Road had the ability to come back to the RPC if the recommended changes were addressed. Shane Coleman replied that to his knowledge, the proposal can come back to the RPC if the recommendations are addressed. Kevin Cox stated that the project sponsors were not forthcoming with information which was the main reason that staff recommended denial.

**Motion 54 (05-28-20) EC**

Kevin Cox made the motion to approve the DCC report. Seconded by Howard Elstro; motion carried.

d. **Transportation Coordinating Committee**

Marlene Schumaker reported that the TCC did not meet in May.

6. **OTHER COMMITTEE REPORTS**

a. **Citizens Accessibility Advisory Committee**

Shane Coleman reported that the CAAC did not meet in May.

b. **Citizens Advisory Committee**

Shane Coleman reported that the CAC did not meet in May.

7. **STAFF PLANNING ASSISTANCE REPORT**

**Information Assistance**

Responded to survey request from Census Bureau regarding census activities and responsibilities. Reviewed US Economic Development Administration grant programming and EPA Brownfield Grant Announcements with City of Lima officials. Reviewed status of Boundary Annexation Survey (BAS) with Census Bureau and Lima representatives Susan Crotty and Larry Stanovich. Reviewed Census Bureau mapping library for 2010 Lima Urbanized Area boundary map.

**Safe Communities**

Staff sent two press releases regarding: 1) April fatal crash monthly update and 2) motorcycle safety. Staff also posted social media regarding motorcycle safety as well as taped a public service announcement at iHeart Radio with Russ Holly. Both LACRPC and Safe Communities Facebook pages are currently not working properly. Staff submitted Request to Purchase to Ohio Traffic Safety Office for Arrive Alive Tour simulator for use at Allen County Fair during Drive Sober or Get Pulled Over Campaign. Staff prepared/submitted FFY 2020 March reimbursement claim. Staff attempted/failed to host Coalition meeting. Staff attended Ohio Traffic Safety Office Zoom meeting. Staff began preparation of FFY 2021 Safe Communities Grant application, i.e. problem identification, etc.

**Environmental Planning**

Staff reviewed urban area boundaries as defined by the US Census Bureau with Albert Suniga of the Allen Soil & Water Conservation District. Staff posted public awareness information about Ottawa River Cleanup postponement on website and social media.

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

**Regional Development**

Staff reviewed the status of water and sewer line extensions in Allen County. Staff contacted Allen County Sanitary Engineer Steve Kayatin and Bill Kelly, Director of Environmental Services, at Allen County Public Health to review possible utility extensions north of Cairo.

**Farmland Preservation**

Staff met with Jim Spurgat, Ken Mauer, and Ron Meyer of West Central Ohio Land Conservancy to review the farmland preservation program and future planning. Reviewed upcoming meetings with Ohio Department of Agriculture Farmland Preservation Office Director Ms. Katherine Huffman.

**Housing**

Staff participated in the City of Lima 2020-2024 Consolidated Plan Workshop and the 2020 Annual Action Plan.

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

Requested authority to pay for housing to Great Lakes Community Action Partnership (GLCAP). Requested PPP from County and sent CDBG PPP to Angie at GLCAP. Attended Ohio Conference of Community Development (OCCD) Webinar entitled "HUD Programs and COVID 19". Contacted bank and GLCAP to discuss subordination agreement. Downloaded promissory note and responded to bank on subordination. Prepared for an attended the first public hearing. Worked with GLCAP and Commissioners to get a second public hearing set up and completed research on second public hearing for FY '18 grant. Checked on progress of current projects in Lafayette and Delphos. Updated OCEAN contact information, submitted draw for Lafayette project. Housing information and forms for County audit purpose. Staff received reviews and filed subcontractor's paperwork for Delphos and Lafayette projects. Prepared resolution and advertisement for second public hearing and sent to County. Second program income report for 2019 prepared for County. Reviewed CDBG programming and reports with Russ Thomas, Susan Crotty, Anna Schnipple and Dan Faraglia. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning's, postings, contract addendums, invoicing, and legal notifications. Staff prepared/requested legal notices for 1<sup>st</sup> and 2<sup>nd</sup> public hearing for Allen County PY 2020 CDBG Allocation Grant application.

