



## 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

Brion Rhodes  
President

Steve Ewing  
President-Elect

Dave Belton  
Treasurer

Robert Sielschott  
Secretary

Shane A. Coleman  
Executive Director

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

FROM: Mr. Brion Rhodes, Chairperson

DATE: August 20, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, August 27, 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 – July 23, 2020
3. Communications
4. Financial Report
  - a. Budget Report
  - b. Bills to be Approved
  - c. Payroll and OPERS
5. Standing Committees Reports
  - a. Administrative Affairs Committee
  - b. Community Development Committee
  - c. Developmental Controls Committee
  - d. Transportation Coordinating Committee
6. Other Committee Reports
7. Staff Planning Assistance Report
8. Old Business
9. New Business
10. Adjournment

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

August 27, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, August 27, 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:

1. Roll Call
2. Approval of EC Minutes – July 23, 2020
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  - a. Budget Report
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5. Standing Committees Reports
  - 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. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize 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

### GUESTS

Mr. Josh Ellerbrock	The Lima News
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### STAFF

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

### 2. APPROVAL OF EC MINUTES – July 23, 2020

#### **Motion 80 (08-27-20) EC**

Steve Ewing made the motion that the EC minutes of July 23, 2020 be approved. Seconded by Doug Post motion carried.

**3. COMMUNICATIONS**

None.

**4. FINANCIAL REPORT**

a. Budget Report

Marlene Schumaker reported the financial reports were emailed to all Committee members. Income and expenses are still within range of what was expected. The Agency spent a bit more than what has come in but there are still invoices out to be received.

**Motion 81 (08-27-20) EC**

Kevin Cox the motion to approve the Budget Report. Seconded by Doug Post; motion carried.

b. Bills to be Approved

Marlene Schumaker reported the list of invoices was included in the information emailed to each Committee member. The invoices for the Citizens National Bank represent a carryover of how the Health Savings Accounts (HSA's) were funded at the end of FY 2020 and into FY 2021.

**Motion 82 (08-27-20) EC**

Kevin Cox made the motion to approve the bills to be paid. Seconded by Doug Post; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
07/15/2020	\$14,697.24	\$2,057.61	\$213.11	\$763.10
08/12/2020	\$13,877.31	\$1,942.82	\$201.22	

**Motion 83 (08-27-20) EC**

Kevin Cox the motion to approve Payroll and OPERS. Seconded by Doug Post; motion carried.

**5. STANDING COMMITTEES**

a. Administrative Affairs Committee

Howard Elstro reported the AAC met on Wednesday, August 26th. The Committee approved the AAC minutes of April 26, 2020. The Committee received a report on the final FY 2020 Completion Report. The Committee approved the report. The Committee reviewed the FY 2020 Ohio Department of Transportation (ODOT) carryover funds for the FY 2021 Unified Planning Work Program (UPWP) and approved the carryover amounts. Howard Elstro reported that the Committee reviewed the FY 2020 Line Item Budget amounts. The Committee chose to adopt these changes as per staff recommendation. The Committee reviewed the request for a title change for a Lima-Allen County Regional Planning Commission (LACRPC) staff member. This involved moving Cody Doyle from an Engineering Technician to an Assistant Planner. Howard Elstro reported that staff referenced a floodplain issue on Lincoln Highway which has 15-18 years of history. Staff continues to work with the owner of the property to resolve the issue. Staff was contacted by the City of Delphos to regarding administering the Delphos floodplain as staff already does for Allen County. After discussion as to how the

5. STANDING COMMITTEES (Continued)

b. Administrative Affairs Committee (Continued)

administration of the floodplain would work the Committee agreed to putting together a contract with Delphos to administer their floodplain regulations with the caveat that a consultant can be used if LACRPC staff does not have the time. Howard Elstro reported that the Committee discussed the RPC logo. Some staff members feel the logo is too busy and the public may not be sure what it represents. The Committee stated that staff should look into ideas pertaining to the logo and present ideas to the Executive Committee whenever staff believes it has some workable ideas. Howard Elstro reported that the Committee discussed the legal representation for the MPO. The Committee made a motion which was approved for the MPO to enter into a contract with the Allen County Prosecutor for a fee of \$3,500 for one year. The Committee discussed the possibility of the RPC staff assisting the Allen County Regional Transit Authority (ACRTA) with some administrative functions. Shane Coleman showed a screen shot of the current logo for review.

