



## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

130 West North Street Lima, Ohio 45801-4311  
Telephone: 419-228-1836 FAX: 419-228-3891  
www.lacrpc.com

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: July 19, 2019

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, July 25, 2019**, 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 – June 27, 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

July 25, 2019

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, July 25, 2019** 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, Jay Begg brought the meeting to order and proceeded with the agenda (Doug Post was unavailable to attend the meeting).

### 1. **ROLL CALL**

Mr. Jay Begg	Allen County
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Thomas Tebben	City of Lima

### **STAFF**

Mr. Thomas Mazur	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission
Ms. LeeAnn Sypherd	Lima-Allen County Regional Planning Commission

### 2. **APPROVAL OF EC MINUTES – June 27, 2019**

#### **Motion 73 (07-25-18) EC**

Kevin Cox made the motion that the EC minutes of June 27, 2019 be approved. Seconded by Howard Elstro; motion carried.

### 3. COMMUNICATIONS

a. ODOT District Safety Review Team Meeting

Thomas Mazur reported that staff attended a July 15 ODOT District Safety Review Team meeting. Representatives of the Allen County Engineer discussed issues at SR 309 & Wapak Road. Allen County is having problems with Wapak Road eroding into the river near the intersection of SR-309. They are in the preliminary phases of realigning the intersection to avoid the eroding points of the river. A proposed alignment of the intersection through the Farmer's Implement business to the west was shared with ODOT. ODOT expressed no concerns with the proposed realignment.

b. US 30 Study by ODOT

Thomas Mazur reported that at the same meeting ODOT announced a kickoff to the US 30 Study. ODOT is going to contact emergency services, township trustees, county commissioners, and county engineers to set up a stakeholder meeting to get opinions from the public regarding what is requested to be done at the at-grade intersections along US-30 in Allen County. ODOT is hoping to schedule a September meeting regarding these intersections. Thomas Mazur stated that there is talk of closing the Thayer Road intersection as well as a few others. Jay Begg asked if cul-de-sacs will be constructed at the closed intersections. Kevin Cox asked how emergency vehicles would get through. Thomas Mazur replied that emergency personnel are invited to the meetings to provide input and stated that constructing cul-de-sacs is likely.

c. ODOT Title VI Manual

Thomas Mazur reported that staff received from ODOT a new 46-page Manual on how to ensure compliance with Title VI of the Civil Rights Act of 1964 including issues relevant to Title VI Plan, Plan Requirements including staff training & the Title VI Complaint Process. They have also provided an over-view of the Limited English Proficiency Planning, Project and Study requirements as well as ADA issues to address during the public participation phase of projects.

d. CMAQ Carryover Balance

Thomas Mazur reported that staff has been notified by ODOT that the carryover balance of our federal CMAQ funding has exceed the threshold and \$165,000 is now subject to recall. There is a handout included in each packet. Staff worked on establishing the parameters of a waiver and forwarded the waiver on to ODOT.

e. FEMA Hazard Mitigation Grant Program

Thomas Mazur reported that staff received more than 3 dozen addresses interested in pursuing FEMA Hazard Mitigation Grant Program opportunities. Applicants from Bath, Bluffton, Delphos, Harrod and Shawnee communities were identified and mapped. Staff worked with FEMA, OEMA, ODNR and the ACEO, as well as local residents and area insurance providers to complete the applications. Thomas Mazur reported that staff researched FEMA and OEMA repetitive loss structure databases without success. Two verbal requests and 2 additional formal written requests were prepared and submitted to FEMA staffers. To date such requests for the data have gone unanswered. Two applications (Bath & Shawnee) were formally submitted by the deadline. Thomas Mazur reported that staff expects some indication as to the success of these applications in August. For the applications where no formal applications were submitted staff has begun to build a new database by address so as to be able to start compiling the information regardless of the current property owner.

**3. COMMUNICATIONS (Continued)**

f. New Executive Director of the Ohio Office of Farmland Preservation

Thomas Mazur reported that staff received an invitation to meet with the new Executive Director of the Ohio Office of Farmland Preservation, Ms. Sarah C. Huffman. She was raised in Iowa and went to Ohio Northern University's Pettit College of Law. Staff suggested that instead of a special trip to Columbus it was suggested a meeting here in Allen County. She replied in the affirmative and is looking for some possible dates. If anyone is interested in attending such a meeting, staff would be willing to provide the window of opportunity.

g. Exterior Maintenance Codes

Thomas Mazur reported that conversations revolving around exterior maintenance codes have been ongoing for the better part of 6 months. These conversations have become more focused with the City Law Director relative to the codes developed in American and Shawnee townships. With the departure of Lisa Bradley from the County Prosecutors Office and her addition to the City Prosecutors Office the previous conversations will be seamless. The use of citations vs. zoning violations is being examined as well as the appeals process identified in both codes.