**Zoning Assistance**

Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 10 requests for information this past reporting period. Staff reviewed mapping updates in American, Auglaize, Jackson, and Shawnee Townships. Review Amanda Township zoning petition with Galen Troyer. Contact Brian Binkley Spencer Township Zoning Inspector. Review zoning map amendment proposal and legal non-conforming use for kennel activity as proposed by Heather Long. Contact representatives of Allen County Engineer's Office and Allen County Tax Map Office. Review status of Bath Township zoning map amendment petition case 109. Review permitting in Marion Township with Jerry Gilden. Finalize BA-03-20. Request data form Matt Dietrich at ORDC. Finalize BA-02-20 zoning petition. Contact Matt Dietrich at ORDC. Discussions with Matt Dietrich and Chase Eikenbary regarding Project Paladigm and implications for zoning case BA-01-20. Respond to zoning amendment petition query from Dr. Feltz on Makley Drive at the direction of Keith Brickner American Township zoning inspector. Review zoning case BA-108 on Reservoir Road and cancellation of Zoning Commission meeting with Bath Township Zoning Inspector Scott Campbell. Review ORC and case law decisions relative to the construction of a kennel into a side yard and the ag

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

exemption claimed by the breeding of dog's vs an ancillary and a primary use. Contact Jerry Gilden in Marion Township with results. Staff prepared zoning maps for Executive Committee.

**Subdivision Regulations**

Staff responded to 22 telephone inquiries and facilitated 2 in-house reviews. Staff processed 4 land transfers in Auglaize (1), Perry (1), Richland (1) & Spencer (1) and approved 4 minor land divisions in American (1), Auglaize (1), Bath (1) and Sugar Creek (1) townships. Reviewed land division of Parcel 36-3300-02-002.000 located at 6185 Gomer Rd. in Sugar Creek Township for compliance with minor land division process and concerns over the extension of sewer and water utilities with Steve Kayatin and Matt Eling at ACPH. Reviewed land development on Parcel # 46-0403-01-043.000 to identify wetlands and ditch line and the need for notation on deed or survey. Reviewed land division and development options for Parcel 46-0403-01-043.000 as well as potential need to address wetland delineations and EPA permitting process with Shawnee Township officials and Jesse Compton. These concerns were forwarded to Mark Bishop. Review build on Hume Road in Shawnee Township with Mark Bishop and Sally Arisha. Review land division for Compton's off Wonderlick Road with Shawnee Township officials. Prepare variance for review and EC action. Review land division of parcel 46-2600-03-001.000 off Hume Road in Shawnee Township with Sally Imondi. Contact Mark Bishop Shawnee Township Zoning Inspector regarding the need for multiple variances. Follow-up conversations with Mark Bishop Shawnee Township Zoning Inspector; and (2) subdividing 26-acre parcel located off Wonderlick Road and recommendations to allow the further division of the parcel with respect to the surveying of existing floodplains and wetlands on the property via Albert Suniga at the Allen Soil & Water Conservation District. Transmittal sent to Dave Belton regarding Monticello Estates. Reviewed land divisions proposed by Greg Sneary on parcel located off Dixie Highway in Jackson Township. Reviewed five (5) proposed land divisions and access management regulations impacting access on Dixie Highway with Brion Rhodes and Commissioner Sneary. Reviewed PUD and the need to vacate same with Jackson Township Trustees. Review proposed land divisions proposed off of Dixie Hwy. and Koch Drive in Shawnee Township with Zach Gerdeman with the Allen County Engineer's office. Reviewed Monticello Estates subdivision development in Shawnee Township with Ron Meyer. Discussions with Brion Rhodes and Ron Meyer regarding the future development of Monticello Subdivision outlot in Shawnee Township. Discussions with Brion Bacon of Bacon & Associates regarding multiple issues including: (1) the further development of Monticello Estates and the possibility of developing a PUD to reflect the extension of a cul-de-sac for 3 large lot estates and accommodation of a public shared use path north from the school to Monticello. Review Monticello Estates with Kim Styles at the Allen Water District, Steve Kayatin Allen County Sanitary Engineer and both Ron Meyer and Joe Gearing at the Allen County Engineer's Office. Contact Brian Bacon regarding same. Finalize MA-V01-20 in Monroe Twp. Contact Allen County Public Health. Review Autumn Ridge Subdivision submission with Brion Rhodes at the Allen County Engineer's Office and Erik Robey. Review subdivision standards with Erik Roby regarding Autumn Ridge. Review subdivision standards with Jim Buehler in Monticello Estates. Review Monticello Estates development proposal and preliminary overall development plan with Brian Bacon. Review and offer edits to the preliminary development plan for Phase 5? Contact Dave Belton and Shawnee Township representatives to discuss Monticello Estates subdivision. Meet with Erik Robey PE/PS to discuss the submission of the REVISED - Overall Development Plan for Autumn Ridge Subdivision. Contact Harry Winfrey at Richland Engineering to discuss same. Send status update to representatives of the Allen County Engineer's Office, Allen County Sanitary Engineer Office, City of Lima Utilities Department, Allen Water District, and Bath