**Motion 84 (08-27-20) EC**

Howard Elstro made the motion to accept the AAC report and all recommendations and motions be approved. Seconded by Mitchell Kingsley; motion carried.

b. Community Development Committee

Mitchell Kingsley reported the CDC met on Thursday, August 20<sup>th</sup> with 5 members in attendance. The Committee received an update from RTA. The Committee reviewed the FY 2021-2024 Transportation Improvement Program which was approved through the internal Committee structure in April. Shane Coleman reported that the Committee received an update on the Safe Routes to Schools (SRTS) Program. Both Delphos and Elida had submitted applications this year. Delphos application was successful but Elida's was not. The Committee received an update on the status of the FY 2020 Completion Report. The Committee also received an update on the Community Development Block Grant (CDBG) program.

**Motion 85 (08-27-20) EC**

Steve Ewing made the motion to accept the CDC report and all recommendations and motions be approved. Seconded by Larry Vandemark; motion carried.

c. Developmental Controls Committee

Chuck Schierloh reported the DCC met twice in August. The first meeting was on Tuesday, August 4, 2020. A zoning petition from Feltz Chiropractic came before the Committee to rezone a property on the north side of Makley Drive and Eastown Road. The request was to change the current zoning of R-1 to B-1. Feltz Chiropractic wanted to move their office to this property. Staff recommended denial of the zoning petition as it would create spot zoning. The DCC voted to deny the zoning petition. Chuck Schierloh reported the DCC met again on Tuesday, August 18, 2020. The Committee received information on and discussed a property located on Elm Street between Elm and Lowell. The property owner wanted to split the parcel into two (2) parcels; one parcel would be .55 acres and the other parcel would be .49 acres and the split would not affect the current zoning. Staff recommended approval of the lot split and the Committee concurred. Chuck Schierloh reported that the Committee also reviewed a zoning petition in Bath Township. The petitioner would like to build a hair salon in an area zoned residential. Staff recommended the zoning petition be denied based on spot zoning. The petitioner, who attended the meeting via ZOOM, withdrew the petition.

5. **STANDING COMMITTEES** (Continued)

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

**Motion 86 (08-27-20) EC**

Chuck Schierloh 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 the TCC met just prior to the Executive Committee meeting. The Committee received an RTA report which updated the Committee on ridership which continues to increase as more and more businesses, stores, etc. open. Night services will begin again in late September. The Committee received an update on the FY 2020 Completion Report and an update on the FY 2021 Unified Planning Work Program (UPWP). Steve Ewing reported the Committee approved an FY 2021-2024 Transportation Improvement Program (TIP) amendment for RTA vehicles. The Committee received an update on the Delphos and Lafayette CDBG Projects. Both projects are now complete. The Committee learned the next round of CDBG Allocation funding is accepting applications. Steve Ewing reported the Committee received an update on the Thayer Road Safety Study and learned that the consultant is in conversations with the Ohio Department of Transportation (ODOT) pertaining to various solutions. The Committee received a report on the S. Metcalf Roadside Safety Study (RSA) which will be turned over to the City of Lima for their action(s) upon completion.

**Motion 87 (08-26-20) EC**

Kevin Cox made the motion to accept the TCC report and all recommendations and motions be approved. Seconded by Larry Vandemark; motion carried.

6. **OTHER COMMITTEE REPORTS**

a. **Citizens Accessibility Advisory Committee**

Shane Coleman reported the CAAC did not meet in August.

b. **Citizens Advisory Committee**

Shane Coleman reported the CAC met on Tuesday, August 25<sup>th</sup> at 10:00 AM and received reports on everything the TCC heard as well as an update on the Final 2019 Traffic Crash Summary Report and the Fall Bicycle and Pedestrian Count Program.

**Motion 88 (08-27-20) EC**

Howard Elstro made the motion to accept the CAC report and all recommendations and motions be approved. Seconded by Steve Ewing; motion carried.

c. **Transportation Advisory Committee**

Shane Coleman reported the TAC met on Tuesday, August 25th at 1:30 PM and reviewed all of the same items that the TCC acted upon.

