



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: December 13, 2019

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, December 19, 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 – November 21, 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

December 19, 2019

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, December 19, 2019** at **4:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of EC Minutes – November 21, 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

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

1. **ROLL CALL**

Mr. Shane Coleman	City of Delphos
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Jerry Gilden	Marion Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Doug Post	Amanda Township
Ms. Chris Seddelmeyer	Shawnee Township
Mr. Robert Sielschott	Bath Township
Mr. Thomas Tebben	City of Lima

STAFF

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

2. **APPROVAL OF EC MINUTES – November 21, 2019**

Motion 120 (12-19-19) EC

Chris Seddelmeyer made the motion that the EC minutes of November 21, 2019 be approved. Seconded by Shane Coleman; motion carried.

3. COMMUNICATIONS

a. Ohio Environmental Protection Agency Request for Applications

Thomas Mazur reported that the Ohio Environmental Protection Agency (OEPA) has opened its Request for Applications (RFA) for approximately \$44 million in clean diesel funding for FY 2020. The RFA will be open until Wednesday, February 26, 2020, at 11:59 p.m. (ET). In EPA Region, the maximum application is \$3M for projects including commercial trucks and school buses.

b. Office of Criminal Justice Offering Trainings, etc.

Thomas Mazur reported that the Ohio Office of Criminal Justice Services is offering some Trainings and Technical Assistance. CRASE (Civilian Response to Active Shooter Events) is available with FREE training from sworn officers, who are experienced trainers and who are passionate about leading you to take control of your own safety! A Road Wise: Train the Trainer class is also offered that strives for a “Zero Injury Culture”. This class will assist agencies in implementing a positive training environment to improve every aspect of roadway behavior.

c. ODOT Releases Information regarding CY 2020 5310 Program

Thomas Mazur reported that the Ohio Department of Transportation (ODOT) has released information regarding their CY 2020 5310 Program. The MPO is no longer a direct recipient of the federal 5310 Program funds. A Letter of Intent from interested agencies is due in early February. A mandatory Application workshop will be conducted in March. A 2-month open application period will span April and May. Thomas Mazur reported that ODOT will review the applications in May and June and awards will be announced in July for the CY January thru December 2021.

d. Notice of 9-Point Watershed Plan

Thomas Mazur reported that staff received notice of a pending 9-Point watershed plan being developed by CE Consultants out of Toledo on behalf of the Allen Soil and Water Conservation District (SWCD). Staff is unable to attend because of scheduling difficulties. Staff talked with Beth Seibert about the Plan. Beth discussed the need for public input as she had expressed concern over the lack thereof. Staff offered the consultants access to the DCC membership as a forum to discuss same with local political subdivisions. Staff has received no response from CE or the SWCD. Thomas Mazur reported that the Governor talks about a 10-point plan to address watershed quality so some clarification is needed.

e. Release of FY 2014-2018 American Community Survey Data

Thomas Mazur reported that staff received notification from the Census Bureau of the release of the FY 2014-2018 American Community Survey (ACS) data. The 2014-2018 estimates include the traditional data items as well as some new data that looks at family income by family size and by public assistance program such as SNAP and Food Stamps. Thomas Mazur reported that detailed occupational data has been developed. All new employment will reflect the newest NAICS codes. New data for those 16 years of age and employed will reflect some 560 different occupational classifications by M/F participation in each. Thomas Mazur reported that the Census Bureau is now looking at the voting age of citizens with estimates being developed by 5-year age cohorts, race, educational attainment, poverty status and median household income. The Census Bureau is also breaking down the journey to work data to now reflect the type of work one performs and whether they walk, bike, carpool, use transit, etc. The data is available on a new platform located at: www.census.gov/programs-surveys/acs

3. COMMUNICATIONS (Continued)

f. Request from Census Bureau for Clarification & Confirmation

Thomas Mazur reported that staff received a request from the US Census Bureau for clarification and confirmation regarding the Local Update of Census Addresses (LUCA) program in Delphos. They were looking for form D-2012 Destruction or Return of Title 13 Materials form back in June of 2018. After discussion with the City of Delphos, staff provided clarification of same.

g. Census Bureau Funding

Thomas Mazur reported that the Census Bureau announced that it had secured \$7.3B in new funding to support the 2020 Decennial Census. The Agency plans to kick off a \$500 million outreach and advertising campaign to raise awareness before mailers start going out in March. The Agency plans to recruit as many as 500,000 temporary staff to knock on doors. The Agency expects most of the country to respond by the end of April and follow-up operations hit their peak sometime over the summer.