h. Ohio Census Bureau and Complete Count Committee

Thomas Mazur reported that staff received an inquiry from the Ohio Census Bureau regarding the creation of a Complete Count Committee. Given that there are new staff/mayors in Beaverdam, Bluffton, Cairo, Delphos, Elida & Spencerville since last census, new library staff since last census, fewer local media outlets and less local coverage for the "newspaper", new IT format for census, and the presence and impact of social media, the Ohio Census Bureau strongly suggests reviewing these issues before the census begins in earnest. Thomas Mazur reported that some conversations with Delphos, Bluffton and Lima have already occurred.

i. Shawnee Township Safe Routes to Schools Plans and Programming

Thomas Mazur reported that he was speaking with then outgoing 1<sup>st</sup> Sergeant at the Army Reserve Post on Reed Road pertaining to the types of trainings the unit is involved in and asked if the units still assist local governments with projects. The 1<sup>st</sup> Sergeant asked if there was a specific project in mind. Staff suggested that the multi-purpose trail from Shawnee Local Schools to the Metro Park on Reed Road might be a good training exercise for the post. The Post Commander requested a proposal. Thomas Mazur stated that the new Superintendent of Shawnee Schools is on-board with Safe Routes to Schools (SRTS) Plans and programs.

j. Bath Township and Subdivision Regulations

Thomas Mazur reported that staff received a communication from Bath Township with concerns over Regional Planning Commission's (LACRPC) costs and length of time to complete the phases were expressed. After consulting with various oversight and management agencies of the County Subdivision Regulations, staff determined that the RPC was not the issue but that the current engineer "inherited" subdivision plans that have issues.

k. Rapid Speed Transportation Initiatives

Thomas Mazur reported that there have been several years on ongoing discussions regarding high speed passenger rail but now there are publications flowing from the MORPC led Rapid Speed Transportation Initiatives (RSTI). There are two articles included in each packet. Staff recently received a study from MORPC. The study looks at Passenger Rail serving a corridor from Tolleston, Indiana to Pittsburgh, PA; Lima is

### 3. **COMMUNICATIONS** (Continued)

#### k. **Rapid Speed Transportation Initiatives** (Continued)

included. Also included are Marysville, Kenton and Columbus as part of the larger Chicago to Pittsburgh corridor. The portion of the report addresses various corridor alignments and the location of various stations. This portion of the study reflects the findings of earlier studies including the Northern Indiana Passenger Rail Corridor Project and the South of the Lake Study. Thomas Mazur reported that the Hyperloop report then examines the possibilities of technologies which are also looking at a Chicago to Pittsburgh corridor traveling thru Lima, Ft. Wayne and Columbus. Hyperloop is a newer technology that uses magnetic levitation using tubes either placed above ground on columns or below ground with 500 mph speeds expected; the technology is still under development. Thomas Mazur reported that the report examines water quality, air quality, noise levels, impacted EJ populations, historic, cultural and archeological resources. The last 2 paragraphs of the study outline the need along the corridor for outreach to members of the public and government agencies. It also lays out the next steps including a service alternative study, infrastructure investment report and more public involvement. For those interested Virgin Hyperloop One, CEO Jay Walder will be speaking at a MORPC sponsored event at the Columbus Metropolitan Club on August 7<sup>th</sup>.

#### **Motion 74 (07-25-19) EC**

Howard Elstro made the motion to approve the Communications Report. Seconded Kevin Cox; motion carried.

### 4. **FINANCIAL REPORT**

#### a. **Budget Report**

Marlene Schumaker reported that the income and expense portion of the budget report were included in the packets emailed to each member.

#### **Motion 75 (07-25-19) EC**

Howard Elstro made the motion to approve the Budget Report. Seconded by Mitchell Kingsley; motion carried.

#### b. **Bills to be Approved**

Marlene Schumaker reported that the list of invoices were not included when the packets were emailed as staff was completing the end of the fiscal year paperwork in preparation for the annual audit. Marlene Schumaker reported that the invoice for ESRI represents the maintenance contract for the coming year.

#### **Motion 76 (07-25-19) EC**

Howard Elstro made the motion to approve the bills to be paid. Seconded by Mitchell Kingsley; motion carried.

#### c. **Payroll and OPERS**

Payroll	Amount	PERS	Medical	Benefits
07/03/19	\$19,119.29	\$2,676.70	\$277.23	\$638.10
07/17/19	\$15,835.84	\$2,217.02	\$229.62	

#### **Motion 77 (07-25-19) EC**

Howard Elstro the motion to approve Payroll and OPERS. Seconded by Mitchell Kingsley; motion carried.