**Motion 89 (08-27-20) EC**

Kevin Cox made the motion to approve the TAC report and all recommendations and motions be approved. Seconded by Doug Post; motion carried.

7. **STAFF PLANNING ASSISTANCE REPORT**

**Safe Communities**

1. Staff sent one (1) press release regarding July fatal crash monthly update.

## 7. STAFF PLANNING ASSISTANCE REPORT (Continued)

2. Staff gave two (2) Operation Lifesaver/seatbelt presentations at Elida Drivers Education. A total of forty-one (41) participants attended.
3. Staff prepared for Labor Day/Drive Sober or Get Pulled Over (DSOGPO) social media as well as planned for OVI risk and overtime enforcement public awareness and also issued social media posts regarding seat belt use.
4. Staff tracked CY 2020 fatal crashes and updating tabular report of such. Staff continued to plan traffic safety activities, including annual award luncheon, Mothers Against Drunk Driving (MADD) Top Cop recognition, and other events – as permitted in light of COVID-19 restrictions.
5. Staff prepared for/attended Coalition & Safety Review Team and MADD Zoom meetings.
6. Staff prepared/submitted FFY 2020 July reimbursement claim

### **Keep Allen County Beautiful**

1. Staff continued to discuss the future of Keep Allen County Beautiful at LACRPC with all partners. LACNIP is not interested in becoming the local affiliate with Keep America Beautiful. Staff is working to dissolve the IRS 501(c)3 KACB non-profit status.

### **Environmental Planning**

1. Staff attended Hazard Mitigation Plan Update meeting(s) as requested and responded to stakeholder survey(s) as a part of the planning process.
2. Staff attended Ottawa River Coalition virtual meeting.

### **Economic Development**

1. Staff worked to complete cost of living index activities including mapping, data collection and submission.

### **Housing**

1. Staff attended a meeting regarding the need for transitional and/or COVID-19 pandemic-related housing. These meetings were facilitated by Jackie Fox of WOCAP and included multiple participants including: WOCAP, City of Lima, Lima Allen County Regional Planning, Allen County Public Health and Great Lakes Community Action Partnership.
2. Staff met with Jackie Fox of WOCAP to discuss WOCAP board meetings and housing issues stemming from the COVID-19 crisis. Discussion topics included: homeless populations, eviction rates and policies and rental assistance. Additionally, the topic of transitional housing was revisited.
3. Staff met with Jackie Fox, Mayor Berger and Susan Crotty to discuss transitional housing and potential grant opportunities for same.
4. Staff researched land use mapping and changes in the City of Delphos for use in an Economic Development Administration CARES Act grant application.

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

1. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning, postings, contract addendums, invoicing, and legal notifications.
2. Staff spoke with RCAP and County Commissioners regarding required changes to Fair Housing language on County Website.
3. Staff verified resolution for fair housing that went to County Commissioners.
4. Staff verified with Angie (GLCAP) that application was accepted for FY2020.

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

5. Sent e-mail reminder to Kayla regarding Langley subordination and contract discussion.
6. Staff updated files regarding housing brochures and uploaded to website.

