



## 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. Dave Belton	Mr. Kevin Cox
Mr. Howard Elstro	Mr. Steve Ewing
Mr. Jerry Gilden	Mr. Mitch Kingsley
Mr. Doug Post	Mr. Chuck Schierloh
Ms. Beth Seibert	Mr. Robert Sielschott
Mr. Thomas Tebben	Mr. Larry Vandemark

FROM: Mr. Brion Rhodes, Chairperson

DATE: December 8, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, December 17, 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 – November 19, 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

November 19, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, November 19, 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 – October 22, 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

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. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Chuck Schierloh	City of Lima
Ms. Beth Seibert	Allen County
Mr. Thomas Tebben	City of Lima

### STAFF

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

### 2. APPROVAL OF EC MINUTES – October 22, 2020

#### **Motion 110 (11-19-20) EC**

Dave Belton made the motion that the EC minutes of October 22, 2020 be approved. Seconded by Thomas Tebben motion carried.

**3. COMMUNICATIONS**

a. Communication from the Ohio association of Regional Councils (OARC)

Shane Coleman reported that staff received a communication from the Ohio Association of Regional Councils (OARC) pertaining to Senate Bill 404. The Bill passed on an emergency basis and will go to the Governor’s desk for signature. The Bill allows for virtual meetings to continue through July 1, 2021.

**Motion 111 (11-19-20) EC**

Thomas Tebben made the motion to approve the Communications report. Seconded by Kevin Cox; motion carried.

**4. FINANCIAL REPORT**

a. Budget Report

Marlene Schumaker reported the financial reports were emailed to all Committee members. The income and expenses continue to be in line.

**Motion 112 (11-19-20) EC**

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

b. Bills to be Approved

Marlene Schumaker reported the list of invoices was included in the information emailed to each Committee member. The Anthem BCBS invoice represents two (2) months of premiums. November’s invoices went though the 10<sup>th</sup> of the month which should make December’s invoices go a bit longer through the month. Thomas Tebben asked with COVID-19 and the way the Lima-Allen County Regional planning Commission (LACRPC) has had to operate, has there been a reduction in the cost for the copiers and supplies. Marlene Schumaker replied that staff has notices a reduction in the cost of copies, paper, and items of this sort but staff does not necessarily attribute these reductions to COVID-19. Staff is utilizing technology more than in the past which helps with the cost of copier supplies.

**Motion 113 (11-19-20) 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>
10/21/2020	\$13,768.33	\$1,927.57	\$199.64	
11/04/2020	\$15,6636.94	\$2,189.17	\$226.74	\$1,754.84

**Motion 114 (11-19-20) 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 the AAC met on Wednesday, November 18, 2020. The Committee reviewed policy changes in the following three (3) categories: records

**5. STANDING COMMITTEES (Continued)**

b. Administrative Affairs Committee (Continued)

request policy and records retention, disciplinary action and dress code. Staff explained the propose changes to the Committee and brought the Committee up-to-date on the 2020 type of verbiage pertaining to the proposed changes and standardizing the RPC language with the County's language. After discussion, the proposed changes were approved as submitted. Thomas Tebben reported that the Committee discussed the building repair(s) to the front of the building. A company named Brick Street has submitted a proposal. The façade of the building is in very bad shape. Brick Street would assess the façade situation and develop proposals on how to address the issues with the façade. Brick Street would also provide the documentation to submit to the City of Lima's Design Review Board in order to move forward. Once the document is approved by the Design Review Board, then the RPC could go out for bid for the work once the RPC Board decides what should be done. Thomas Tebben reported that the amount of funds agreed on for this phase of the façade project is \$3,600 in the form of 2 \$1,800 payments. The Committee approved the expenditures to begin the first phase of the project. Thomas Tebben reported that the Committee discussed Evelyn Smith's retirement. Evelyn Smith would work in the office until the end of December 2020, be considered an employee through January 2021 and officially retire the first of February 2021. Shane Coleman stated that Evelyn Smith's last official day as an employee of the RPC would be January 29, 2021. Thomas Tebben reported that staff would begin the process of finding a replacement for Evelyn Smith after she leaves the employ of the RPC. Shane Coleman reported that he and Marlene Schumaker would begin the search for a replacement early next week. Thomas Tebben reported that the Committee received a communication from an attorney that specialized in Human Resources (HR) technical details. The contract that the RPC and the County Prosecutor's Office provided some basic services as pertains to employment law and there could be cases in the future that the RPC would require additional legal advice. Thomas Tebben reported that the proposed rate that the RPC received was at a rate of \$175/hr. for an attorney that Shane Coleman has worked with previously. There would be no retainer required; the RPC would only be billed if the Agency required the attorney to work on an actual case. The Committee determined that it was a good idea to have this type of legal assistance available if needed. The Committee approved the RPC to contract with an attorney of the Agency's choice. A motion was made and was passed with one dissenting vote.