## 5. STANDING COMMITTEES

a. Administrative Affairs Committee

Thomas Tebben reported that AAC did not meet in July.

b. Community Development Committee

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

c. Developmental Controls Committee

Thomas Mazur reported that the DCC met on Tuesday, July 9, 2019 at 3:00 PM. Thomas Mazur reported that the petitioners seek to change the zoning of 3 parcels (36-2702-02-004.000, 36-2702-02-005.000 and 36-2702-02-006.000) on the south side of Allentown Road (SR 81) located in the SE quadrant of the Allentown/Eastown road intersection from B-1 General Business to B-2 General Business in order to more easily market/sell the subject parcels for future development. Traffic volumes on the east leg of Allentown Road is 15,378 vehicles per day with 1.0% of that being commercial truck traffic. Each of the 3 parcels currently have direct access to Allentown Road, the closest of which is approximately 360' from the center of the Allentown and Eastown intersection. Thomas Mazur reported that there were 49 crashes at the intersection of Allentown and Eastown between 2016-2018. The intersection has been identified as a High Crash Intersection Location by the Planning Commission. Thomas Mazur reported that current zoning in the immediate area is mixed primarily with B-1 and B-2. The dominant land use on Allentown Road is single family residences. A professional office exists on the Bennett parcel; a car wash can be found to the west fronting Eastown Road. The Township's 2030 Comprehensive Plan identifies the area as mixed use. Given the public investments in Eastown and Allentown roads, the existing traffic conditions and the wide range of economic activities available within the B-1 zoning district staff recommends denial. Thomas Mazur reported that staff suggests that should the applicants want to pursue a more intensive use of the parcels that the PUD district designation be sought.

Thomas Mazur reported that the subject parcel (5.977 acres) is owned by Lock It Up Lima, LLC, which also owns the adjacent parcel 37-2900-02-008.001 (4.000 acres) to the west. Both parcels are zoned B-2. Currently, both parcels meet all township and county regulations except the 4.000 acre parcel does not meet the width to depth ratio as required by the County Subdivision regulations. Thomas Mazur reported that the subject parcel is developed with storage units while the 4.000 acre parcel is undeveloped. In an effort to make the 4.000 acre parcel more attractive to a buyer for development, the petitioner, Lock It Up Lima, LLC, is requesting to transfer approximately 1.75 acres from the subject parcel 37-2900-02-008.000 to the 4.000 acre parcel (37-2900-02-008.000). In doing so, the 4.000 acre parcel will become larger to approximately 5.75 acres and will meet all township and county regulations; however, the subject parcel will become smaller to approximately 4.227 acres and will not meet the current width to depth requirements in the Allen County Subdivision Regulations. Due to the original layout of these parcels it appears that one or the other will always fail to meet the width to depth ratio requirements. Thomas Mazur commented that these lots were all created prior to 1960 and at the time the City had a 3-mile jurisdiction. Thomas Mazur reported that the applicant is requesting a variance to the width to depth ratio for the subject parcel 37-2900-02-008.000. Thomas Mazur reported that staff recommends approval.

Thomas Mazur reported that the petitioner intends to purchase the northern 2.590 acre portion of parcel 44-0200-01-001.000 and install a Propane Satellite Plant, which has been described as a tank and truck filling facility. The remaining 4.183 acres of the

**5. STANDING COMMITTEES** (Continued)

c. Developmental Controls Committee (Continued)

subject parcel will contain the existing house and an accessory building located approximately 125' from the proposed lot line. Thomas Mazur reported that there are no identified floodplains or wetlands; nor have there been any archaeological or cultural attributes identified. There are no municipal water or sewer services. Acadia Road services approximately 765 vehicles per day while Purdy serves 86 vehicles per day. Thomas Mazur reported that the petitioner has requested a zoning map amendment petitioning the Township for a B-1 District designation for the 2.59 acre parcel to be created. The proposed activity is technically a non-store retail activity under the North American Industrial Classification System Code (NAICS/454310). The Spencer Township Zoning Resolution does not address or accommodate such an activity adequately. Thomas Mazur commented that staff suggests that the applicant is working to provide an essential service in a local rural, agricultural community where such services are not readily available. Given the character of the activity staff suggests that the activity would be best suited as a conditional use as addressed by other Townships. Thomas Mazur reported that staff recommends that the Township deny the proposed zoning map amendment from Agriculture to B-1 Business. Thomas Mazur reported that staff recommends that the Township adopt the following language to adequately address the nature of the proposed economic activity:

"Petroleum and petroleum products wholesalers and retail outlets will stipulate to, and meet National Fire Protection Association (NFPA) #58 Guidelines, and that 18,000 gallon and larger LPG/CNG storage tanks will be steel vessels built to ASME standards and be permitted aboveground or underground when designed to include relief valves, excess flow valves and gauges for temperature, pressure and liquid level, with remote/automatic valve features required to provide enhanced product control and safety at the request of, and only after site plan approval of, the Fire Chief of the Spencerville Invincible Fire Department."

