



## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

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Brion Rhodes  
President

Steve Ewing  
President-Elect

Dave Belton  
Treasurer

Robert Sielschott  
Secretary

Shane A. Coleman  
Executive Director

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

FROM: Mr. Brion Rhodes, Chairperson

DATE: July 16, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, July 23, 2020**, at **4:00 p.m.** via teleconference from 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 25, 2020
3. Communications
4. Financial Report
  - a. Budget Report
  - b. Bills to be Approved
  - c. Payroll and OPERS
5. Standing Committees Reports
  - a. Administrative Affairs Committee
  - b. Community Development Committee
  - c. Developmental Controls Committee
  - d. Transportation Coordinating Committee
6. Other Committee Reports
7. Staff Planning Assistance Report
8. Old Business
9. New Business
10. Adjournment

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 COMMISSION OFFICE AND CONFIRM WHETHER OR NOT YOU WILL ATTEND.**



## EXECUTIVE COMMITTEE

July 23, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, July 23, 2020** at **4:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

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  - a. Budget Report
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  - a. Administrative Affairs Committee
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10. Adjournment

A quorum being present via teleconference, Brion Rhodes brought the meeting to order and proceeded with the agenda.

### 1. **ROLL CALL**

Mr. Dave Belton	Shawnee Township
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilden	Marion Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Chuck Schierloh	City of Lima
Mr. Robert Sielschott	Bath Township
Mr. Thomas Tebben	City of Lima
Mr. Larry Vandemark	American Township

### **STAFF**

Mr. Shane Coleman	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission

**2. APPROVAL OF EC MINUTES – June 25, 2020**

**Motion 69 (07-23-20) EC**

Howard Elstro made the motion that the EC minutes of June 25, 2020 be approved. Seconded by Mitchell Kingsley motion carried.

**3. COMMUNICATIONS**

a. Article in the Lima News for Opportunities for Public Participation

Shane Coleman reported that staff noted that there were a couple of articles in the Lima News for opportunities for public participation. There is an online presentation pertaining to proposed intersection safety project on US 30. The purpose of the project is control access to the divided highway, improve safety and reduce crashes. The proposed project would remove access on US 30 at Cool Road and Mayberry Road. The proposed project would also construct a restricted crossing U-turn (R-cut) at the Thayer Road intersection. The public has the opportunity to comment up until August 29<sup>th</sup>. Charles Schreck reported that if one goes to the ODOT website, at the top of the page look for projects or use the search to look for the US 30 Project.

b. ACCESS Ohio 2045 Transportation Plan for the Ohio Department of Transportation

Shane Coleman that the Ohio Department of Transportation (ODOT) has release for public review and comment their draft ACCESS Ohio 2045 Transportation Plan. If the public would like to access the document, they should go to access.ohio.gov. There is a survey at the end of the document for the public to take before August 31<sup>st</sup>.

c. Walk, Bike Ohio Program

Shane Coleman reported that staff has been participating in the Walk, Bike Ohio Program. This is ODOT's first program in Ohio to look at policies and programs as relates to active transportation. When complete, it will become Ohio's guide to bike and pedestrian transportation policies and investments for future infrastructure and programs. Shane Coleman reported that the goals of this program are safety, equity, connectivity, utilization, livability and preservation. The public can go to ODOT's website and look for Walk, Bike Ohio to review a summary report of existing conditions, draft recommendations and survey results. Regional presentations were completed last week.

d. Ohio Public Works Commission (OPWC) Funding

Shane Coleman reported that staff received notification of the availability of Ohio Public Works Commission (OPWC) funding for both programs-Clean Ohio and Infrastructure. Howard Elstro reported that the OPWC announced on Wednesday, July 22<sup>nd</sup> that they have allocations for the State Issue One monies (Green Space Ohio). OPWC asked for 3 years of funding due to the COVID-19 situation. The Ohio Legislature did not fund all 3 years. Howard Elstro stated that the projects that Allen County applied for had to be "shelved" until recently but can now move forward once approved by the OPWC. This means that there will be funding awarded this fall. The Johnny Appleseed metropolitan Park District (JAMPD) as well as the City of Lima have successfully applied for and utilized these funds for various projects throughout the community.