**Motion 115 (11-19-20) EC**

Howard Elstro made the motion to approve the AAC report and all motions and recommendations be approved. Seconded by Kevin Cox; motion carried.

b. Community Development Committee

Shane Coleman reported the CDC did not meet in November.

c. Developmental Controls Committee

Chuck Schierloh reported the DCC did not meet in November.

d. Transportation Coordinating Committee

Steve Ewing reported the TCC did not meet in November.

**6. OTHER COMMITTEE REPORTS**

a. Citizens Accessibility Advisory Committee

Shane Coleman reported the CAAC did not meet in November.

**6. OTHER COMMITTEE REPORTS (Continued)**

- b. Citizens Advisory Committee  
Shane Coleman reported the CAC did not meet in November.
- c. Transportation Advisory Committee  
Shane Coleman reported the TAC did not meet in November.

**7. STAFF PLANNING ASSISTANCE REPORT**

**Safe Communities**

- 1. Staff sent three press releases regarding: 1) October fatal crash monthly update, 2) Halloween overtime enforcement, and 3) Thanksgiving/Mothers Against Drunk Driving Red Ribbon Campaign media event/overtime enforcement.
- 2. Staff posted social media traffic safety on Twitter and Facebook, regarding Halloween and Thanksgiving and created Thanksgiving image promoting seat belt use for digital billboard at Cable/Elida roads intersection.
- 3. Staff gave an Operation Lifesaver/seatbelt presentation at Elida High School Drivers Education (27 attended) and assisted Perry High Schools teen driving awareness campaigns.
- 4. Staff developed traffic safety public service announcement schedule for iHeart Radio for the FFY 2021 grant year.
- 5. Staff also prepared for/attended Coalition and Mothers Against Drunk Driving - Zoom meetings.
- 6. Staff renewed efforts to track Allen County serious injury crashes for fatal data review meeting as well as performance measure monitoring.
- 7. Staff finalized/submitted FFY 2020 Safe Communities Grant - September reimbursement claim and year-end report as well as completed/submitted October reimbursement claim.
- 8. Staff separated OVI enforcement handouts.

**Keep America Beautiful**

- 1. Staff continued to discuss with partners the future of Keep Allen County Beautiful at LACRPC.
- 2. Staff got signatures from current officers to request the dissolution.
- 3. Staff filed the e-postcard for KACB IRS 501(c)3 990N and filed dissolution application with Ohio Secretary of State regarding non-profit status. A Certificate of Dissolution has been received.

**Farmland Preservation**

- 1. Executive Director was appointed to the Farmland Preservation Advisory Board on October 26, 2020 for the remainder of a term ending December 31, 2021.

**Economic Development**

- 1. Staff collected, input, and uploaded ACCRA Cost of Living data.

**Housing**

- 1. Staff attended Supportive Housing Project meetings throughout the month.
- 2. Staff attended the Third Session of Four County Project; Supportive Housing Meeting - Project discussion. Discussions revolved around potential site(s) for the proposed project. One of those sites is a vacant lot currently owned by the land bank and located at the intersection of S. Main and Kibby Streets, partner MOU language and status, individual responsibilities, etc.

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

**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 resident of Beaverdam inquiring about the potential purchase of the old nursing home and how to convert to low-income apartments. Staff explained that allocation funds could not be applied for until 2022 and not available until 2023. Staff researched other potential funding sources for caller.