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

Township. Conversation requesting deposit with Developer Fred Howard. Review Final Phase for Monticello Subdivision proposed by Brian Bacon and representatives of the County Engineer's Office. Review proposal to finalize development of the Monticello Estates Subdivision in Shawnee Township with Brian Bacon. Forward results of Autumn Ridge Revised Overall Development Plan with ACSEO, ACEO, Allen Water District, Bath Township Trustees. Review questions and comments regarding the Autumn Ridge Revised Overall Development Plan submitted by Harry Winfrey- Richland Engineering, Bill Degen Bath Township Trustee, and Kimberly Stiles, Allen Water District. Review Autumn Ridge Subdivision comments from Richland with Erik Robey. Transmittal sent to Erik Robey regarding Autumn Ridge - copied to Bob Sielschott. Review status of Autumn Ridge Subdivision with Erik Robey and Harry Winfrey at Richland Engineering. Copy Bath Township Trustee Bob Sielschott. Reviewed Autumn Ridge with County officials and Erik Robey. Review encroachments and historical platting with Wayne Longstreth and Sean Chapman Spencerville Village Administrator. Review Truex property survey in Auglaize Township with Kim Pittenger, Steve Ewing, Brian Bacon and Wayne Longstreth. Review options with Kim Pettinger, land division with Barb at Clayton Bacon's Office. Review permits and variances with Auglaize Township Trustee Steve Ewing. Review setbacks of current garage/shop on land division with all. Scott Pierman National Carve Out Program with Lowes. SRS Real Estate partners. Murphy Gasoline Service Stations; Discuss next steps and construction drawings with ACSEO and AWD reps. Review drainage and pond maintenance with the Allen County Engineer.

**Floodplain Management**

Staff has fielded numerous inquiries (8) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties. Reviewed Derrick Edwards' floodplain development permit process with Scott Strahley of Kohli & Kaliher and identified the next steps in permitting process. Reviewed Hydraulic and Hydrologic Analysis of proposed Ottawa River Dam removal project with Scott Strahley and Alicia Silverio of Ohio Department of Natural Resources (ODNR). Reviewed filling of floodplain with Norm Elwer Zoning Inspector in Marion Township. Reviewed same with Joe Gearing at Allen County Engineer's Office (ACEO) careful to craft letter of potential violation. Contacted Allen County Drainage Engineer and Norm Elwer, Marion Township Zoning Inspector, regarding floodplain violation of Todd Elwer on Landeck Road at Southworth Roads. Reviewed Elwer Floodplain Violation in Marion Township with Marion Zoning Inspector Norm Elwer. Contacted Todd Elwer regarding the violation. Site visit to Marion Township and discussed with Norm Elwer and Joe Gearing. Reviewed a clean fill permit and notice of intent to fill with Bill Kelly at Allen County Public Health. Review status of floodplain development violation at Elwer parcel in Marion Twp. with Joe Gearing, Todd Elwer; Reviewed remaining Federal Emergency Management Agency (FEMA) paperwork for fill material to be deposited upon Parcel # 26-2800-02-0 01.000 located at 3835 W. Lincoln Hwy. located in Sugar Creek Township with Scott Strahley of Kohli & Kaliher. Review low head dam removal and need for a Letter of Map Amendment with Katherine Goepfner. Contact Joe Gearing and Beth Seibert for further insights/instructions. Review fill material to be placed in Shawnee Township floodplain with Mr. Fischer and Albert Suniga with Allen Soil & Water Conservation District. Review amount and extent of fill materials placed on Elwer property. Review Clean-Fill dirt with Bill Kelly and Matt Elling of Allen County Public Health. Contact Christine Tillerson at Ohio Environmental Protection Agency. Craft letter summarizing key points of conflicts with the Elwer property violations. Review fill placed on Elwer parcel in Marion Township with Allen County Drainage Engineer Joe Gearing and Christine Tillerson with Ohio EPA. Send transmittal to Allen County Engineer Brion Rhodes and Marion Township Trustees. Review Elwer floodplain violation with Brion Rhodes and