h. Request from Ohio State University

Thomas Mazur reported that staff received a request from Ohio State University to participate in a 3-year National Institute of Health (NIH) study called the HEALing Communities Study (HCS). The aim of the HCS is to test the impact of a community-engaged intervention practices with a goal of reducing opioid overdose deaths. Because of past involvement, Lima/Allen County has been identified as knowledgeable about the opioid epidemic in our community. Thomas Mazur reported that the programming targets 67 communities across Kentucky, Massachusetts, New York, and Ohio. They are conducting surveys to learn more about your community and activities currently underway to address the opioid epidemic. They are interested in learning about how community coalitions may be addressing the opioid epidemic, how your community perceives the opioid crisis, possible venues for treatment for opioid use disorder, and overdose prevention interventions that may be expanded to reach more people. Thomas Mazur reported that the work requires the hiring of 3 individuals in Allen County to conduct data management, outreach and Internet public awareness. Staff is investigating whether the funding can be meshed with our current work with Activate Allen County. Staff is seeking Board approval to move to secure such a relationship with Ohio State and NIH if found to be an economically viable option.

i. Compliance Conference hosted by the EPA

Thomas Mazur reported that staff received notification from the Environmental Protection Agency (EPA) pertaining to a conference the EPA is hosting. The conference is for 2 days beginning March 31st. The conference will be used to facilitate local government compliance, risk assessment, stormwater pollution prevention plans, etc. Stormwater requirements for industrial construction activities are being targeted as are watershed quality standards as well as hazard waste requirements. PDS permitting and reporting is changing.

j. Communications from General Dynamics

Thomas Mazur reported that staff received several communications regarding the inability of a new employee at General Dynamics to construct a ramp at a residence in order to provide access for a wife and child suffering from Multiple Sclerosis (MS). The family had purchased a mobile home which is set in a mobile home park. The resident had spoken to the property manager of the mobile home park pertaining to constructing a ramp to facilitate his wife and child's ability to access the home. Thomas Mazur stated that the RPC's involvement was sparked by a telephone call from Kelli Singhaus at the Commissioner's Office. Staff had conversations with Mr. Conley UAW local president at

3. **COMMUNICATIONS** (Continued)

j. **Communications from General Dynamics** (Continued)

GD at which time staff reviewed the plans for the ramp. Staff participated in conversations with the Township Zoning Inspector as to applicability and zoning compliance as well as conversations with the Shawnee Township Fire Chief as to the Ohio Fire Code. Staff believes the inaction of the property owner constituted a violation of the Fair Housing Act and likely a Title VI Civil Rights Violation. Thomas Mazur reported that staff has contacted Jackie Fox West Ohio Community Action Partnership (WOCAP) who suggested that formal arbitration be initiated. Staff forwarded same back to the Property Manager, Shawnee Township Trustees, County Commissioners, Shawnee Zoning Inspector, Shawnee Fire Chief, and UAW local president Conley.

k. **Pending Legislation**

Thomas Mazur reported that there are two new congressional proposals would provide funding for state and local governments to better educate consumers about what can and cannot be recycled to reduce waste. The Senate-introduced RECYCLE Act would create a \$15 million federal grant program overseen by the EPA. The House-introduced RECOVER Act would provide \$500 million in matching federal grants to states from the USEPA. Both grants programs would support programs that educate consumers about recycling to decrease contamination.

Motion 121 (12-19-19) EC

Howard Elstro made the motion to approve the Communications Report and support staff's attempt to diversify the Commission's responsibilities and income stream with NIH funding. Seconded by Kevin Cox; motion carried.

4. **FINANCIAL REPORT**

a. **Budget Report**

Marlene Schumaker reported that the financial reports were emailed to all Committee members. There is nothing new with the budget at this time.

Motion 122 (12-19-19) EC

Chris Seddelmeyer made the motion to approve the Budget Report. Seconded by Thomas Tebben; 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. Due to the way the month fell, the 3 invoices for Citizens represent Health Savings Account (HSA) deposits for employees for November, December and January. January's deposit is included due to the courthouse closing its books for the end of the calendar year and management would have been unable to make the HSA deposit if management had waited. Marlene Schumaker reported that the invoice for Julian & Grube represents the GASBY write-up for GASBY 83. The invoice for the Allen County Commissioner's represents an allocation for the Commissioners from the RPC to be the RPC's fiscal agent for 2019. The allocation is based on the number of checks written on the RPC's behalf.

Motion 123 (12-19-19) EC

Chris Seddelmeyer made the motion to approve the bills to be paid. Seconded by Thomas Tebben; motion carried.

4. **FINANCIAL REPORT** (Continued)

c. **Payroll and OPERS**

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefits</u>
11/20/19	\$18,012.98	\$2,521.82	\$261.19	\$638.10
12/04/19	\$16,048.70	\$2,251.86	\$233.23	

Motion 124 (12-19-19) EC

Chris Seddelmeyer the motion to approve Payroll and OPERS. Seconded by Thomas Tebben; motion carried.