**Zoning Assistance**

1. Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 10 requests for information this past reporting period.
2. Staff reviewed the Makley Subdivision rezoning request (AM-02-20). The petitioners sought to change the zoning of one parcel on the north side of Makley Drive near the South Eastown Road intersection from R-1 Residential District to B-1 Business District in order to move an existing business, Feltz Chiropractic, from its current Alientown Road location to 3450 Makley Drive. Staff recommended denying the proposed zoning map amendment from R-1 (Residential) to B-1 (Business). Staff made this recommendation based on the following factors. The proposed zoning amendment would be in direct contradiction of the American Township Comprehensive Plan dated 2009. The Plan specifically addresses projected 2030 land use which demonstrates a vision for this area as residential. Rezoning of this parcel would necessarily compromise that vision. Additionally, the proposed zoning amendment would create a spot zone, as the parcel would be the only non-residential property in the subdivision. The Developmental Controls Committee (DCC) met on August 4, 2020 to consider the request. The DCC voted to deny the request following a presentation and recommendation from staff as well as comments from the petitioners and their attorney.
3. Staff reviewed a replat request located in the Vernon Heights Subdivision American Township (Allen W. Schmidthorst) and presented to the DCC on August 18, 2020. The parcel under discussion is just south of Elm Street between Elm and Lowell streets. The owner would like to split the parcel into almost equal parcels; one parcel would be .55 acres and the other parcel would be .49 acres. The splitting of the parcels will not change the current zoning. The petitioner is seeking an additional building lot added to the plat. Adam Haunhorst stated that the petitioner has already submitted the plat from the surveyor to staff. Staff believes that the request meets all of the county as well as the subdivisions original charter requirements in terms of set-backs and land area. There is an existing easement for all utilities. Adam Haunhorst reported that the aerial photo reveals the existing utilities on the parcel as well as the outline of the parcel. This parcel is the only remaining parcel within the subdivision that has yet to be split. Staff recommended approval and the DCC concurred.
4. Staff reviewed petition (BA-04-20) for parcel number 37-3400-01-001.000 in Bath Township. The applicant is requesting to rezone One (1) parcel located in Bath Township from Residential R-1 to B-1 Local Business District for the development of a hair salon. Staff recommends denial of the BA-04-20 rezoning request. This parcel would create a spot zone as it is surrounded by Residential and Rural District zoned parcels. While the projected 2040 land use shows that this parcel is to transition to a commercial application, none of the surrounding parcels are projected to do the same. The Staff has further concerns regarding this parcel's location within a documented floodplain. This will make development of the site difficult, if not impossible, and would require significant engineering to ensure that the County's floodplain development regulations are adhered to. The petition was presented to the DCC on August 18, 2020. Angela Wauben, the property owner, requested the zoning

## 7. STAFF PLANNING ASSISTANCE REPORT (Continued)

- petition be withdrawn. Shane Coleman requested a motion to withdraw the petition with action by the DCC. Walter Ryzs asked if this withdrawal of the petition from the DCC means that it will also be withdrawn from the Zoning Commission of Bath Township. Shane Coleman and Kevin Cox both stated that the withdrawal of the petition would not go before the Bath Township Zoning Commission without a recommendation by the DCC. Walter Ryzs made the motion to accept the withdrawal of Bath Township Zoning Petition (BA-04-20) by the petitioner and noting that if the petitioner decides to take this issue back up with Bath Township, the petition must come before the DCC before Bath Township can take any action. Seconded by Kevin Cox; motion carried (with one abstention, Brad Baxter).
5. Staff was contacted by Sean Chapman, Village of Spencerville to discuss zoning regulations, protocols and clarifications to same.
  6. Staff reviewed and updated zoning resolutions on agency website.

### **Subdivision Regulations**

1. Staff responded to 17 telephone inquiries and facilitated 0 in-house reviews. Staff processed 2 land transfers in Amanda, Jackson (1) and Marion (1) and approved 11 minor land divisions in Amanda (2), American (2), Jackson (3), Shawnee (1), Spencer (2) and Sugar Creek (1) townships.

### **Floodplain Management**

1. Staff has fielded numerous inquiries (4) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties.
2. Staff received a call from FEMA requesting any documents, studies or other communications the agency has related to a property at 3835 Lincoln highway in Sugar Creek Township. Staff spent time discussing and researching any documents on file. The impetus of the request stems from the property owner's request to be removed from the floodplain. Staff found that a permit had been issued in 2000 with extensions in 2001 and 2002. Communications continue with FEMA.
3. Staff received a phone call from Todd Elwer requesting an update to the floodplain issue on his property on Southworth Road in Marion Township. Staff subsequently contacted the Allen County Prosecutor and Allen County Commissioners to determine how they would like to proceed with the issue. Staff had a discussion with FEMA related to this property. FEMA indicated action is required on the county level.

### **Short Range Transportation Planning**

1. Staff used social media to promote participation in Census 2020 and ODOT's long range plan public participation regarding AccessOhio2045.
2. Staff is working to develop new format for digital e-newsletter as well as worked with other staff members on new website.
3. Staff is reviewing/updating status of Public Participation Plan deliverables and updated permanent hard files for UPWP.
4. Staff attended yearly ODOT/MPO meeting virtually. Members of FTA and FHWA were also present. ODOT provided the MPO updates on multiple plans, studies, and activities currently underway. A review of modelling and forecasting was also conducted. ODOT shared the MPO responsibilities as well as information and timing for next update. Multiple sources of training were also offered as well as information related to the Modelling Users Group (MUG). Additionally, performance measures were discussed along with the MPO and Large Cities Capital Program.
5. Staff attended agency committee meetings.