**Motion 70 (07-23-20) EC**

Howard Elstro made the motion to accept the Communications Report. Seconded by Steve Ewing; motion carried.

**4. FINANCIAL REPORT**

a. Budget Report

Marlene Schumaker reported that the financial reports were emailed to all Committee members. Income and expenses were within range of what was expected.

**Motion 71 (07-23-20) EC**

Howard Elstro the motion to approve the Budget Report. Seconded by Steve Ewing; motion carried.

b. Bills to be Approved

Marlene Schumaker reported that the list of invoices was included in the information emailed to each Committee member. The invoice for the Allen county Commissioners represents the Commissioners acting as the fiduciary agent for the Lima-Allen County Regional Planning Commission (LACRPC).

**Motion 72 (07-23-20) EC**

Howard Elstro made the motion to approve the bills to be paid. Seconded by Steve Ewing; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
06/17/2020	\$13,026.03	\$1,823.64	\$188.88	
07/01/2020	\$17,760.23	\$2,486.43	\$257.52	\$888.10

**Motion 73 (07-23-20) EC**

Howard Elstro the motion to approve Payroll and OPERS. Seconded by Steve Ewing; motion carried.

**5. STANDING COMMITTEES**

a. Administrative Affairs Committee

Thomas Tebben reported that the 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

Chuck Schierloh reported that the DCC met on Tuesday, July 21, 2020. Chuck Schierloh reported that a DCC meeting was scheduled for July 7<sup>th</sup> which was cancelled at the last minute due to what will be discussed during today's meeting. The original zoning petition was originally for four (4) parcels but was subsequently pulled by the petitioner. In the meantime, the Perry Township Trustees met and passed a resolution. The Trustees are requesting that 11 parcels be rezoned in the area referenced in the Zoning Amendment petition. Chuck Schierloh had stated that the correct purpose of this zoning petition from the Trustees is to clean up existing zoning and provide for future expansion. There some conflicts in this area between zoning and current use. The area is zoned residential but if one looks at the map(s), there is a junk yard in the midst of the residential area. The junk yard is a part of the re-zoning request. Chuck Schierloh reported that in addition if one looks at the map towards the City of Lima, there is a parcel spot-zoned within the township. Chuck Schierloh had stated that if the Committee went to the zoning map in their packet and reported that the yellow area represents Perry Township. The blue

5. **STANDING COMMITTEES** (Continued)

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

represents the City of Lima. The yellow area is zoned residential except there is a parcel on the boundary between the township and the city which is pink in color which is zoned B-1. Staff believes that by recommending acceptance of this zoning petition, the spot zone would be eliminated and reflect the more accurately and allow for the future development that the Trustees are working on. Kevin Cox had stated that the Trustees are just trying to clean up the zoning in this area to what they believe the zoning should be. The change in zoning will not affect the residential areas that are located in the midst of this area because the tax base will not change unless the property owner(s) would like to have a business on their property. Shane Coleman had stated that St. Johns Avenue would touch a business district in the city of Lima causing some “flow”. This zoning petition makes sense to staff.

**STAFF’S RECOMMENDATIONS:**

Staff recommends acceptance of PE-02-20. Rezoning these parcels would not only eliminate an existing spot zone, but would help to more closely align the current land use of the area with an appropriate zoning category. Staff recommends a Traffic Impact Analysis be conducted prior to any development in order to minimize any adverse effect(s) on the surrounding community. Staff further recommends the township re-examine its long-range plan to update future land use to more accurately represent the current vision of Perry Township. Shane Coleman stated that Perry Township is in discussions with some developers and staff has spoken with the Ohio Department of Transportation (ODOT). The developer has also been in contact with ODOT.