5. **STANDING COMMITTEES**

a. **Administrative Affairs Committee**

Thomas Tebben reported that AAC met on Tuesday, December 17th. The Committee approved the minutes of the October 23, 2019 meeting. The Committee discussed the possible closing of the RPC offices on Christmas Eve, December 24th. It had been requested that all staff be allowed to take vacation time on Christmas Eve. The Committee made a motion and passed the motion to close the RPC offices on Christmas Eve and allow staff to take vacation time. Thomas Tebben reported that the Committee discussed a Succession Plan. Thomas Mazur presented a list of the current employees that will be eligible for retirement in the next 2 years. Of concern is the number of employees with critical skill sets over the age of 60. Thomas Mazur presented an overview of the Executive Directors duties and skills as well as a comparison of same for several other MPO's to the Committee. Thomas Tebben reported that after discussion, it was decided that Thomas Mazur would develop a more specific job description for Committee members to review. The AAC will be meeting on January 8, 2020 for a 2-hour meeting to continue work on the Succession Plan.

Motion 125 (12-19-19) EC

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

b. **Community Development Committee**

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

c. **Developmental Controls Committee**

Kevin Cox reported that the DCC met on November 26, 2019. Kevin Cox reported that the Moeller Land & Cattle Company is requesting that 4.1 acres be rezoned in order to move the corporate offices from the Village of Spencerville to 2698 S. Defiance Trail. The 4.1-acre zoning district is to be carved out of an existing 39.98-acre parcel. Staff offered the more Ag friendly Protected Agricultural District but was informed that the Moeller Land & Cattle Company was engaged in more than just Agriculture. In fact, properties owned by the Moeller Family within the Village of Spencerville are numerous and do reflect a full mix of economic activities ranging from SF Residential to Industrial. Kevin Cox reported that the applicants are requesting a zoning map amendment that would create 2 zonings on parcel 45-1700-01-004.000, a 39.98-acre parcel fronting along Defiance Trail. The survey presented reveals frontage of 57.06 feet, not the minimum 100' frontage identified in the Amanda Township Zoning Resolution. Nor does it appear that the survey coupled with the aerials reflect the minimum front (100'), side (25'), or rear (25') yard setbacks established by the Township. Kevin Cox reported that staff recommended denial of the rezoning petition as it fails to meet minimum Township zoning regulations. The fact that the applicant owns and controls the land adjacent to

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

the area as defined in the petition and depicted in the survey/aerials, and has the means to meet the regulations dismissed any valid argument that there is cause for a variance to the established setbacks.

Kevin Cox reported that the 5.001-acre parcel in question, owned by the petitioners, was created on June 27, 2019 by splitting a 21.051-acre parcel and leaving the 16.05-acre parcel adjacent to the east owned by Donnie Sargent. There is a residence and several structures that supported the previous use as an animal auction facility on the 5.001-acre parcel. Based on the zoning petition submitted by the Schwinnen's and conversations with Township officials, it is apparent that the intent is to keep a residence on the parcel and find alternative economic activities to fill the remaining outbuildings on parcel 25-3400-03-002.007. Kevin Cox reported that the petitioners have indicated the intent is to own and operate a hair salon within one of the existing structures; however, the current zoning, R-1, does not allow for this activity. Per the Marion Township Zoning Resolution, a PBO (Professional and Business Office) District allows for a hair salon and also allows for a residence, as a conditional use; however, it would be near impossible to meet the setback requirements. In addition to the hair salon, the Regional Planning Commission was also made aware that the future intent and plans are for an additional business (gutter business) also to be located on this parcel, presumably in the auction barn. This would need to be located within a Business District; however, the Business District has no provisions for a residence. Kevin Cox 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. The area is not served by the RTA fixed route but receives demand response services. There have been 10 identified crashes at the intersection of Elida Road (SR 309) and Defiance Trail from 2016-2019 YTD. Elida Road (SR 309) is classified as a Minor Arterial and Defiance Trail is a county maintained local roadway on the Federal Functional Classification System. Elida Road services approximately 9,448 vehicles per day while Defiance Trail serves approximately 118 vehicles per day. Kevin Cox reported that staff recommended the Township deny the proposed zoning map amendment from R-1 (Residential) to a Business District for the entire parcel, as proposed. Kevin Cox reported that staff recommended that the petitioner create a new parcel within the current R-1 zoning district for the residence. This most likely will require a zoning variance in order to meet the minimum parcel size of 2.5 acres as required by Marion Township. Kevin Cox reported that upon implementation of the residential lot split, staff further recommended approval to re-zone the proposed remaining parcel (approximately 3.5 acres) to a Business District which would accommodate the hair salon and gutter businesses.