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

6. Staff worked to complete the FY2020 Completion Report for submission to ODOT.
7. Staff updated FY 2021 Work Program.
8. Conducted weekly staff meeting as well as meeting for staff review and discussion of new website and newsletter.
9. Staff reviewed several email exchanges from OARC members regarding broadband availability, need, and aggregate demands in area. Discussions centered around whether or not this could be a role for NOACA/OARC members. Some regional councils already working with Broadband Ohio. Review Miami Valley RPC presentation on same.
10. Staff attended Village of Beaverdam Council meeting as a part of the public participation process. Introduced new Executive Director, discussed crash summary report and provided a summary for the village and township. Also discussed staff changes (new engineer) as well as village projects with emphasis on PID108975 Beaverdam Lighting and the TIP increase from \$50,000 to \$283,475.
11. Attended OARC Executive Director's meeting.
12. Attended (SR500A) Value Capture Strategies: Special Assessment Districts (Community Improvement District, Sales Tax District, etc.).
13. Staff reviewed the Shawnee Roundabout study as provided by ACEO.
14. Attend Jackson Township meeting as a part of public participation process. Introduced new Executive Director, discussed staff changes, crash summary report, zoning map updates, and reviewed SR309, 2045 plans.
15. Staff researched and reviewed information related to performance measures via ODOT and FHWA.
16. Staff signed and emailed disclosure agreements in order to receive jobs data.
17. Staff reviewed MPO Administration manual for performance and completion report requirements.
18. Staff reviewed PID110428 (SR309) public engagement plan and project information status via ODOT site.
19. Staff attended Electric Vehicle Charging Station Stakeholder Meeting (Drive Ohio).
20. Staff met to discuss Roush and Reservoir Roads as part of a potential RSA and related bike/ped path plans.
21. Reviewed email from Kirk Niemeyer (City of Lima) regarding City's CARES Act application to Economic Development Administration and drafted a letter indicating proposed waterline projects were a part of the most recent CEDS document.
22. Attend Monroe Township Trustee meeting as part of public participation program. New Executive Director introduction, staff update, 2019 crash summary report, and discussion regarding US30/Thayer Road intersection ensued. ODOT also attended (Chris Hughes) to discuss US30/Thayer Road intersection, Thayer Road Corridor Study, plan, alternatives, concerns, public comment period.
23. Staff reviewed Thayer Road Corridor Study, US30/Thayer Road R-Cut in preparation of township meeting.
24. Attended Ohio IT Association - The Ohio Broadband Strategy meeting to discuss expansion of broadband access in Ohio and facilitation of same. Possible expansion through use of current public infrastructure.
25. Executive Director attended a meeting with County Commissioner Beth Seibert, Allen County Engineer staff, and Dave Stratton of AEDG to discuss economic development for long-term planning purposes.
26. Staff responded to a request by City of Delphos regarding curb cut jurisdiction along SR66 in City of Delphos. Additionally, emailed Derrick Schierloh at ODOT District 1 to confirm it was City responsibility.

## 7. STAFF PLANNING ASSISTANCE REPORT (Continued)

27. Reviewed 5th Street project (PID 108373) with Sherryl George City of Delphos as well as 5th Street waterline project which is scheduled for construction prior to 5th Street Paving Project. Reviewed scope and estimate. Also reviewed request for information relative to school zone(s) and crosswalks near preschool facility.
28. Staff exchanged multiple emails with City of Delphos and consultants regarding letters of support and project verification for EDA grants. LACRPC is clearinghouse for grant and will need to confirm CEDS alignment.
29. Staff spend time setting up conference room for Zoom and facilitated scheduling of meetings on Zoom and well as proctoring of meetings.
30. Staff worked on multiple website updates and corrections. Staff also installed a search widget to the homepage.