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

Joe Gearing at the Allen County Engineer's office. Review floodplain permit in Sugar Creek with Brad Core for McCreary property in Sugar Creek Township. Prepare community acknowledgement form. Review Elwer floodplain issues with the Joe Gearing Allen County Drainage. Review status of Elwer violations with officials in Marion Township and the Allen County Engineer's Office. Review recommendations from ODNR about updating and tightening Floodplain management regulations prepared by ODNR; Document current conditions on Elwer site in Marion Township. Review options and recommendations for floodplain enforcement with Joe Gearing at the Allen County Engineers Office and Katherine Goepfner at ODNR. Send transmittal requesting further assistance from ODNR. Review final guidance from Katherine Goepfner with ODNR regarding Elwer floodplain violation. Staff corresponded with township trustees and resident re: floodplain permits.

**Short Range Transportation Planning**

Staff reviewed Unified Planning Work Program (UPWP). Staff prepared FY 2021 UPWP for EC approval, ODOT upload, and website posting. Staff continuously updated website regarding meeting status, staff changes, etc. Staff sent railroad survey to community stakeholders. Reviewed warrant analysis at Wapak & Agerter roads with Brion Rhodes. Prepared for and facilitated meetings of the Citizens Advisory Committee and the Transportation Coordinating Committee. Prepared for and attended Allen County Regional Airport Authority Board Meeting. Contacted Scott Holmes Township Road Superintendent at American Township re: midblock crosswalk at Tom Ahl. Contacted Ed Davis re: site impact of Dollar General on SR 309. Contacted Brion Rhodes Allen County Engineer regarding the potential impact of proposed industrial site on Reservoir Road at Metzger Road intersection. Examined traffic impacts on Reservoir Road with Brion Rhodes and Dave Louth at the Allen County Engineer's Office. Reviewed traffic engineering issues and pending projects. Reviewed funding options and availability of OPWC monies for match with Lima Public Works Director Howard Elstro and County Engineer Brion Rhodes. Reviewed update of Hazard Mitigation Plan and data request from Tom Berger, Director of the Allen County Emergency Management Agency. Reviewed website content. Reviewed staff training needs. Reviewed SR 117 Project through Westminster regarding the extension of Brentlinger Road. Contacted Adam Francis and Shell Miller at ODOT District. Contacted Steve Ewing and Mike Stout Auglaize Township Trustees. Reviewed Thayer Road study as produced by Mott MacDonald. Contacted trustees in Bath, Perry, Monroe, and Richland townships. Reviewed US 30 Study and forward same to trustees in Bath, Perry, Monroe, and Richland townships. Reviewed changes on the NS Rail line and the downgrading of the corridor between Columbus, Kenton, Lima and Ft. Wayne with Stu Nicholson of On-Board Ohio and Eric Davis. Reviewed speeding concerns in the Village of Harrod with Tom Ekleberry and a request from Village Council regarding the use of "speed bumps" as well as the need to conduct a safety study for speeding. Reviewed localized speeding in the Village of Harrod and data collection and engineering countermeasures with Brion Rhodes and Dave Louth with the Allen County Engineer's Office. Review speeding issues in Harrod and RPC actions. Reviewed speed study in Harrod with the Village delegate. Review traffic volumes and speed data with Tom Ekleberry. Reviewed US 30 study with Mike Leis Beaverdam Village Administrator and Steve Beam Monroe Township Trustee. Review US 30 Study with Mike Leis Beaverdam Village Administrator and Steve Beam Monroe Township Trustee. Reviewed access management regulations on Dixie Highway in Shawnee Township with Zach Gerdeman at the ACEO. Reviewed traffic counts at permanent count locations as percentage of typical traffic with ODOT Central Office.