Kevin Cox reported that staff has recently been dealing with issues related to agritourism. Kevin Cox reported that some of these issues relate to safety and concerns of the fire departments. Thomas Mazur reported that there were problems several years ago with "party barns" being built that had absolutely no agricultural use. In order to curb this, Tammie Hursh the former Municipal Prosecutor, required an affidavit be signed by the owners that the barn was to be used solely for agricultural purposes. Thomas Mazur reported that the Ohio Farm Bureau Federation has released a template to be used in court cases regarding barns as public venues and what to say and not to say in the permitting application process. The OSU Extension Office is also supportive of any farm related income stream and diversification. Hence, confusion! Kevin Cox reported that current police powers come to townships and counties under sections 303.01-21 and 519.01- 21 of the Ohio Revised Code (ORC). ORC provisions limit zoning authority with agricultural exemptions with exceptions for: lot sizes less than 1 acre; ag buildings

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

on lots less than 5 acres (height, size setbacks); platted lots; lots in proximity to 15 other adjacent parcels; and, poultry husbandry and dairy activities on lots less than 5 acres. Kevin Cox reported that exceptions include farm markets where 50% of the gross income is derived from produce raised on the farm (1983). However, this can be hard to prove. Kevin Cox reported that exceptions where necessary to protect public health can regulate: size of structures; parking areas; setback building lines; and, ingress and egress. ORC 3781.061 reads, "Whenever a county zoning inspector under section 303.16 of the Revised Code, or a township zoning inspector under section 519.16 of the Revised Code, issues a zoning certificate that declares a specific building or structure is to be used in agriculture, such building is not subject to section 3781.06 to 3781.20, 3781.40 or 3791.04 of the Revised Code." This means when the township zoning inspector finds a building's use agricultural, then neither Ohio Building Code (OBC), Ohio Mechanical Code, Ohio Plumbing Code, nor Residential Code of Ohio (OAC 4101:1, 4101:2, 4101:3, & 4101:8) apply. Winery and viticulture (519.21 (A)) cannot be restricted. Kevin Cox stated that Amy Harpster, City Building Commissioner, doesn't quite know how to handle these issues as of yet and suggests each case should be addressed independently. Kevin Cox reported that the Health Department needs to be involved regarding water and sewer.

Kevin Cox reported that RPC staff met with the City Prosecutor, County Prosecutor, Soil and Water, Allen County Engineer's Office, and several townships to discuss ponds and landscaping regulations. Kevin Cox reported that several of the townships have been having issues with ponds and setback regulations. Richland Township has recently had several issues with homeowners building ponds without the proper permitting and failing to meet setback regulations. Kevin Cox reported that RPC staff has spoken with the County Drainage Engineer and that anything can be an obstruction for drainage purposes, even flower beds. Kevin Cox reported that three weeks ago RPC staff met with the new County Prosecutor to discuss this. Kevin Cox reported that staff has continued to meet with the Drainage Engineer and Deputy Engineer and they are unsure how to handle these issues. Kevin Cox reported that we either need to figure out a way to regulate these issues for everyone or walk away completely and let it become an issue between property owners when drainage is affected. Kevin Cox reported that most regulations require a landscaping plan when a house is built but it doesn't always happen and the County Engineer doesn't have time to review every set of plans for a new house. Kevin Cox reported that too much regulation is viewed as being negative but not enough regulation can also be problematic. Thomas Mazur reported conversations between the parties involved continues.

Motion 126 (12-19-19) EC

Chris Seddelmeyer made the motion to accept the DCC report. Seconded by Thomas Tebben; motion carried.

d. Transportation Coordinating Committee

Doug Post reported that the TCC met right before the Executive Committee. The Committee received RTA ridership information as well as information on the start-up of Route 8 and the tentative date that Saturday service will begin. The Committee received an update on the progress of the Safe Routes to School (SRTS) Plan as well as the progress on the ADA Transition Plan for the City of Delphos. Due to the overlap in the sidewalk data, both Plans are moving along together in Delphos. The Committee also received an update on the SRTS Plan for the Village of Elida. ODOT has been assisting the RPC staff due to the proximity of the 3 school buildings in Elida and the locations for

5. STANDING COMMITTEES (Continued)

d. Transportation Coordinating Committee (Continued)

signage and pavement markings. Doug Post reported that the Committee received an update on the FY 2021-2024 Transportation Improvement Program (TIP) performance measures and approved a 2% reduction target in crashes, serious injury crashes, fatal crashes, etc. for FY 2021. Doug Post reported that the Committee received an update on the US 30 Corridor Study and learned that ODOT will complete and release the results of the study once the Thayer Road Safety Study is completed. Doug Post reported that the Committee received a report on the FY 2021-2024 Transit Development Plan (TDP) for RTA which provides the rationale and justification for RTA to be able to draw down federal funds for projects. Doug Post reported that the committee reviewed proposed bike facility projects and approved the Final Public Participation Plan (PPP).