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

1. Staff worked with County Engineer's Office to update images for use on social media regarding sight triangle obstruction, i.e. corn planted in ROW. Such images have been shared on both Facebook and Twitter as well as sent to both hospitals for distribution to employees.
2. Staff met to discuss Synchro software and set up meeting with software representatives to discuss same. Also discussed Streetlight contract, access. Staff members were issued credentials to Streetlight.
3. Staff corresponded with Jesse Blackburn (Bluffton Village Administrator) regarding PID 111220 and status of TIP amendment.
4. Attended Locally Sponsored Projects Quarterly Update Meeting with Lori Brinkman of ODOT District 1.
5. Staff met with representatives from JAMPD, City of Lima, Allen County Engineer's Office, and Country Club Hills Twin Lakes (CCHTL) Neighborhood Association to discuss proposed bike/ped facilities in the Roush/Reservoir Road areas with connection to the Lost Creek neighborhood and OSU Lima Campus. City of Lima Engineering has done considerable work on planning multiple options along with a cost estimate for the project. One option has been chosen, and while it is not the best option, it is the most practical. Discussions also centered on the intersection of Roush and Reservoir from a safety perspective with questions related to pedestrian crossing, etc. Funding of various phases as well a local partner was also discussed. LACRPC staff will review the intersection for RSA consideration. Staff will also review potential funding options and requirements for any funding available through RPC.
6. Staff reviewed TIP to identify projects with bike and pedestrian facilities within scope of project for presentation to Allen County Bike/Ped Task Force.
7. Staff made changes requested by ODOT to Bluffton resolution, began updating the current TIP with new Resolution numbers.
8. Spoke with Steve Beam Monroe Township regarding concerns about the US 30 intersections with Cool, Mayberry and Thayer. Sent e-mail requesting same in writing. E-mail on concerns for Cool and Mayberry closures.
9. Staff attended ODOT District Safety Review Team Meeting.

### **Transportation Planning - Surveillance**

1. Staff continued to review updates to the CHIP (Activate Allen County) relative to public transportation with goal of increasing ridership; identifying priority population for advancing health equity, defining strategies, and measurements.
2. Review of account, login and registration information for Street Light account. Created account.

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

3. Staff met with JAMPD and Roy Baldrige (Rotary) to discuss bike/ped facilities along Roush and Reservoir Roads.
4. Staff attended scope meeting for Delphos SRTS project per request of Kylie at ODOT District 1; Review PID 113503 Delphos SRTS Updated Scope.
5. Confirm Bike/Ped Task Force meeting and review materials sent in advance of same which included Bike/Ped Steering Committee Meeting Notes and the Draft 2020-2023 Active Transportation Plan.
6. Staff met with Josh Unterbrink to discuss potential Bike Rodeo event.
7. Staff met with representatives from ODOT, Mott MacDonald and ACEO to discuss Thayer Road Corridor Study. Discussed current draft, findings, comments, next steps, etc.
8. Staff reviewed correspondence from Roy Baldrige relative to Reservoir/Roush bikeway along with notes from conversations with railroad relative to pedestrian crossing on Roush Road. Discussed further intersection pedestrian safety options with staff to determine intersection is not a good candidate for an RSA at this time.
9. Staff attended Activate Allen County Meeting.
10. Discussed/researched ADA Transition Plan requirements relative to a citizen comment regarding a curb ramp in the City of Delphos and discussed SRTS project scope. Both discussions with Sherryl George, Interim Safety Service Director.
11. Staff met to discuss Thayer Road additional count data as requested as part of Thayer Road Study.
12. Staff conducted multiple traffic counts, factor data, file report, update traffic reports and sorted traffic files.
13. Staff reviewed new traffic count equipment and status of same.
14. Staff updated 2019 intersection traffic count map.
15. Staff continued to provide feedback and support to Harrod relative to speed and traffic control and potential crosswalk options.
16. Staff continued work on the proposed Metcalf RSA. Staff visited the site, produced mapping, and researched City of Lima access management.
17. Staff reviewed fatal crash OH1' report given to me by Evelyn; fatal crash 7 map and write up variation.