Thomas Mazur reported that staff further recommends that the Township update the Spencer Township Zoning Resolution to include this activity and such language as a conditional use in sections 4.2, 8.2, and 9.2 with adequate yard and set back regulations to reflect the nature of the activity; and, as a permitted use in sections 10.1 and 11.1. Thomas Mazur reported that upon implementation, staff recommends approval to re-zone the proposed parcel to B-2.

**Motion 78 (07-25-19) EC**

Howard Elstro made the motion to accept the DCC report. Seconded by Mitchell Kingsley; motion carried.

d. Transportation Coordinating Committee

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

**6. OTHER COMMITTEE REPORTS**

a. Citizens Accessibility Advisory Committee

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

b. Citizens Advisory Committee

Thomas Mazur reported that the CAC did not meet in July.

## **7. STAFF PLANNING ASSISTANCE REPORT**

### **Information Assistance**

A parcel in American Township within the Crites Subdivision has petitioned annexation to the Village of Elida; staff reviewed the proposal with representatives of the Allen County Tax Map Office and the legal representative of the Township resident. Census information was provided to the Allen County Chapter of the American Red Cross. A review of the need for a Complete Count Committee to be formed in Allen County was reviewed and emphasized by state Census officials. Staff contacted the City of Lima administration regarding the need for an organizational meeting to discuss new technology and the participation and support of local schools and libraries. Based on a request from Allen County Public Health staff compiled employment data for small employers within the Lima Central Business District (CBD). Staff identified CBD employers with 50 or less employees to allow health educators to target their services. Based on a request from Allen County Public Health, staff provided demographic and socioeconomic data on the lowest quintile of the County population.

### **Safe Communities**

Two (2) press releases were released by Agency personnel regarding: a June fatal crash monthly update, and overtime enforcement awareness over the July 4<sup>th</sup> Holiday. Staff posted social media awareness of local motorcycle safety awareness initiatives, and July 4<sup>th</sup> traffic safety enforcement activity to Twitter and Facebook. Staff prepared for and facilitated an Operation Lifesaver/seatbelt event at Elida High School; 20 students attended. Staff also prepared safety messages/initiatives for the several upcoming events including: the National Motorcycle Races, Drive Sober or Get Pulled Over Campaign Kickoff, the Agency's Annual Award Luncheon, the University of Northwestern Ohio's Student Traffic Awareness Campaign, Allen County Fair Safety Day, and the Lima Ford Engine Plant Employee Traffic Safety Awareness. Staff also completed/submitted grant revision modifications to the Ohio Department of Public Safety. Staff prepared for and facilitated a Safe Communities Coalition meeting.

### **Keep Allen County Beautiful**

Meetings of the Allen County Chapter of Keep America Beautiful continued to meet to plan support for the September Ottawa River Clean-Up event and to undertake the Annual Litter Audit of Allen County streets and by-ways. Staff worked with litter stakeholders to identify litter hot spots on area transportation corridors/sidewalks.

### **Environmental Planning**

Staff attended a meeting of the Ottawa River Coalition.

### **Regional Development**

The latest planning guidance was sought from the Federal Emergency Management Agency (FEMA) and discussed with the Allen County Emergency Management Office Director relative to the preparation of a pending update to the Allen County Hazard Mitigation Plan. Discussions with Ohio Emergency Management Agency officials have netted some commitments for assistance. Staff reviewed Clean Ohio Green Space Conservation Grant Program proposal located in the Village of Ft. Jennings with representatives of Beam Design and the Village of Ft. Jennings. Staff continued to review and score applications for the Clean Ohio Green Space Conservation Program. Staff prepared for and attended a meeting of the Ohio Public Works Commission District 13 Natural Resource Assistance Council to evaluate grant application funding awards of Round 13-B. Staff examined a proposed drainage project in Perry Township within the NW Perry Neighborhood Association with representatives of the Allen County Engineers Office and Perry Township officials. Staff forwarded preliminary engineering costs and potential funding sources to the Township Trustees; project costs and funding limitations pushed this issue to subcategory 415 CDBG.



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

### **Farmland Preservation**

The potential for a 240-acre farmland preservation project was reviewed to assess the likelihood of securing funding from the Ohio Department of Agriculture's Clean Ohio Agricultural Easement Purchase Program.

### **Economic Development**

Staff gathered, input and submitted Cost of Living data to ACCRA for the 2<sup>nd</sup> quarter of 2019.