Motion 127 (12-19-19) EC

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

6. OTHER COMMITTEE REPORTS

a. Citizens Accessibility Advisory Committee

Thomas Mazur reported that the CAAC met on Thursday, December 5th. The CAAC meets to review various items and issues as relate to transit and paratransit. The Committee received a report on RTA ridership, the update on the Transit Development Plan (TDP) and RTA's capital improvement projects, ADA Transition Plans, Safe Routes to School (SRTS) Plans and the Active Transportations Plan.

Motion 128 (12-19-19) EC

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

b. Citizens Advisory Committee

Thomas Mazur reported that the CAC met on Tuesday, December 17th. The Committee received a report on the TDP, US 30 Corridor Study, Performance Measures, and the status of the Safe Routes to School (SRTS) Plans.

Motion 129 (12-19-19) EC

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

7. STAFF PLANNING ASSISTANCE REPORT

Information Assistance

Staff secured and provided procurement policies in the public sector to representatives of the Lima Community Foundation. Staff reviewed a request for public information regarding crime statistics documenting the activities of the Lima Police Department and Allen County Sheriff's Office. While we have routinely solicited such data for its integration in government reports, and have received such data from the Lima Police Department the Allen County Sheriff's Office has not provided such data since 2016. Staff reviewed the request with Lima Police Chief Kevin Martin – who informed us that he would satisfy the request. No such outreach was thought necessary to the Allen County Sheriff's Office. Ongoing requests for information regarding the 2020 Census Complete Count Committee were forwarded to the Ohio representatives of the Census Bureau in Columbus and Kenton, Ohio.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Safe Communities

Staff facilitated a highway rail grade crossing/seat belt presentation at Elida High School Drivers' Education Class; 39 students attended. Staff partnered with the Perry High School physics teacher to present traffic safety in terms of Newton's Laws of Motion; 40 students attended. Staff has engaged in discussions with Lima Ford Engine Plant about a potential traffic safety event at the Plant. Staff attended a required grantee meeting at the State Patrol District Headquarters in Findlay. Staff prepared for and attended Coalition meeting. Staff continued to work on and submit FFY 2018 grant reimbursement claim as well as FFY 2018 narrative report.

Environmental Planning

Review sub-watersheds of the Auglaize River in Allen County with representatives of the Allen County Soil & Water Conservation District, the Ottawa River Coalition, and CE Consultants relative to the development of nine-element plans. Staff contacted stakeholders in the City of Delphos, Village of Spencerville and Amanda, Marion, and Spencer townships. Staff reviewed a proposed site plan prepared by American Electric Power using significant mounding in American and Richland townships with representatives of the Allen County Engineer, Allen County Prosecutor's Office and Richland Township.

Regional Development

Staff reviewed the potential eligibility of a Clean Ohio Grant project being proposed in the Village of Ft Jennings along the banks of the Auglaize River with Village representatives, applicant consultants and other members of the District 13 Natural Resource Assistance Council (NRAC). Staff reviewed land values of floodplain and agricultural properties in Allen County as open space for inclusion and consideration of available Clean Ohio Program funding. Staff reviewed the possible extension of the Ottawa Riverwalk for Clean Ohio Program funding. Staff reviewed the new regulations governing manure applications with representatives of the Allen Soil and Water Conservation District as well as new Ohio Environmental Protection Agency funding being made available by the Governor's 10 Point Plan. Staff review H2O Grants and the use of low-lying flood-prone properties to assist in wetland development and stormwater retention with representatives of the Allen County Engineer's Office.

Community Development Block Grant (CDBG) Program

Staff reviewed a potential Fair Housing violation at the Indian Village Mobile Home Park at the request of the County Commissioners. Staff reviewed the issues with plaintiff's representatives, as well as with officials from the West Ohio Community Action Partnership, Allen County Building Department, Shawnee Fire Department, and Shawnee Township Zoning Office. Review reviewed the status of legal notices regarding Lafayette and Delphos CDBG programs with Access Engineering. Staff worked to update the contractor's bid notices with Village of Lafayette and County Commissioners to facilitate the bidding process. Staff also ensured time and dates for CDBG resolutions and legal notices in Lima News were met, and updated all of the information for Commissioners CDBG meeting. Staff worked to ensure that CDBG Program Homeownership requirements were being met by the Russell, Rowe, Ross and Taylor families. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning's, 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 19 requests for information this past reporting period. Staff reviewed zoning map amendment petitions in Marion Township