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

**Transportation Improvement Program (TIP)**

Staff prepared FY 2021-2024 TIP for EC approval, ODOT upload, and website posting. Staff prepared/sent press release regarding resolution for Beaverdam project. Reviewed PID and a proposed TIP amendment to increase the cap on the allocation of the Beaverdam Sidewalk project now bundled with Lafayette Sidewalk project. Staff exchanged emails with Charles Schreck, Lori Brinkman, Adam Francis and Mike Leis, Village of Beaverdam Administrator regarding same. Drafted and reviewed resolution, and verified no new changes were needed for the Final Draft FY2021-2024 TIP document. Responded to request from Anthony Hill at ODOT Central Office regarding FHWA comments addressing Work Program and TIP. Reviewed new budget numbers regarding Final True-Up from ODOT Central Office to assess impacts on future FY funding. Reviewed Delphos Safe Routes to School (SRTS) project with Shane Coleman and Shelly Miller. Reviewed TIP/STIP submittal and request for a DOT conformity determination regarding the 1997 Ozone (orphan window areas) with Jordan Whisler at ODOT central office.

**Transportation Planning - Surveillance**

Reviewed the extension of Riverwalk thru Bath Township with Allen County Engineer Brion Rhodes and Roy Baldrige President of the Country Club Hills and the Twin Lakes Neighborhood Association. Reviewed the status of the Safe Routes to School Program Grant Applications and the comments relative to the Student Travel Plans submitted to Beth Clark at ODOT District One. Reviewed the needed traffic counts with Kirk Niemeyer Lima City Engineer. Reviewed the status of the crash summary report. Reviewed the high crash intersections analysis and mapping requirements. Reviewed traffic counting programs and applications for use. Discussed current and future support of RPC towards promoting active transportation and Activate Allen County with Monica Harnish of Allen County Public Health. Discussed costs of and updates to agency website, quarterly reporting, cost benefit to the hospitals, and reviewed public use. Reviewed status and options of the May bike and pedestrian count program with Monica Harnish of Allen County Public Health and Josh Unterbrink with Activate Allen County. Reviewed bike ped options with Roy Baldrige President of the Country Club Hills and Twin Lakes Neighborhood Association. Discussed future support and the planning process for active transportation with Allen County Public Health (Monica Harnish). Reviewed complete streets programing in Massachusetts and Florida. Contacted individual members of the leadership team at Activate Allen County to review collaborative initiatives with Josh Unterbrink of Activate Allen County, Jed Metzger of the Lima Area Chamber of Commerce and Monica Harnish of Allen County Public Health. Set up individual meetings with the incoming director. Reviewed status of traffic count program. Reviewed bike and pedestrian count programming. Contacted Josh Unterbrink relative to count locations. Reviewed National Institute of Health (NIH) grant with Kathy Luhn at Allen County Public Health. Reviewed 2019 crash summary report. Reviewed meeting and projects with Josh Unterbrink of Activate Allen County and Shane Coleman. Reviewed next steps for Activate Allen County with Josh Unterbrink at Activate Allen County and John Snyder at Ohio State University; Review status of traffic counters, nails, charging, timelines traffic, etc. Staff continues work on the 2019 crash summary report, high crash intersection visuals, and crash map(s). Staff continued to evaluate and review 2019 Fatal Crash Summary Report. Staff reviewed count/traffic data for the intersection of Agerter & Wapak Roads. Staff set and programmed traffic counter in the Village of Harrod. Staff exchanged emails with ODOT regarding the resumption of traffic counts, filed traffic counts and turning movements. Staff also updated webpages on agency website and conducted multiple bike and pedestrian counts.