### **Housing**

Staff Reviewed housing issues with representatives of the West Ohio Community Action Partnership (WOCAP) and representatives of the Hope and Northland neighborhood associations. Staff reviewed the proposed scope of work for the Lima housing study with the Lima Community Development Director and Doug Harsany of Harsany & Associates.

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

Work to finalize last minute corrections (restricted to spelling, references and punctuation) to the Analysis of Impediments to Fair Housing Choice (AI) and secure an FTP site to drop the completed report were a struggle. But staff ultimately submitted the full AI to the Ohio Development Services Agency (ODSA) Office of Community Development (OCD) prior to the deadline. Staff printed and reviewed pertinent new regulations posted to the Congressional Federal Registry (CFR) for new CDBG planning policies and fiscal controls. Staff continued conversations with the County staffers on the CDBG policies and requirements to meet State Audits. New CDBG program guidelines and timelines were discussed with representatives of the Allen County Sanitary Engineer, Great Lakes Community Action Partnership, Allen Water District and the Regional Planning Commission. Concerns over the ability and feasibility to finance certain public water, wastewater and drainage projects with CDBG Program funds controlled by OCD including the Community Allocation Program, CHIP Program, Critical Infrastructure Grant, Economic Development, Neighborhood Revitalization, Residential Public Infrastructure Grant Program and Revolving Loan Fund monies occurred. The eligibility of and feasibility of funding water line hook-ups were discussed for projects being proposed in Gomer, Lafayette and Westminster with representatives of the Allen Water District and the Great Lakes Community Action Partnership. CDBG funding for drainage projects in Perry Township's NW Perry Neighborhood and the St. John's Neighborhood were discussed as were projects in Bath and Spencer Townships as well as the Village of Harrod in Auglaize Township. Dates and times of public meeting locations were locked down with the County Clerk, the Allen County Sanitary Engineer, the Allen County Engineer and the County Commissioners. Conversations with Auglaize, Perry, and Sugar Creek trustees followed. Legal notices were posted for August 13. Staff addressed the Russell family's mortgage payment. Staff continued to facilitate the preparation and filing of program monitoring reports, resolutions, billings, scannings, postings, contract addendums, invoicing, and legal notifications.

### **Zoning Assistance**

Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 15 requests for information this past reporting period. Staff provided technical assistance to American, Bath, Jackson, Marion, Perry, Shawnee, Spencer and Sugar Creek Township. Staff worked to facilitate a meeting between representatives of the City of Lima Law Department and the zoning inspectors in American, Bath and Shawnee townships to review proposed exterior maintenance codes. Staff responded to a query from the Allen Economic Development Group regarding Westminster and the Rudolph rezoning petition (case AU-01-19). Staff

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

worked with Spencer Township officials and Cherry Propane Service of Ottawa to address the peculiarities of zoning amendment petition SP-01-19. Staff worked to develop minimum lot sizes, yard setbacks and language needed to accommodate the services in the Agricultural, Commercial and Industrial zones within Spencer Township as permitted and conditional uses before submitting same to the Developmental Controls Committee (DCC). A zoning petition requesting a map amendment from B-1 to B-2 in American Township was received and addressed. Staff examined the implications for a yet to be determined use located in the SE quadrant of the Allentown & Eastown road intersection. Staff presented the petition (AM-02-19) to the DCC for their review. Staff subsequently forwarded the staff findings and recommendation with the DCC recommendation to the American Township Zoning Commission for further action. Apartments proposed within a B-2 District in Shawnee Township were reviewed with Township officials. Staff forwarded templates for letters, STOP WORK ORDER notifications and classified postings to Jackson Township officials for their consideration and use. Staff reviewed its interpretation of local signage regulations with Perry Township officials. Staff reviewed the definition of customary home occupations and the impact of approving an auto body shop in an Agricultural vs. a B-2 zoning district with Sugar Creek Township officials. Staff responded to a question posted to the Agency website. An in-house review followed where the potential development of a self-serve mini-warehouse/storage facility on SR 117 in Perry Township was discussed with ODOT and owner. Staff reviewed the limitations of large animal husbandry on lots greater than 1 acre and zoned Residential-1 (R-1) with Marion Township officials.

