



## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

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TO: COMMUNITY DEVELOPMENT COMMITTEE  
Mr. Jon Basinger Ms. Laura Bassitt  
Mr. Mark Bishop Mr. Sean Chapman  
Ms. Susan Crotty Mr. Tom Ekleberry  
Mr. Drew Fields Mr. Todd Gordon  
Mr. Russ Holly Mr. Dan Kaseman  
Mr. Greg Kessen Mr. Lynn Mohler  
Mr. Tony Wilkerson

FROM: Mitchell Kingsley

DATE: August 13, 2020

RE: CDC Meeting

There will be a meeting of the **Community Development Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, August 20, 2020**, at **3:30 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 CDC Minutes – February 20, 2020
3. RTA Report
4. FY 2021 – 2024 Transportation Improvement Program
5. Safe Routes to School – Student Travel Plans
6. FY 2020 Completion Report
7. CDBG Program Update
8. Other
9. Adjournment

To comply with Ohio Director of Health guidelines and orders limiting/prohibiting group gatherings of more than 10 persons, no in-person attendance at LACRPC meetings by the public will be available. The public can view committee meetings via the LACRPC Facebook page at <https://www.facebook.com/Lima-Allen-County-Regional-Planning-Commission-114563720277180/>. Anyone wanting to exercise Privilege-of-the-Floor, for a committee meeting, must contact the LACRPC at 419-228-1836. Meeting agendas/minutes are published on the LACRPC website; click on the "Committees" tab on the left for more meeting information.

**NOTE: PLEASE CALL THE LACRPC WHETHER OR NOT YOU PLAN TO ATTEND.**



## COMMUNITY DEVELOPMENT COMMITTEE

August 20, 2020

There was a meeting of the **Community Development Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, August 20, 2020**, at **3:30 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 CDC Minutes – February 20, 2020
3. RTA Report
4. FY 2021 – 2024 Transportation Improvement Program
5. Safe Routes to School Program – Student Travel Plans
6. FY 2020 Completion Report
7. CDBG Program Update
8. Other
9. Adjournment

A quorum being present, Mitchell Kingsley brought the meeting to order and proceeded with the agenda.

### 1. **ROLL CALL**

Mr. Mark Bishop	Shawnee Township
Ms. Susan Crotty	City of Lima
Mr. Greg Kessen	Perry Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Tony Wilkerson	City of Lima

### **GUESTS**

Ms. Karen Garland	Allen County Regional Transit Authority
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### **STAFF**

Mr. Shane Coleman	Lima-Allen County Regional Planning Commission
Mr. Cody Doyle	Lima-Allen County Regional Planning Commission

### 2. **APPROVAL OF CDC MINUTES – February 20, 2020**

#### **Motion 06 (08-20-20) CDC**

Susan Crotty made the motion to approve the CDC minutes of February 20, 2020. Seconded by Mark Bishop; motion carried.

### 3. **RTA REPORT**

Karen Garland reported that the Committee should have received the ridership information via email. Ridership continues to increase; ridership for July saw an increase over June. RTA staff anticipates ridership in August to also show an increase with Lima City Schools back in session. Many Lima City School students ride the fixed route buses to and from school. Karen Garland reported that the demand response continues to show an increase in ridership. On September 28<sup>th</sup>, the Allen County Regional Transit Authority (ACRTA) will begin night services again. The half hour routes will run until 10:20 PM, Monday – Friday and the hour routes will run until 9:50

**3. RTA REPORT** (Continued)

PM. Included in the ridership information are the route hours for RTA. Karen Garland reported that when the Elida Schools and the Educational Service Center (ESC) begin classes, RTA will be transporting students for both schools as the Agency has contracts with both. Mitchell Kingsley asked what the basic protocol for the large buses is as pertains to masks. Karen Garland stated that since the Governor's mandate was issued, RTA has required all passengers to wear masks. The Ohio Department of Transportation (ODOT) provided RTA with masks and if a passenger does not have a mask, the drivers are instructed to provide a mask for that passenger. RTA has received minimal backlash pertaining to the mask requirement. The drivers are also required to wear masks. RTA installed plexiglass shields around the drivers as well.

**Motion 07 (08-20-20) CDC**

Susan Crotty made the motion to accept the RTA Report. Seconded by Tony Wilkerson; motion carried.