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

**Long Range Transportation Planning**

Transmittal sent to Shawnee Township Trustee Dave Belton regarding long range planning in Shawnee Township inclusive of Fort Shawnee and Shawnee Terrace. Discussed the integration of Fort Shawnee into the Shawnee Township Plan. Staff also reviewed the Shawnee Township Comprehensive Plan with Russ Holley and representatives of the Allen County Engineer's Office. Staff reviewed Allen County areas in need of updating their long-range plans. This included contacting Scott Campbell regarding updating of Bath Township Comprehensive Plan. The Bath Township Comprehensive Plan was also discussed with Clarence Rolls and representatives of the Allen County Sanitary Engineer and Allen County Engineer's Office. Staff spoke with Randy Ackerman regarding the need for a long-range plan in Jackson Township. Long Range Plan updates were discussed with Dan Kaseman and Claude Paxton of the Village of Elida. Staff has agreed to update the Elida document. Reviewed current O/D Data Service contract (currently with INRIX/Street Light) proposal forwarded by Scott Phinney. Staff member working on ArcGIS training. Website updates continue with writing and editing of webpages.

**Specialized Transportation Program**

Reviewed COVID-19 protocols with representatives of the Low Vision Coalition, Allen County Regional Transit Authority, Allen County Council on Aging, Delphos Senior Citizens, and Allen County Public Health. Reviewed COVID-19 concerns raised by Low Vision Coalition Pam Schroeder and Jacob King and emailed responses relative to same. Contacted Delphos Senior Citizens and Allen County Council on Aging as well as RTA for further information on protocols. Sent summary of findings to Allen County Public Health and review COVID-19 concerns with Allen County Public Health and St. Rita's Hospital.

**Transit Planning**

Staff attended the Allen County Regional Transit Authority (ACRTA) Board meeting. Staff also attended/participated in a conference call with ACRTA administrators to discuss the availability of public transit service relative to Project Paradigm on Reservoir Road as well as the expansion of service hours. Staff worked to write and edit the transit pages on agency website.

**Motion 55 (05-28-20) EC**

Kevin Cox made the motion to accept the Planning Assistance Report. Seconded by Steve Ewing; motion carried.

8. **OLD BUSINESS**

None.

9. **NEW BUSINESS**

a. **Resignation of Randy Ackerman from the RPC Board**

Marlene Schumaker reported that Randy Ackerman has decided to resign from the RPC Board. He is currently the DCC Chair. Randy Ackerman has not yet presented a written resignation to the RPC. A replacement to his seat will need to be made. Marlene Schumaker reported that Thomas Mazur had spoken to Chuck Schierloh who has a similar background to Randy Ackerman. Thomas Mazur felt that Chuck Schierloh would make a good replacement for Randy Ackerman. Marlene Schumaker stated that to her knowledge, Chuck Schierloh has accepted Randy Ackerman's position on the RPC

9. **NEW BUSINESS** (Continued)

b. Resignation of Randy Ackerman from the RPC Board (Continued)

Board and that he had stated that he would Chair the DCC. A motion from the Executive Committee is required in order for this to occur.

**Motion 56 (05-28-20) EC**

Kevin Cox made the motion to accept Randy Ackerman’s resignation from the RPC Board. Seconded by Mitchell Kingsley, motion carried.

**Motion 57 (05-28-20) EC**

Howard Elstro made the motion to approve Thomas Mazur’s recommendation of adding chuck Schierloh to the RPC Board and as DCC Chair. Seconded by Doug Post; motion carried.

10. **ADJOURNMENT**

**Motion 58 (05-28-20) EC**

Jerry Gilden made the motion that the meeting be adjourned. Seconded by Doug Post; motion carried.

Submitted by:

\_\_\_\_\_

Signature/Secretary

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

Accepted by:

\_\_\_\_\_

Signature/RPC President

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