**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 spoke with Dave Belton (Shawnee Township Trustee) regarding the proposed solar farm project in the township. Staff reviewed known details, public reaction(s), potential future public meetings, and zoning. Staff further spent time collectively reviewing Township zoning and its effects, if any, on proposed project.
3. Staff fielded multiple calls from Shawnee Township residents requesting various pieces of information regarding wetlands, property setbacks, etc.
4. Staff had conversations with Norm Elwer (Marion Township Zoning) related to a property in the township that is in non-compliance of zoning regulations. Property owner wants to add on to a building that is already in non-compliance in order to make it more useful. The property owner could seek a variance with the township to cover themselves, but this case did seem to be covered under a clause in the zoning codes.
5. Staff discussed a driveway cut on Lincoln Highway with Mike Leis (Beaverdam) regarding a driveway cut on Lincoln highway in Beaverdam. Staff reminded him that driveway cuts are not within the LACRPC jurisdiction. Staff directed him to the Allen County Engineer's Office.
6. Staff reviewed permitting processes with Ethan Yoder of ERI Engineering regarding a project in Perry township.
7. Staff fielded call from Wayne Homes regarding an easement in Jackson Township. Staff provided (Nick) with the correct phone numbers to get the legal details of the easement.
8. Staff discussed a landlocked property in Jackson Township with Matt Elling and Lee Yocum regarding Helser property in Jackson township. Staff provided steps required to rectify situation.

**Subdivision Regulations**

1. Staff responded to 9 telephone inquiries and facilitated 1 in-house review. Staff processed 2 land transfers in American (1) and Shawnee (1) and approved 4 minor land divisions in Amanda (1), Marion (1), Shawnee (1) and Richland (1) townships.
2. Staff spent time reviewing Jackson Township Zoning Regulations relative to PUD's and development permitting process in preparation for meeting with Allen County Prosecutor to discuss Sugar Creek PUD housing issue. Staff met with Kayla (Allen County Prosecutor). She confirms this is not an LACRPC or Township issue. She would not recommend the township issue a variance. The issue lies between the property owner and the holder of the easement. Staff called Randy Ackerman (Jackson Township) to relay information from Kayla and instruct him to call her with additional questions.

**Floodplain Management**

1. Staff has fielded numerous inquiries (7) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties.

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

2. Staff continued to discuss floodplain administration with representatives of FEMA. Staff will continue gathering information regarding model, costs, etc.
3. Staff provided signatures for Ottawa River Coalition's Allentown Low Head Dam FEMA submission (electronic).
4. Staff spent time discussing multiple floodplain applications with FEMA.
5. Staff worked with resident of Marion Township (Elwer) regarding his permit and final approval.
6. Staff spent time on the phone with FEMA mapping department regarding the McCleary floodplain permit (Sugar Creek Township).