**4. FY 2021 – 2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Shane Coleman reported that the CDC has not met since February and the DRAFT FY 2021-2024 Transportation Improvement Program (TIP) was discussed as one of the agenda items at the February meeting. The DRAFT FY 2021-2024 TIP did go through the internal Committee structure and was approved. The document was also submitted to ODOT and was also approved by ODOT. Shane Coleman stated that the development of the TIP is one of the most important responsibilities that the Lima-Allen County Regional Planning Commission (LACRPC) has. The TIP provides the rationale and justification for the drawdown and use of federal funds as well as state capital programming. The TIP is a mandatory deliverable that the Agency is required to produce. Shane Coleman reported that the FY 2021-2024 TIP document includes an Executive Summary, Introduction and references transportation planning processes which includes federal legislation, performance measures and the public involvement process. Obviously, the public participation process was hampered by COVID-19 this year. Adjustments were made to help the Agency to meet the requirement; the document was placed on the Agency website for review and comment by the general public virtually, by phone or by mail as the Agency was unable to host a public meeting. Shane Coleman reported that Table 3-4 reveals the MPO's current commitments to projects for fiscal years 2021 through 2024 and reveals the amounts allocated to each project. Shane Coleman stated that table includes some FY 2020 projects. Obviously, it can take several years for projects to develop and be completed. There are a number of projects that still in the process of being completed or have just been completed this year such as the Beaverdam Sidewalk Project. The Gomer Feasibility Study is currently underway. The Lima-Wayne Conversion Project is completed and Wayne Street has been reopened as a two-way street. Shane Coleman reported that the State Infrastructure Bank (SIB) loan remains within the table as it is a part of the Elm Street Grade Separation Project for the City of Lima. Section 4 of the current TIP discusses the costs associated with transportation infrastructure and the MPO's use of local funding. Section 5 is a summary of the TIP document. Shane Coleman reported that the finalized FY 2021-2024 TIP is on the RPC's website which has been completely updated. Staff continues to work on errors and issues on the new website but it is available for use. Mitchell Kingsley asked what the loan repayment is for. Shane Coleman replied that the SIB loan represents funds borrowed to help the Elm Street Grade Separation Project for the City of Lima. AS of now, no payment has been made to the SIB loan as far as staff is aware but a payment should be required in the near future. The City of Lima has used all of the funds for the project and the monies will have to be paid back over the next 3 years. Shane Coleman reported that Table 3-4 has been updated as there have been 2 TIP amendments since the TIP was approved. One amendment was for the Beaverdam Lighting

**4. FY 2021 – 2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Continued)**

Project to increase the funding by \$50,000 and the other amendment was to increase funding for the Lafayette Project to \$230,000. The updated FY 2021-2024 TIP is on the Agency website.

**Motion 09 (08-20-20) CDC**

Greg Kessen made the motion to accept the FY 2021-2024 Transportation Improvement Program update report. Seconded by Tony Wilkerson; motion carried.

**5. SAFE ROUTES TO SCHOOL – STUDENT TRAVEL PLANS**

Shane Coleman reported that the Safe Routes to School (SRTS) – Student Travel Plans was also an agenda item at the February meeting. Staff was working with the City of Delphos on SRTS applications for this year. The applications were submitted in February and notification was presented to Delphos that their application was successful. Delphos received the full requested amount of \$390,000 for their SRTS project at 100% federal. Shane Coleman reported that the project encompasses a lot of sidewalk work around Jefferson Middle School and Franklin Elementary School in Delphos. The project includes upgraded curb ramps, signage, enhanced crosswalks, pedestrian heads at the signal at Jefferson and Second streets. Mitchell Kingsley asked if Shane Coleman was a part of the SRTS application process for Delphos. Shane Coleman replied that he was involved but the SRTS Committee completed the majority of the work and should be congratulated on the success of the application. The Health Department, RPC staff, Shane's former assistant in Delphos, several Delphos Council members, Delphos Police Chief, Delphos Fire Chief and various school officials were all part of the Committee. Susan Crotty asked if the Village of Elida's SRTS application was approved and if not, will Elida submit another application at a later date. Shane Coleman replied that Elida's application did not make it past the second round and was not approved. Staff has received no feedback as to why the application was not approved. Shane Coleman stated that Elida did receive awards of SRTS funds in the past and that may have played a part in the village not receiving funding this year. Delphos had not received SRTS funding until the award this year.

**Motion 10 (08-20-20) CDC**

Susan Crotty made the motion to accept the Safe Routes to School – Student Travel Plans report as presented. Seconded by mark Bishop; motion carried.

**6. FY 2020 COMPLETION REPORT**

Shane Coleman reported that a copy of the Work Program Summary for FY 2020 is on the screen for review by the Committee. Staff is currently working on the Completion Report for FY 2020 Work Plan. The RPC is required to provide this document to ODOT. The document will be presented to the TAC and the TCC Committees next week for review and action so that staff can submit the document to ODOT. Shane Coleman reported that the RPC's fiscal year goes from July 1<sup>st</sup> through June 30<sup>th</sup>. The Unified Planning Work Program (UPWP) is developed every year the Executive Director, staff, the internal Committee structure and public comment. A draft of the document is presented to ODOT and the Federal Highway Administration (FHWA) each year. Both ODOT and FHWA will review the document and comment and any comments/suggestions are incorporated into the document. The document is presented to the internal Committee structure for approval. Shane Coleman reported that the UPWP includes an introduction, historical background pertaining to the RPC, identifies the various stakeholders and the structure of the all of the Agency's Committees. The "heart" of the document presents an overview of the RPC's various activities and the work that the Agency will undertake for the coming year. The UPWP lays out some \$700,000+ in staff planning expenditures and then breaks out the different work program elements. All of the activities are funded by various