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

and Amanda townships. Staff continued to review concerns over agritourism and wedding venue barns with local township officials, concerned property owners and the County Prosecutor's Office. Staff researched the Litchfield Township Appeals case. Staff subsequently contacted the Ohio Township Association for insights regarding any known or pending court action. Staff reviewed relevant issues with representatives of Allen County Public Health Shawnee & Bath township fire departments, and the Allen County Building Department. Staff reviewed the agritourism issues including proposed wedding venues with zoning inspectors/trustees of Amanda, American, Marion, Richland, Shawnee, and Sugar Creek townships. Proposed regulations were drafted expounding upon the current restrictions identified to date in the Litchfield case and forwarded to local townships for their purview. Staff also reviewed agritourism with representatives of the Mennonite Church in Richland Township. Staff reviewed the current Planned Unit Development District restrictions on Weldon Drive and Weldon Circle with Shawnee officials. Staff reviewed and discussed new proposed PUD language with Bath Township officials. Staff updated the zoning map for American Township pursuant to their request.

Subdivision Regulations

Staff responded to 16 telephone inquiries and facilitated 10 in-house reviews. Staff processed a land transfer in Bath and Jackson townships respectively and approved 4 minor land divisions in American (1), Jackson (1), Richland (1), and Spencer (1) townships. Staff worked thru a large lot exempted land division proposal on Copus Road in American Township with Smith Appraisal; based on soil types, the presence of floodplain and conversations with representatives of the Allen County Sanitary Engineers Office and Allen County Public Health. The appraisal service found that the highest and best use of the ground remained with agricultural production. Staff reviewed current subdivision regulations with representatives of the Allen County Prosecutor's Office and the Allen County Engineer's Office regarding real and perceived drainage problems associated with the construction of landscaping mounds. Staff developed definitions for landscape, mounds and landscape plans and circulated same for comment. Staff responded to a request from representatives of the Allen County Auditor's Office related to combining vacant, tax delinquent parcels with adjacent Husky Energy owned parcels. Staff subsequently reviewed City Land Bank requirements for property acquisition with Lima officials and discussed the acquisition process with Husky officials. Staff attended a meeting with County Commissioners, and representatives of both the County Prosecutor and Allen County Engineer regarding the bonding of sidewalks and lapsing of bonds. Staff prepared a draft letter and submitted same to the County Commissioners and Prosecutors Office for comment regarding the next steps with bonds lapsing in Amanda Lakes and Monticello Estates subdivisions in Shawnee Township. Staff responded to questions regarding restrictions on land previously associated with the Golf @ Sugar Creek Planned Unit Development District in Jackson Township. Attorneys are now finalizing work to complete the platting of the nonconforming 5+ acre lots in Jackson Township owned by the Hersch brothers; staff required specific Ag Exemption language placed on the deeds as the final condition of approval. Staff reviewed a potential development on Weldon Avenue in Shawnee Township with a prospective builder looking to define minimum parcel sizes.

Floodplain Management

Staff has fielded numerous inquiries (11) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of area properties. Staff worked with American Township and County Engineer representatives to address the filling of a county-maintained ditch along Timberfield Lane in American Township. Staff reviewed comments from Dan Clevenger at the Ohio Department of Public Safety regarding the Eversole property at 2949 Inwood Drive with Shawnee Township and the Volbert property at

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

420 S Cool Rd in Bath Township with representatives of the Allen County Engineer, Bath Township and Shawnee Township officials. Staff contacted the property owners to let them know that their applications were not competitive in the statewide grant program and would not be submitted. Staff subsequently met with Mr. Volbert and representatives of the Allen County Engineer to discuss possible design alternatives for flooding. Staff reviewed the need for floodplain development permits regarding a sanitary lift station required at Shawnee II plant and minor fill proposed by the City of Lima needed to stabilize a pump at the Lost Creek Reservoir.