**Motion 74 (07-23-20) EC**

Thomas Tebben made the motion to accept the DCC report and all recommendations and motions be approved. Seconded by Howard Elstro; motion carried.

d. **Transportation Coordinating Committee**

Steve Ewing reported that the TCC met just prior to the Executive Committee meeting. The Committee received an RTA report and learned that ridership decreased during the COVID-19 pandemic but that ridership has begun to increase as more and more businesses have re-opened. RTA was open during the pandemic. RTA will begin night services sometime in September and all of the routes that have been cut are now back up and running. Steve Ewing reported that the RTA Board is actively looking for a new Executive Director. RTA held a hiring event earlier this week. The event was not as successful as RTA had anticipated but the Agency did receive some promising prospects. RTA plans to hold another hiring event in August. Steve Ewing reported that the TCC received a report on RTA’s Transportation Safety Plan. The Plan was developed utilizing a template provided by the Ohio Department of Transportation (ODOT). The draft was sent to ODOT for review and comment and ODOT returned the draft Plan to RTA stating that the Plan was acceptable. The RTA Board has accepted the Plan and the TCC voted to accept the Plan as well. Steve Ewing reported that the TCC acted on a TIP Amendment for PID 111220 Hancock SR 103 Multi-Use Pathway. The Village of Bluffton has requested funds to complete a multi-use pathway along SR 103 in the Village of Bluffton. The project is already included in the RPC’s FY 2045 Long-Range Transportation Plan. The Committee approved the resolution. Steve Ewing reported that the TCC received a presentation on the DRAFT 2019 Traffic Crash Summary Report in June. The RPC staff had posted the report to the RPC website for review and comment by the public. Staff received no comments and requested action on

5. **STANDING COMMITTEES** (Continued)

- d. Transportation Coordinating Committee (Continued)  
the FINAL 2019 Traffic Crash Summary Report. The TCC received the information that the EC just received under Communications.

**Motion 75 (07-23-20) EC**

Robert Sielschott made the motion to approve the TCC report. Seconded by Mitchell Kingsley; motion carried.

6. **OTHER COMMITTEE REPORTS**

- a. Citizens Accessibility Advisory Committee  
Shane Coleman reported that the CAAC did not meet in July.
- b. Citizens Advisory Committee  
Shane Coleman reported that the CAC did not meet in July.
- c. Transportation Advisory Committee  
Shane Coleman reported that the TAC met on Tuesday, July 21st at 1:30 PM and reviewed all of the same items that the TCC acted upon.

**Motion 76 (07-23-20) EC**

Larry Vandemark made the motion to approve the TAC report. Seconded by Thomas Tebben; motion carried.

7. **STAFF PLANNING ASSISTANCE REPORT**

**Criminal Justice Planning**

Staff researched and reviewed crime data and mapping.

**Safe Communities**

Staff sent two press releases regarding June fatal crash monthly update and July 4th overtime enforcement. Staff prepared July 4 social media materials and distributed to partners. Staff also appeared on Noon Edition to raise awareness about July 4th traffic safety. Staff planning traffic safety activities, including annual award luncheon, Drive Sober or Get Pulled Over kickoff, and other events – as permitted in light of COVID-19 restrictions. Staff prepared for/attended Coalition meeting. Staff prepared/submitted FFY 2020 June reimbursement claim, revision to accommodate staff changes, and modifications to FFY 2021 Safe Communities Grant application and submitted. Staff emailed FOP/FOPA Luncheon Award Nomination Forms to all internal Committee member and all FAST Act Stakeholders from Newsletter listing.

**Keep America Beautiful**

Staff continued to discuss with partners future of Keep Allen County Beautiful at LACRPC.

**Environmental Planning**

Staff prepared for and attend planning Hazard Mitigation Plan Update meeting hosted by Allen County EMA and Burton Planning Services. Staff met to review pre-meeting documentation and current Hazard Mitigation Plan. Staff also reviewed organization assignments as outlined in current plan and determined status of same. Staff discussed critical facilities list and mapping with Tom Berger (Allen County EMA). Staff met to review

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

previous work relative to this request as well as future needs. Staff also worked with Wayne Longstreth to discuss requested list/map.

**Economic Development**

Staff completed calls relative to the cost of living index and performed cost of living shopping surveys at Meijer and the Northland Chiefs location.

**Housing**

Staff attended multiple meetings regarding the need for transitional/COVID housing facilities hosted by Jackie Fox of WOCAP. Participants included WOCAP, City of Lima, RPC, Allen County Health, and Great Lakes Community Action Partnership. There is a need for additional housing options and meetings will continue on a bi-weekly basis to discuss potential funding streams, types of housing and sites/locations.