### **Subdivision Regulations**

Staff responded to 19 telephone inquiries and facilitated 8 in-house reviews. Staff processed 6 land transfers in American (1), Auglaize (1), Marion (2), Monroe (1), and Perry (1). Staff received no formal submissions detailing major subdivision plats or replats. Staff reviewed a variance petition grounded in the Allen County Subdivision Regulations regarding the maximum width-to-depth ratio (Table 2). The petition (BA-V01-19) located in Bath Township at 1435 Findlay Road was presented to the Developmental Controls Committee. Staff continued to meet to address concerns and questions regarding the Lost Creek Estates subdivision development located in Bath Township. Staff reviewed the potential to use new PUD standards under consideration by Bath Township, the existing PUD regulations in Bath Township and their relationship to the County Subdivision Regulations with Jim Blair, Esq. Staff reviewed the need to minimize encroachments into the floodplain and the potential to separate lots off to others as dependent lots proposed by the developers. Staff reviewed a potential replat in the Camden Ridge Subdivision located in Shawnee Township. Staff reviewed language creating a dependent parcel for new lot within a floodplain with representatives of the Allen County Tax Map Office, Shawnee Township and Doug Daley, Esq. Staff also discussed the status of Phase 2 of the Autumn Ridge Subdivision with the consulting engineer of record and Bath Township officials.

### **Floodplain Management**

The Agency has fielded numerous inquiries (21) regarding the floodplain status of local properties from area engineers, surveyors, insurance agents, realtors, property owners and government officials. Most of the staff time was limited to developing qualified applicants for the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program. Staff met with representatives of the Allen County Engineers Office to review and prepare submission of the Volbert FEMA Flood Mitigation project application. Staff requested repetitive loss data from the owner, the owners' insurance company, and FEMA and subsequently scanned all relevant materials available. The County produced extensive new topographic information relevant to the property's structures and proximity to the floodplain. This information was shared with the Volbert family and formed the crux of the Bath

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

Township applicant's submission to FEMA. At issue is that the house and residential structures are not located in a FEMA identified high hazard flood-prone area. The Van Wert County EMA director forwarded the concerns of the Siefker family located at 816 S. Bredeick Street in the City of Delphos. Staff had trouble contacting the Siefker family in Delphos regarding their flood loss events and the filing of an application. Staff reached out to City of Delphos officials, the Allen County EMA director, and FEMA officials to identify the extent of flooding and damages to the property. Based on the lack of information staff declined to prepare or submit a hazard mitigation grant application on behalf of the Siefker's. But given its location adjacent to Jennings Creek and its presence within a FEMA identified high-hazard flood-prone area, a future application would seem to be justified with unique value as permanent green space. Staff met with representatives of the Allen County Engineers Office to review and prepare submission of the FEMA Flood Mitigation project application for the Eversole family residing at 2929 Inwood Drive in Shawnee Township. The County Engineers Office produced new topographic information relevant to the property's structures and their proximity to the floodplain. Staff requested repetitive loss data from the owner, the owners' insurance company, and FEMA. Staff prepared summary statements and worked to finalize demolition costs for property structures. Staff subsequently scanned all relevant materials available and provided same to the Eversole's as well as their insurance carrier. This information formed the crux of the applicant's submission to FEMA. At issue is that the home residential unit with attached garage is not located in a FEMA identified high hazard flood-prone area. Staff met with Village of Bluffton officials to review the potential of acquiring a dilapidated lumberyard located adjacent to Riley Creek as permanent open space. While Village officials are aware of severe flooding and damage to the buildings on the property, it was unaware of any insurance filings. Developing an open space area in the vicinity of some of the worst flooding during the 2007 flood event was discussed with OEMA officials who thought such a project had merit. Given that the property is now in Probate Court, staff declined to complete or submit an application. Staff reviewed the flooding situation in the Village of Harrod. Officials provided 9 residential structures along Walnut Street that routinely incur flooding after a 2' rainfall. Staff requested information regarding the impact and damage to such structures but no information was readily available. Staff contacted the Allen County Engineers Office to assess if any additional drainage information was available. The parcels in question are not located in a FEMA identified high-hazard flood-prone area. No FEMA application for funding was prepared or submitted. Staff discussed the range and scope of these issues with OEMA personnel to determine next steps and future planning activities. Staff reviewed the status of Bluffton University buildings relative to the 100-year floodplain elevations and issuance of a Letter of Map Amendment (LOMA) and/or Letter of Map Revision (LOMR) with the Bluffton Village Administrator and Mitch Kingsley, Esq.

### **Short Range Transportation Planning**

In order to address and minimize train-related delays, staff continued to follow and support conversations looking to develop Advanced Transportation & Congestion Management Technologies Deployment (ATCMTD) in the Lima Urbanized Area. Working with the Lima Administrative staff and the Ohio Department of Transportation (ODOT) Central Office – DRIVE personnel – staff examined the potential costs to invest in SMART Transportation Technologies to leverage grant funding being made available by the Federal Highway Administration (FHWA). Staff worked with the Lima Area Chamber of Commerce Director and DRIVE personnel to identify the potential for local funding from area industry. Staff reviewed the goal of the Roadside Safety Audit of Market Street within the Lima Central Business District (CBD) with respect to the operational characteristics, crash data and pending development with the CBD. Internal coordination of the report resulted in the introduction of employment and residency issues to better address the pedestrian