Short Range Transportation Planning

Staff reviewed local safety concerns on King & Carolina in American Township near the Tom Ahl Dealership with Township officials. Staff recommended engineered designs for a crosswalk near the dealership and selective enforcement on King and Carolina. Staff reviewed the status of the intermodal connector with both - Allen and Auglaize County Engineers, ODOT Central Office, and ODOT District; Federal Highway Administration (FHWA) staffers signed off on the proposed extension of the intermodal connectors and their new NHS status. Staff reviewed the scope of work proposed for the Thayer Road Study with representatives of Mott MacDonald, the Allen County Engineer & ODOT District One. Staff reviewed the status of the: Lincoln Highway project in Gomer with Sugar Creek Township officials; and the status of the SR 117 project in Westminster project with ODOT District, Auglaize Township officials and consultants of Rudolph Foods. Staff reviewed the scope of work proposed for the US 30 Corridor Study with ODOT District personnel. Staff reviewed the transportation implications of any proposed changes to the City of Delphos, Delphos Local School District, and response times for the Delphos Fire Department with the Delphos Safety Service Director and Fire Chief. Staff reviewed the status of the US 30 Corridor Study with representatives of ODOT District and Marion Township Trustees, as well as with ODOT and Sugar Creek Township officials. Staff reviewed track issues behind the Woodlawn Cemetery with Shawnee Township officials and the Ohio Rail Development Commission; the deterioration of the rail bed is being called into question. Staff prepared for and attended an ODOT District Safety Review Team meeting. Staff attended meetings of the Allen County Regional Airport Authority and Allen County Regional Transit Authority. Staff reviewed the airport operations profile and capital improvement plan for KAOH as well as the presence and status of experimental planes. Staff reviewed the status of the capital improvement plan for the Transit Authority. Staff prepared for and participated in an interview with Mr. Patch a reporter with The Toledo Blade regarding alternative modes of transportation including passenger rail, autonomous vehicles and Hyperloop. Staff attended a workshop for local public agencies (LPAs) to review their mission, services, programming and funding. Staff initiated the DRAFT Winter Newsletter. Staff worked with City of Lima to identify the characteristics of a proposed mid-block crosswalk including markings, signage, and lights recommended. Staff worked to update performance measures for 2018-2019. Staff continued to update its website in order to ensure public access to agency information. Staff completed updating public participation process documentation.

Transportation Improvement Program (TIP)

Staff started compiling and requesting data for preparation of the DRAFT 2021-2025 TIP from local political subdivisions. TIP project information was requested specifically from the Transit Authority, City of Lima, City of Delphos and both ODOT District and Central Offices. Follow-up conversations were conducted with representatives of Beaverdam, Gomer, Lafayette and ODOT District. Staff reviewed long range plans and the coordination of utility construction with different modal components and design issues in the hamlets of Gomer and Westminster; staff discussed design and construction issues, project phasing and timelines, budgets and funding streams. Staff requested unique PID designations from

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

ODOT to ensure the tracking of specific committed projects not previously scoped. Staff reviewed Performance Measures for Safety and Transit in the DRAFT TIP with ODOT Office of Planning personnel. Staff reviewed the prioritization of TIP projects and investments in the Delphos community with Mr. Todd Parker of Lakeview Farms, Choice One Engineering, and Delphos Safety Service Director. Staff began assembling the mapping of TIP projects, their termini and alignments with respect to Traffic Analysis Zones (TAZs) to enable Environmental Justice (EJ) assessments. Examined the DRAFT TIP projects against Environmental Justice concerns regarding Title VI and Limited English Proficiency (LEP) populations at TAZ and census tract levels. Staff reviewed safety fund awards and TIP amendments requested by ODOT District. Staff worked to verify TIP/STIP roll out and public involvement process/events with ODOT Central Office and District personnel.

Transportation Planning - Surveillance

Staff continued to work with local governments and area stakeholders to promote active transportation options and modal choice using the 5E approach (Education, Encouragement, Engineering, Enforcement, & Evaluation) as the basis for planning and project selection. Staff continued to support bicycle and pedestrian programming. Staff reviewed the Active Transportation Plan corridors yet to be constructed with representatives of the City of Lima, Johnny Appleseed Metropolitan Park District and Country Club Hills Neighborhood Association. Staff attended the annual meeting of the Allen County Bicycle & Pedestrian Task Force. Staff continued to support development of Safe Route to School (SRTS) Travel Plans in the Elida and Delphos communities. Staff met several times with representatives of the Local Elida School District, ODOT District, Allen County Public Health, American Township officials and Village of Elida officials to update the previous SRTS plan and coordinate the delivery of a new School Travel Plan with the necessary countermeasures. Staff reviewed the new Elida Elementary School site plans and comments to proposed countermeasures from Garmann/Miller Architects. Staff also worked to finalize the mapping of sidewalks, and cost estimates for engineering countermeasures identified as part of the new SRTS Travel Plan in the City of Delphos. Staff met with representatives of Allen County Public Health, City of Delphos, Delphos Local School District, ODOT District and St John's. Staff documented school student travel patterns and traffic crashes within certain proximities of the three (3) elementary and middle schools. Staff compiled mapping of crashes in .25, .50, and 1-mile radius of the schools. Staff continued to compile/review 10-year data trends for ODOTs proposed US 30 Corridor Study; speed is a definite factor based on the June 24, 2015 date the speed limit was raised to 70 mph. Staff reviewed roadway characteristics including road widths, pavement conditions and crashes as well as possible improvements for the pending Thayer Road Corridor Study. Staff reviewed the available data and signal warrants for Brentlinger and Thayer roads intersections with SR 117 to assess possible access management impacts and alternative design elements. Staff began to compile the DRAFT 2019 Fatal Crash Report. Staff reviewed the status of ADA driven projects identified in the Village of Elida ADA Transition Plan. Staff reviewed the status of the Delphos ADA Transition Plan with the City Safety Service Director. Staff reviewed possible funding opportunities to support participation in the CDC/NACDD 2020 Walkability Action Institute (WAI) with ODOT Central Office, ODOT District and Allen County Public Health. Staff identified potential partners within education, elected officials, economic development professionals, housing activists, transit, parks & recreation, as well as local advocacy groups. Staff attended Activate Allen County meeting. Staff reviewed National Institute of Health (NIC) Healing Communities Study (HCS) with representatives of Ohio State University, Allen County Public Health and Mental Health & Recovery Services regarding the NIC Study's methodological and statistical demands and data collection opportunities for the Planning Commission. Staff drafted and sent a grant