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

Staff reviewed Langley subordination with County Commissioners and County Prosecutor offices. Staff returned call and e-mail to Cherice Williams on Langley subordination. Staff created files for the first and second public hearings with notes and minutes. Staff reviewed paperwork from Edgen and Gerkin regarding wage reports and sent questions to ACCESS Engineering for clarification and requested additional information from ACCESS Engineering. Staff reviewed payment paperwork and asked for updates. Staff held discussions with Kim Stiles at ACSEO to review potential funding available for some of the property owners in Harrod and Lafayette. Funding would help facilitate residential connections into the 2022 ACSEO project. Staff reviewed mortgage for Mr. Russell and explained what would happen and the buyout costs if he sells or transfers his home. Staff met with Ronnie of ACCESS Engineering to review all paperwork for Lafayette project. Staff accounted for CDBG mortgage. Staff conducted fair housing research and sent e-mails to several agencies to determine who submitted application and why the information submitted for formula grant is insufficient. Staff facilitated 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 18 requests for information this past reporting period. Staff received petition for zoning amendment (St. Johns Ave. Land Co LLC) from Perry Township and began review of application materials which included review of Perry 2040 Comp Plan, land use and floodplain maps. Staff received call from Tony Hayes (Perry Twp.) regarding petition and schedule. Staff met to discuss petition as submitted and sent email to Allen County Prosecutor Office to discuss potential procedural issues by Perry Township Trustees. Staff received call from Tony Hayes (Perry Twp.) and returned email to Kayla Campbell (Allen County Prosecutor Office) re: zoning amendment (PE-01-20) to again discuss procedural issues. Kayla confirms the original process was flawed. Perry Township needs to restart the process in order to ensure the request has been properly vetted and acted upon. RPC will provide a recommendation to the township based upon the petition as submitted. Staff fielded a call from Jeff Mattingley of Cardinal Commercial inquiring as to schedule of PE-01-20 review and recommendation by RPC. Staff further reviewed RPC procedure with Mr. Mattingley and indicated recommendation(s) are presented to DCC. Next meeting is July 7, 2020. Staff met to review all data and research in order to develop staff comments and recommendations. Staff emailed Derrick Schierloh ODOT District 1 to review access management requirements. Staff fielded phone call from

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

Derrick Schierloh (ODOT District 1) to review PE-01-20. He did indicate communication from Dollar General occurred in February 2020. He did concur with Director's email to him that developer will need an access management permit and ODOT review as a part of the planning process. Staff also exchanged emails with Kayla Campbell of Allen County Prosecutors Office to discuss current zoning v. original covenants included in Delmar Subdivision as part of the review process. Staff met with Tony Hayes (Perry Twp.) to discuss withdrawal of PE-01-20, trustees desire to annex these properties in addition to an additional seven parcels bringing the total to eleven parcels. RPC should expect a new request direct from trustees (resolution). Staff received a request to withdraw PE-01-20 from property owner. Staff accepted petition and began cursory overview of petition packet for AM-02-20 requesting the rezoning of eleven parcels from RI Residential to BI Business. Staff received a zoning question regarding an accessory structure on the Ryan Louth property at 11970 Sarka Road. Staff reviewed and responded to Brian Binkley (Spencer Township). Staff accepted and began review of re-zoning petition submitted by Dr. Carl Feltz for property located at 3450 Makley Drive in American Township. Request is to rezone from R-I to B-I.

**Subdivision Regulations**

Staff responded to 9 telephone inquiries and facilitated 3 in-house reviews. Staff processed 4 land transfers in American (1), Auglaize (1), Bath (1) & Jackson (1) and approved 8 minor land divisions in Amanda (2), Jackson (2), Marion (1), Monroe (1), Perry 91) and Sugar Creek (1) townships. Staff received and reviewed report from CTL Engineering related to Preliminary Jurisdictional Waters Assessment for Parcel 46-0403-01-043.000 (Jamie Compton property Wonderlick Road). The report recommends allowing construction activities to proceed without any coordination with the USACE or OEPA since no potentially jurisdictional waters of the U.S. or of the State (i.e., isolated wetlands) have been identified on the proposed single-family house site. However, the report suggests a copy of this report should be maintained in clients' records. Staff reviewed petition packet for AM-02-20 and identified final materials needed for review.