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

concerns/elements of the report and a revised introduction and summary statements. Staff reviewed the report with the Lima City Engineer to seek concurrence and priorities. Staff forwarded the report to ODOT personnel for their review and comment. Staff submitted the DRAFT report to the ODOT Safety Review Team in order to submit same to ODOT Central Office for Safety Program consideration. Staff reviewed speeding concerns on Slabtown Road raised by Marion Township residents and Trustees. Staff deployed the radar trailer to Slabtown between Hillville & Hook Waltz to assess speeding along the corridor segment. Staff subsequently forwarded the information to the Township Trustees and local law enforcement personnel. At the request of the Village of Elida, staff reviewed the posted speed limits, warrants and journalization of traffic operations on SR 309 in the Village. Elida requested the speed limit be lowered to 45 from corporation limit west. Staff also reviewed the speed limits posted, operational journalization and warrants for SR 117 in the Westminster area. Auglaize Township officials requested the speed limit be lowered to 45. At the request of ODOT District Office personnel, staff provided contact information for the local political subdivisions and emergency responders impacted by the US 30 corridor study. Staff reviewed signal replacement costs at Buckeye & Dixie with Allen County, City of Lima and Allen County Engineer personnel. Staff continued to review Limited English Proficiency Plan with representatives of Allen County Public Health and Western Ohio Community Action Partnership. Staff reviewed the availability of a Recycled Tire Grant supported by the Ohio Environmental Protection Agency (OEPA) and the Ohio Department of Transportation (ODOT). Eligibility targeted the sub-grade drainage layer and road base in public roadways and sub-grade light weight fill in public parking lots and roadways. Staff reviewed the status of the FY 2019 and FY 2020 TIP projects and photo documentation on the Agency website. Staff contacted local government sponsors to assess the status of certain projects to ensure the timing of pre- and post-construction photographs; staff subsequently began visiting specific project sites to document the progress of federally funded projects. Staff attended a meeting of the ODOT District 1 Safety Review Team. Staff reviewed the Agency's Public Participation Plan biennial review and proposed revisions to the Plan based on current commitments and the increasing presence of social media. The DRAFT Plan was prepared, formatted and posted to the Agency website after a press release. The posting provided a Plan Summary Sheet and a solicitation for public comment. The DRAFT Plan was also released thru social media accounts managed by the RPC. Staff continued to question the status of the intermodal connector to the Lima Integrated Industrial Complex with Ohio Department of Transportation officials at Central Office. Staff presented its rationale and justification for the Breese, Dixie and Ft. Amanda corridor designation; staff updated the mapping contained in the latest transmittal. Staff finalized the FY 2020 Unified Planning Work Program and posted to ODOT extranet site. Staff attended a workshop with ODOT personnel in Columbus, Ohio addressing the Census Transportation Planning Program. Staff also participated in a US Census Bureau webinar. Staff attended a meeting of the Allen County Regional Airport Authority. Staff continued to document the Agency's activities as required by the Agency's Work Program and Public Involvement Plan.

### **Transportation Improvement Program (TIP)**

Staff reviewed the status of the Dixie Highway rail crossing with the CSX (PID 107259), the installation of lights and gates at the intersection of CF&E crossing on Greenlawn (PID 107025), the installation of lights and gates at Jefferson & NS crossing (PID 107610), and the installation of lights and gates at the Hume and I&O crossing (PID 108608) with representatives of the Ohio Rail Development Commission. Staff reviewed the Delphos bridge projects (PID 103412) with City officials and ODOT District personnel. Staff reviewed the Grubb Road replacement project over Honey Run with the Allen County Engineer (PID 104252) and ODOT District personnel. Staff reviewed the Heritage Park paving project (PID 1076771) with Park District personnel and ODOT District. Staff reviewed the status of ROW

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

acquisition at the intersection of SR 115 & Lincoln Highway (PID 106968). Staff reviewed the need for new control boxes with Village of Elida Administrator. Staff reviewed concerns over the TIP project selection process and budget allocations with the Village Administrator in Elida. Staff contacted Transit Authority Director and reviewed projects proposed to be programmed for the ODOT Transit 5310 (Rural/Small Urban) Program. Staff reviewed the ODOT STIP/TIP waiver for the MPO-CMAQ monies and the status of the State Infrastructure Bank (SIB) loan to ensure compliance with fiscal constraints. Staff worked to identify and prioritize roadway projects by traffic volumes, crash rates, and pavement condition values.