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

application support letter to Ohio Department of Health in support of efforts undertaken by Allen County Public Health and the Creating Healthy Communities Grant Program.

Long Range Transportation Planning

Staff met with the principles of the Allen County Sanitary Engineer's Office and the Allen Water District to review proposed utility extensions in the urban-rural fringe areas of Allen County. Staff reviewed the need to address ODOT's intention to address the US 30 and Thayer Road corridors as well as the new Intermodal Connector in light of ODOT's AO45 Transportation Plan. Staff reviewed the status of township zoning and comprehensive plans with respect to urban impacts on prime farmland with representatives of West Central Ohio Land Conservancy. Staff reviewed proposed projects for inclusion in the DRAFT TIP with goals and objectives identified in the MPOs 2040 Transportation Plan, Active Transportation Plan and Transit Development Plan. Staff reviewed the need to amend Bath Township Comprehensive Plan with Bath Township officials and the need for a Sugar Creek Comprehensive Plan with Township Trustees.

Specialized Transportation Program

Staff reviewed the status of the new coordination plan with representatives of the Area Agency on Aging. Staff reviewed a Federal Transit Administration policy decision that federal Health & Human Services (HHS) monies will be considered local monies. Staff forward FTA funding opportunity announcements to local FTA 5310 transit and paratransit operators. Review requirements to serve Mobility Manager at PSA³ and prepare mapping/analysis functions for them with ODOT Central Office Planning.

Transit Planning

Staff completed the random drug pull for transit personnel; updated transit service fleet information for a pending Transit Development Plan (TDP), developed maps to document public transit's service area in sq. miles and population by type of service; and, updated schedules and information requests from consultant used by the Transit Authority. Staff also worked with ODOT Office of Public Transportation to identify additional information required to be included in the DRAFT STIP/TIP and TDP. Staff worked with RTA to compile expense and revenue figures for 5-Year Projection. Staff worked with RTA personnel to define statistical capabilities of Ecolane software and the identification and costs of trips by type. Staff reviewed transit properties and potential shared use agreements for same with downtown tenants. Staff reviewed transit performance measures.

Motion 130 (12-19-19) EC

Mitchell Kingsley made the motion to accept the Planning Assistance Report. Seconded by Thomas Tebben; motion carried.

8. OLD BUSINESS

None.

9. NEW BUSINESS

a. Board Meeting for West Ohio Community Action Partnership

Thomas Mazur reported that staff attended the Board meeting for the West Ohio Community Action Partnership (WOCAP). Staff compiled and presented a 2018 Community Assessment for WOCAP. The Assessment reviews the various anti-poverty activities of WOCAP. The assessment included an overview of lead-based health and safety issues which allowed WOCAP to apply for federal funds to help address lead-

9. **NEW BUSINESS** (Continued)

- a. **Board Meeting for West Ohio Community Action Partnership (Continued)**
based paint issues in low-to-moderate income housing in the WOCAP service area. Thomas Mazur reported that the assessment also presents ideas and programs used to address low-to-moderate income housing and other education and training issues. This is the 3rd assessment completed by the RPC and the previous documents received 2 Best Management Practices awards.

Motion 131 (12-19-19) EC

Howard Elstro made the motion to accept the Resolution of Approval of the West Ohio Community Action Partnership Community Assessment. Seconded by Chris Seddelmeyer; motion carried.

- b. **Resignation of Sophia Fisher**

Thomas Mazur reported that Sophia Fisher has accepted the Planners position with the City of Lima.

10. **ADJOURNMENT**

Motion 132 (12-19-19) EC

Chris Seddelmeyer made the motion that the meeting be adjourned. Seconded by Shane Coleman; motion carried.

Submitted by:

Accepted by:

Signature/Secretary

Signature/RPC President

Date: _____

Date: _____