**Floodplain Management**

Staff has fielded numerous inquiries (5) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties. Staff fielded a phone call from Ohio Department of Natural Resources requesting a meeting and review of regulations and permits issued. Staff began review of Allen County Floodplain Management Regulations and permits in preparation of stated meeting. Meeting date and time TBD. Staff received email from Sherryl George (City of Delphos) regarding an inquiry the City received from Karen Hartman at 618 E. Suthoff St. Miss Hartman is seeking information regarding fill for backyard in order to alleviate flooding. Staff reviewed and determined the entire property is located in the flood zone. Staff indicated no fill or construction activity should be allowed without proper permitting process initiated and completed along with any studies and/or elevation certificates as required. Delphos does manage its own floodplain regulations and is responsible to enforce permitting process. Staff reviewed and discussed the Elwer (Marion Twp.) floodplain issues. Staff received a phone call from Josh Stephens of Core Consulting to discuss submittal of documents requested by previous LACRPC Director, Thomas Mazur, regarding Elwer property. Josh indicated Brad Core would be back in the office mid-week and RPC should expect a call to discuss additional questions posed by RPC. RPC should anticipate engineer comments relative to same in the coming days. Staff received and reviewed revised topography survey in reference to Elwer floodplain issue in Marion County. This updated document is signed and stamped by Brad Core (E-61122) (S-8004) and included an updated note on the survey:



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

The fill that was placed in the 100-year floodplain has an insignificant impact on the 100-year floodplain in my professional opinion.

**Short Range Transportation Planning**

Staff completed tasks for quarterly newsletter distribution as well as prepared/uploaded to website. Staff reviewed/revise UPWP Summary Sheet and uploaded to website. Staff continuously updated website regarding meeting status, corrections, etc. Staff reviewed newsletter mailing list, discussed newsletter distribution through the cloud. Staff documented article, created binders for newspaper articles for transportation, economic development, etc. Staff completed June PPP documentation updates. Staff completed ESRI map training. Provided information to Allen County for Critical Infrastructure for emergency planning. Staff attended ADA in Temporary Traffic Control Webinar - Part 2 and Value Capture Strategies: Developer Impact Fees & Negotiated Exactions Webinar. Staff received an email from Sherryl George, Interim SSD in Delphos regarding Miami-Erie Canal Trail and discuss extension from termini of JAMPD project to Clime Street in Delphos. Staff emailed Tyler Black at JAMPD for information and relayed to Delphos for consideration. Staff spoke with Jesse Blackburn of Village of Bluffton regarding SR 103 shared use path project PID 111220. Mr. Blackburn wanted to discuss funding allocated in TIP per previous discussions with Thom Mazur. Staff reviewed and discussed call from Jesse Blackburn (Bluffton) re: SR103 TIP funding. Staff fielded phone call from Dave Metzger of Village of Elida regarding potential signal upgrades along SR 309 in village. He inquired about potential funding. Staff emailed Kylie Siebeneck at ODOT District 1 to follow up on scope, safety funding, etc. of Elida signal project. Staff Prepared for Monroe and Richland Township meetings. Executive Director attended meeting with Richland Township Trustees as part of public participation process (introduction to new director, staff update, review of previous work, draft crash summary report presented). Richland Trustees indicated they may want to review zoning regulations in the fall of 2020. Executive Director attended OARC Transportation Director's Meeting. Executive Director reviewed email and OARC presentation attachment from Nathaniel Brugler (ODOT) regarding MPO Performance Target Concurrence. Staff reviewed DRAFT AIR POLLUTION TITLE V PERMIT – Guardian. Staff held a cursory review of completion report responsibilities and began discussion on approach. Reviewed FY19 completion report and FY20 UPWP in preparation of FY20 completion report. Began reviewing identified products and status of same. Emailed Dave Metzger of Village of Elida to revisit funding request for signal upgrades along SR 309 in village. Staff confirmed communication(s) with Kylie at ODOT District 1: RPC is awaiting additional project information, scope, signal warrants, etc. if further consideration is to be given. Also indicated funding would not be available for unwarranted signals. Emailed Kevin Cox of Perry Township regarding information he dropped off relative to a potential Garland Ave/6th Street Storm Sewer project. Provided feedback relative to OPWC and CDBG funding options. Staff suggested he contact Joe Gearing of Allen County due to the nature of the project: stormwater, drainage, etc. Staff met with Marin Harbur regarding ACS application, data analytics, potential ways in which RPC might utilize data analytics and/or analysis tool she is working on developing. Executive Director attended Spencer Township Trustee meeting as part of public participation process (discussed crash report, staff changes). Staff reviewed City of Delphos EDA grant narrative for content and 2015 CEDS info. Staff attended Walk, Bike Ohio NW virtual session. Executive Director met with Chuck Schierloh (DCC Chair) to discuss committee, chairman's role, and meeting logistics. Executive Director attended Shawnee Township Trustee meeting as part of public participation process (introduction of new director, staff changes, 2019 Crash Summary Report). Trustees discussed potential trail projects in township as well as need for study of Shawnee roundabout (one lane vs. two). Executive Director met with County Engineer Brion Rhodes to discuss Shawnee