**6. FY 2020 COMPLETION REPORT (Continued)**

sources which are identified in the table such as FHWA, Federal Transit Administration (FTA), ODOT, MPO, RTA and other stakeholders that staff completes work for during the year. Shane Coleman reported that the FY 2021 UPWP is on the RPC's website and stated that subcategories 100 through 500 are non-ODOT (Local) related line items. Subcategory 105 represents Information Services and is heavily related to Census activities. Series 200 represents Emergency Planning Services with Subcategory 205 representing the Safe Community Coalition. Shane Coleman reported that Series 300 represents Environmental activities such as Keep Allen County Beautiful (KACB) and environmental planning. The 400 series represents regional interests such as the Clean Ohio grants for parks, NRAC funding, Farmland Preservation, Economic Development, Housing and the Community Development Block Grant (CDBG) Program. The 500 series represents the developmental controls with the Developmental Controls Committee (DCC) meeting 2 times per month (as needed) to review floodplain management, subdivisions and zoning issues that staff assists the political subdivisions with. Shane Coleman reported that staff submits information to ODOT pertaining to the 600 series of line items which reflect transportation activities and services which includes technical services, information and documentation of traffic operations, crash analysis, Level of Service (LOS) analysis, warrant analysis for traffic control devices, corridor modeling and planning efforts that assist in the preparation of the TIP and the Long-Range Plan. Subcategory 605.8 represents active transportation, bike and pedestrian activities, staff's work with the Bike/Ped Task Force and Activate Allen County. Shane Coleman reported that Subcategories 674 and 675 represents transit and the work that staff completes for RTA as well as the work that RTA completes that the RPC keeps track of. Subcategory 697 represents the Annual Report. Shane Coleman reported that the table reveals that staff completed the majority of the work that the Agency stated it would do in the FY 2020 UPWP. Subcategory 605.8 was not completed and stands at 90% as staff continues to work with some communities on their ADA Transition Plans. The City of Delphos is still working on their ADA Transition Plan and with the departure of myself to take over the Executive Director's position at the RPC, staff will more than likely be assisting Delphos to complete their Plan. Shane Coleman stated that there had been a conversation pertaining to Gomer developing an ADA Transition Plan. Staff completed an update to the Richland Township Comprehensive Plan. American Township is due for an update to their Comprehensive Plan. Staff reached out to the American Township Trustees who were not aware that their Plan was due for an update. This update has been included in the FY 2021 UPWP. Staff is working on a Comprehensive Plan for the Village of Harrod and an update for the Village of Elida. Shane Coleman reported that staff was budgeted \$722,877.45 and accomplished the work described for \$552,820.68 which will be carried over into FY 2021. The table includes the carryover as well as the original allocations for each line item. Susan Crotty stated that the new website for RPC looks great and is a vast improvement over the old site. Susan Crotty asked where the Completion Report was on the website. Shane Coleman replied that the report should be completed sometime tomorrow and will go through the internal Committee structure next week. Staff can email a copy to Susan Crotty once the report is approved.

**Motion 11 (08-20-20) CDC**

Greg Kessen made the motion to accept the FY 2020 Completion Report. Seconded by Tony Wilkerson; motion carried.

**7. CDBG PROGRAM UPDATE**

Shane Coleman reported that as part of the last allocation of Community Development Block Grant (CDBG) funding, the Village of Lafayette and the City of Delphos were both awarded funds. Both projects are completed. Staff is completing the final paperwork for both allocations

7. **CDBG PROGRAM UPDATE** (Continued)

and projects. Shane Coleman reported that the Village of Lafayette wanted to provide a covered, paved area for residents to pick up their mail at the community mail “drop”. Access Engineering was the engineer for the project with an original cost estimate of \$85,000 for the project. The project received 8 bids and the project was awarded to Egan Excavating for \$76,500. The CDBG program paid \$63,800 with the remaining being the local match for Lafayette. Shane Coleman reported that Access Engineering was the engineer for the Delphos First Street road repavement project. The bid went to Shinn Brothers from Celina for \$165,000 with the CDBG program paying \$125,000 of the costs with Delphos paying the remaining \$40,000 as their local match. Shane Coleman reported that the project stretched from 3rd Street to the railroad as well as the intersection of First Street and Pierce. The curb ramps and sidewalks were also part of the project. Shane Coleman reported that a project from Lafayette was submitted for funding to staff which will also be a 2-year project. No action is required.

8. **OTHER**

None.

9. **ADJOURNMENT**

**Motion 12 (08-20-20) CDC**

Susan Crotty made the motion that the meeting be adjourned. Seconded by Tony Wilkerson; motion carried.