**Long Range Transportation Planning**

1. Staff attended DCC meetings
2. Staff reviewed and discussed Perry Township long-term land use and zoning change proposals on St. Johns Avenue (SR65).
3. Staff discussed long range plan updates for townships, effects of economic development and use of Synchro as a part of future updates and modelling. Discussed data and mapping needed for updates as well as presentation format.
4. Staff exchanged emails with Steve Kayatin regarding water and sewer utility ownership of lines along St. Johns Avenue for long range planning in Perry Township.
5. Staff met with Village of Harrod officials to discuss long-range plan, speed study and traffic calming ideas for village. Staff met internally to discuss Harrod Comp Plan, identify talking points and create agenda for meeting with Harrod Village officials.
6. Staff discussed Harrod long-range plan, pavement ratings, locations, who/how/when to conduct with Brion Rhodes.
7. Staff reviewed Delphos land use data as provided by DM for EDA grant application and long-term planning in City. Staff corresponded with Delphos and consultant regarding same.

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

8. Email correspondence from Brion Rhodes, Allen County Engineer, regarding pavement ratings for Harrod Comp Plan.
9. Staff attend meeting with representatives from City of Lima, Northern Indian Passenger Rail, MORPC, All Aboard Ohio to discuss/review/update passenger rail. Meeting updated activities each organization has done relative to passenger rail, funding/grants, expansion possibilities, education/marketing/next steps, rail operators and options, discussions with INDOT, ODOT, MPO's and communities. Discussed long-term implications on corridor, travel, economic development, long-term development in general.
10. Staff reviewed Access Ohio 2045 Plan.
11. Staff worked to update Historical, Archeological and comprehensive data and shapefile.
12. Staff is working to update 2020 water and sewer shape files.
13. Staff provided minor updates to Shawnee Township long-range plan.
14. Staff continued work on Harrod comp plan: photos; data collection.
15. Retrieving data from auditor page for Auglaize Township
16. Staff exchanged emails with assistant prosecutor on zoning website pages.
17. Staff reviewed data to update Bath and Perry comprehensive plans.
18. Staff updated land use for Bath and Perry Townships.
19. Staff attended Hazard Mitigation meeting.
20. Staff created land use maps for Shawnee and Perry Townships.
21. Staff investigated Ohio fire and building codes as they pertain to subdivisions.
22. Staff met with Village of Harrod officials to review and document areas of flooding.
23. Staff began work on Auglaize Township Comp Plan update.
24. Staff attended Americans with Disabilities webinar.

**Specialized Transportation Program**

1. Staff attended FACTS meeting.

**Transit Planning**

1. Staff attended RTA meeting.
2. Staff discussed RTA's search for a new Executive Director with Holly Rex, Board President.
3. Staff reviewed RTA Board meeting agenda, notes, and five-year RTA capital plan.
4. Staff printed and separated 100 pre/post bus trip cards and print and separated 200 bus trip cards & 100 van trip cards for RTA.

**Motion 90 (08-27-20) EC**

Steve Ewing made the motion to accept the Planning Assistance Report. Seconded by Larry Vandemark; motion carried.

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

a. **Resignation of Bruce Plumb**

Shane Coleman reported that Bruce Plumb has resigned his position on the RPC Board. Bruce Plumb has been a part of the RPC for a great number of years. Staff is requesting ideas on how the Board can recognize Bruce's many years of service to the RPC and

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9. NEW BUSINESS (Continued)

b. Resignation of Bruce Plumb (Continued)  
the community. Kevin Cox stated that he believes that Bruce Plumb was one of the first members of the RPC.

c. Clean Audit  
Shane Coleman stated that he would like to recognize Mariene Schumaker for all her efforts. As the Committee is aware, a representative from the Ohio Auditor's Office presented and award to Mariene Schumaker and the RPC for a clean audit at the TCC meeting. This award is presented for excellent financial reporting according to General Accounting Principles for the 2019 Audit. Brion Rhodes stated that the representative from the State Auditor's Office had reported that there are 600 agencies that are audited each and only 6% or around 480 receive this award.

10. ADJOURNMENT

Motion 91 (08-27-20) EC

Kevin Cox made the motion that the meeting be adjourned. Seconded by Steve Ewing; motion carried.

Submitted by:

Signature/Secretary

Date:

9-25-20

Accepted by:

Signature/RPC President

Date:

09-29-2020