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

Township comments. He indicated a study of the roundabout had been completed and would provide a copy to RPC. Staff attended July Safety Review Team Meeting. Staff met with County Commissioner Beth Seibert to discuss economic development for planning purposes. Staff attended meeting with County Commissioner Beth Seibert, Engineer Brion Rhodes, and Dave Stratton of AEDG to discuss economic development for long-term planning purposes. Staff received and reviewed sidewalk maintenance agreement for Westminster PID 109435. Staff continued website update: finding and editing images for homepage, worked with CorpComm on homepage, worked w/CCG on webpage, created graphics for website homepage. Staff scheduled, set up and facilitated zoom meetings throughout the month. Staff researched Census data and media materials.

**Transportation Improvement Program (TIP)**

Staff attended the 2021-2024 STIP Training for MPOs, RTPOs, and STIP Coordinators for Highway Projects. Staff exchanged emails with Jesse Blackburn (Bluffton) regarding funding of PID 111220. Mr. Blackburn stated conversations with previous Executive Director reflected the use of \$125,000 of CMAQ funding for project. Staff reviewed the project and funding and will recommend the use of \$215,000 in CMAQ funding at next Transportation Coordinating Committee meeting. Staff received a phone call from Mike Leis (Beaverdam) to discuss funding of two projects in village: PID 110217 and PID 108975. Staff reviewed CMAQ justification and updated resolution per Charles Schreck of ODOT District 1 and also reviewed STIP amounts with Charles. The Village of Beaverdam should have no out of pocket on sidewalk project based upon current funding. Furthermore, the Village of Beaverdam responsibility on lighting project will be approximately \$12,500 based upon scope and estimate current project. The funding was increased to \$283,475 on lighting project. Staff reviewed/revised TIP Summary Sheet as well as resolutions and associated press release for public review & comment.

**Transportation Planning - Surveillance**

Staff prepared/sent press release for 2019 Crash Summary Report public review & comment. Staff attended GoToWebinar - Self-Evaluations & Transition Plans and PROWAG Overview Webinar Part I-IV. Staff exchanged emails with Jesse Blackburn (Bluffton) relative to PID 111220, received latest plans and began review of CMAQ justification materials as well as previous justification documents. Staff exchanged emails with Dane Sommer (Choice One Engineering) regarding Bluffton SR 103 project PID 111220. (Scope, estimate, length of pathway and sidewalk, etc.). Executive Director reviewed and edited CMAQ justification for Bluffton SR 103 and returned to Adam Haunhorst with comments. Staff completed final edits and updates to CMAQ justification for PID 111220. Staff attended Bike and Pedestrian Task Force Steering Committee Meeting. Staff met to discuss active transportation inventory and mapping, reviewed current Activate Allen County map and guide. Executive Director exchanged emails with Monica Harnish and Josh Unterbrink regarding same. JAMPD Canal Trail opening - Executive Director visited site prior to ceremonies, emailed Tyler Black regarding same as well as inquiry regarding the extension of the trail to at least Clime Street in City of Delphos to facilitate a logical terminus within the City of Delphos. Staff has received positive comments regarding use of the trail but has also been made aware that adjacent property owners are unhappy as users are using private property to exit the trail. Staff attended Activate Allen County Housing/Public Transportation meeting. Staff started pulling data for the South Metcalf Street Roadside Safety Audit. Staff reviewed traffic counts against Covid volumes and logging data, updated intersection spreadsheet, printed counts, and filed traffic reports. Staff researched traffic calming techniques and methods. Staff conducted pedestrian counts for the RSA at Kibby & Metcalf. Staff wrote and prepared speed hump pamphlet for use in discussions with Village of Harrod

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

officials. Staff attended quarterly HCI conference and scheduled RSA team meeting. Staff finalized Crash Report presentation for committee meetings. Staff examined the intersection of Shawnee and Ft. Amanda. preparing my notes for the crash report presentation.