### **Transportation Planning - Surveillance**

Staff reviewed the intersection operational characteristics of the Elida & Cable and Cable & Allentown intersections. Staff forwarded concerns to ODOT District personnel. Staff reviewed the ODOT Active Transportation Plan policy and procedures guiding future state investments. Staff also reviewed ODOT's assessment of US Bike Route System (USBR) designation and the local community resolutions still needed to adopt USBR system across Ohio. Staff reviewed the proposed extension of the Ottawa River Walk to the Shawnee School Campus. Staff continued to review the opportunity to use recycled roadway grindings to establish the trail extension. Conversations with representatives of ODOT District One, the County Engineer and the Lima City Engineer revealed a lack of any such grindings for the project. Staff continued to push development of Safe Route to School Programming with representatives of the Village of Elida, City of Delphos, and Shawnee Local School District. Staff reviewed the possible extension of bike/ped path from Heritage Park to Shawnee Schools with the Army Reserve Post on Reed Road. Discussions relative to invigorating efforts to complete safe route to school plan development included representatives of the City of Delphos, City of Elida, Shawnee Township, ODOT District and Allen County Public Health. Staff analyzed and discussed crash data to identify future RSA locations particularly S. Main Street, Kibby Street, and St. Johns at the request of the Creating Healthy Communities program manager. Staff worked with other community stakeholders to lock down the details of the August Land Use workshop sponsored by the Ohio Department of Health, Allen County Public Health – Creating Healthy Community Grant Program, and Activate Allen County. Meeting space, meeting room amenities, technical support lunch, parking, continuing credit units/hours and speakers have been finalized for the August 27<sup>th</sup> workshop scheduled at the Lima Public Library on Market Street from 9:30 AM to 1:30 PM. Staff was involved in several ongoing conversations regarding residents needing sidewalks on Cable Road with local residents, Sherwood Park Neighborhood Association and members of the Low Vision Coalition. Staff discussed the issue with the Transit Authority, the City Engineer and American Township Trustees. Staff identified available road right of way and length to get preliminary cost estimates. Staff reviewed the status of the adoption/development of ADA Transition Plans with representatives of the villages of Bluffton and Elida as well as the City of Delphos. Staff reviewed new ADA signage and federal funding lapses for updating said signage. Staff continued to update the Agency website's community indicators. Staff reviewed the website and sustainability of same with Activate Allen County and Allen County Public Health. Staff documented 24-hour vehicle counts at the intersections of: Metcalf & Spring, Metcalf & Vine, Shawnee & Zurmehly, Adgate & Shawnee, Kibby & Metcalf, Main & Second, Cable & Edgewood, and Adgate & Ft. Amanda. Staff documented the 24-hour traffic volume at Kibby @ the I&O rail-grade crossing. Staff posted MOVESafe social media awareness regarding ped/bike safety. Staff facilitated meetings of the Bike/Ped Task Force and Steering Committee.

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

**Long Range Transportation Planning**

Staff reviewed needed updates to the American Township 2030 LRP, Shawnee Township 2030 LRP, and the Bath Township 2040 LRP with current zoning inspectors. Cognizant of redevelopment in the Lima CBD and the kick-off of a new parking study of the same area staff began a review of employment. Staff requested data from Downtown Lima Inc. Staff obtained and created mapping of 2019 roadway resurfacing projects. Staff will request new PCR values for affected roadways from the County Engineer as the projects are completed. Staff worked to complete updating GIS road, utilities, and land use shapefiles for long range planning purposes. Staff worked to assemble multi-family commercial housing developments and condominium association's characteristics at the TAZ level. Staff continued to monitor new employment, population and housing data and assemble such data at the TAZ level to ensure consistency within the Agency's travel demand model.

**Specialized Transportation Program**

Staff attended a public meeting regarding the development of the Transportation Coordination Plan facilitated by the Area Agency on Aging. Staff forwarded the Plan meeting notice to members of the Low Vision Coalition.

**Transit Planning**

Staff reviewed the Transit Authority's financial plan, safety plan and asset management plan. Staff reviewed available Federal Transit Administration 5310 Program monies. Staff researched historical annual transit passenger counts. Staff reviewed the need for the development of an updated Transit Development Plan and a Public Involvement Plan process to support the submission of Transportation Improvement Program projects with Transit Administrators.

**Motion 79 (07-25-19) EC**

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

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

a. STIP/TIP Project List

Thomas Mazur reported that each packet contains a handout which lists all of ODOT's as well as other political subdivisions projects that are using federal funds.

b. NRAC Round 14 Clean Ohio Green Space Conservation Funding

Thomas Mazur reported that included in each packet is a media release from NRAC announcing that Round 14 of the clean Ohio Greens Space Conservation Funding is now open.

**10. ADJOURNMENT**

**Motion 80 (07-25-19) EC**

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

Submitted by:

\_\_\_\_\_  
Signature/Secretary

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

Accepted by:

\_\_\_\_\_  
Signature/RPC President

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