**Long Range Transportation Planning**

Staff prepared for and met with Village of Harrod officials to discuss the development of a Comprehensive Long-Range Plan. Staff reviewed documents from the 2012 attempt to formulate a comprehensive plan for the village. Staff reviewed the 2040 plan to determine inclusion of any Village of Harrod projects. Staff prepared and finalized documents for the presentation. Staff met to discuss Harrod Comp Plan, assignments, and action plan based upon meeting feedback. Staff met to review request by Auglaize Township Trustees to update zoning regulations. Staff will be meeting with the township to discuss same at its July 27, 2020 meeting. Staff met with the City of Delphos and the US Economic Development Administration (EDA) to discuss a water tower project and wastewater treatment plant upgrades. Discussions included federal CARES Act funding, grant application process, guidelines and eligibility. Based upon this meeting staff again reviewed the need to update the Comprehensive Economic Development Strategy (CEDs). Staff met with and emailed Tony Hayes of Perry Township regarding land use and zoning changes on St. Johns Avenue (SR65). Staff met to discuss Harrod Comp Plan (Sidewalk Survey) with survey to be scheduled week of July 13, 2020. Discussed Perry Township land use and zoning changes on St. Johns Avenue (SR 65) and identified needed mapping as well as request for adjacent zoning within the City of Lima. Staff received an email inquiry from Sherryl George, Interim SSD, City of Delphos related to land use information today v. 10 years prior for City's EDA application. Executive Director met with County Engineer Brion Rhodes to discuss Pavement Condition Ratings for Harrod and inclusion in comprehensive plan. It was determined the County would perform these ratings as a part of the 2020 survey and provide to RPC. Additional conversation was held to discuss the use of the PAVER system throughout all of Allen County (feasibility, cost, logistics). It was agreed to research and discuss at a later date. Staff reviewed RTA bus routes against census data of households without cars and researched street calming methodology. Staff reviewed the hazard mitigation information within RPC system. Staff created a new system by creating a document log system for the Harrod Comprehensive Plan. Staff spent time researching Harrod sewer and water extensions, followed-up with phone calls to Allen County sewer and water and subsequent plan review for the water line extension. Staff worked to compile information for active transportation. Staff conducted Harrod sidewalk inspection. Staff updated water and sewer lines shapefiles, researched Hazard Mitigation Plan 2020 information (data updates Historical, Archaeological and historic buildings and critical infrastructure).

**Transit Planning**

Grants Administrator attended Allen County Regional Transit Authority Board meeting and provided update to Executive Director. Staff printed 100 van trip cards and separated van & bus trip cards. Staff created Safety Plan tab for RPC's copy of RTA Policies & Procedures Manual.

**Motion 77 (07-23-20) EC**

Howard Elstro made the motion to accept the Planning Assistance Report. Seconded by Steve Ewing; motion carried.

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

a. Allen County Fair

Marlene Schumaker reported that staff has been asked by the Allen County Fair Board if the RPC would be participating in the fair this year or at least bringing the simulator. Staff replied that the request would have to be placed before the RPC Board. Discussion ensued and it was determined that the health and safety of the RPC staff was more important. The RPC Board decided that the RPC would not participate in the 2020 Allen County Fair.

**Motion 78 (07-23-20) EC**

Steve Ewing made the motion to supporting the RPC Boards decision that the RPC would not participate in the 2020 Allen County Fair. Seconded by Robert Sielschott; motion carried.

**10. ADJOURNMENT**

**Motion 79 (07-23-20) EC**

Steve Ewing made the motion that the meeting be adjourned. Seconded by Robert Sielschott; motion carried.

Submitted by:

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

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

Accepted by:

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

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