**Short Range Transportation Planning**

1. Staff attended OARC Finance Meeting.
2. Staff finalized fall newsletter and distributed as well as continued development of new format for digital e-newsletter and new logo.
3. Staff Posted social media regarding Census 2020 deadline.
4. Document articles; Create & bind 2 copies of FY 2021 UPWP; Email copy of FY 2021 UPWP to Beth Seibert; Proof & mark corrections to "draft" fall newsletter; Review Fall Newsletter on smartphone & tablet to see if they function properly; Fold newsletter & insert center page in preparation for mailing; Emailed Fall Newsletter to stakeholders; Clean up stakeholders & other mailing/emailing list; Complete Fall Newsletter mailing; Review Lima News for articles to cut out on Wednesday; Update mailing lists for newsletter-contact, email addresses, etc.; Email Evelyn for possible new email address for Jerry Lewis, local owner of McDonalds; October PPP documentation updates; Review & print out articles for documentation; Prep articles for insertion into documentation binders (6 days); Complete October PPP documentation updates-print out & insert into binder 2, relevant documentation
5. Staff met with Wayne Longstreth to discuss potential GIS services LACRPC could use.
6. Staff reviewed Elida traffic signal questions, reviewed warrant analysis received from ODOT, and emailed Dave Metzger (Elida) to confirm signal is warranted and that no STP funding was available for project. Staff did suggest he speak with Kylie at ODOT for further clarification.
7. Staff spent time reviewing Gomer Streetscape Study, and emailed Lori Brinkman (ODOT), Steve Kayatin (Allen County Sewer) regarding study and potential project funding.
8. Staff attended City of Lima/Drive Ohio meeting.
9. Multiple staff members attended Street Light Conference: Lightning Rounds: Active Transportation; Attended Street Light Conference: Battle today's Budget Uncertainties for Public Agencies.
10. Staff exchanged emails with Sherryl George, City of Delphos to discuss need for transition plan completion, final, and approval. Will exchange dates for in-person or Zoom meeting with new Safety Service Director sometime in November 2020.
11. Staff discussed proposed development project on State Street (SR66) inside City of Delphos with Sherryl George, City of Delphos.
12. Staff exchanged emails with Shaunna of Downtown Lima, Inc. to discuss parking study progress and needs.
13. Staff reviewed draft Non-Disclosure Agreement with Charter Communications as part of City of Lima/DriveOhio project. Emailed Alex at Charter with questions regarding agreement.
14. Staff exchanged emails with Lisa Meriwether related to City of Lima/Drive Ohio project. Staff reviewed list of At Grade Crossing Ranking as provided by Kirk Niemeyer as part of City of Lima/Drive Ohio project. Worked on updating Non-Disclosure Agreement for City

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

- of Lima and Drive Ohio project. Review minutes/notes/agenda for City of Lima Drive Ohio project.
15. Staff reviewed Gomer Study (PID112377) for construction limits, estimates, construction proposals/options, funding sources, etc. Staff followed-up with Brion Rhodes to discuss; awaiting response to schedule time(s).
  16. Staff reviewed ODOT Freight Committee email and request to appoint two (2) MPO representatives. Responded to OARC to approve request of submitted names.
  17. Staff met with Dave Belton, Shawnee Township Trustee, to discuss proposed solar farm project in Shawnee Township: zoning, roadway impacts, environmental impacts, meeting dates/times, short term and long-term effects township and county-wide.
  18. Staff attended ODOT District 1 Safety Review Team meeting.
  19. Staff attended Shawnee Township Trustee meeting (virtually) as part of proposed solar farm review/education. Discussion surrounded many topics some of which were potential solar farm project (generally speaking) and its impacts to township, roadways, environment, floodplains, watersheds, etc.
  20. Staff continued discussions and work on website graphics.
  21. Staff continued website updates and upgrades as-needed.
  22. Staff reviewed translation and search widgets on website.

**Transportation Improvement Program (TIP)**

1. Staff spoke with Sherryl George, City of Delphos regarding PID108373 funding splits based upon Stage III submittals. Sent response regarding split and indicated willingness to meet if further discussion needed after she speaks with consultant and ODOT.
2. Staff received copy of Stage I submittals for Delphos South Main PID108644 project. Reviewed, filed, and sent email to staff regarding same.
3. Staff received additional email from Sherryl George, City of Delphos RE: PID108644. Staff reviewed most recent estimate, scope, funding. Phone conference to discuss. Emailed Charles Schreck (ODOT District 1) to discuss/review PID108644 in an effort to assist City of Delphos with project budgeting.
4. Staff researched Elida traffic signal project and use of safety funding. Staff called ODOT for additional information (Charles S. and Kylie S.).
5. Staff researched proposed Gomer project (Lincoln Highway).

**Transportation Planning - Surveillance**

1. Staff received call from Monroe Township resident regarding increased truck traffic on Stewart Road. Staff to analyze and contact property owner for details and further discussion.
2. Staff reviewed the Bike/Ped survey MORPC is currently using to solicit feedback related to active transportation.
3. Staff continued work on bike and pedestrian counts (tabulation and mapping).
4. Staff met with Brion Rhodes via phone to discuss the Shawnee Roundabout and exchanging information.
5. Staff conducted fatal crash review. Crash #10 Shawnee Township on SR117.
6. Staff began work on 2020 Fatal Crash report and fatal crash location map.
7. Staff reviewed warrant analysis for Elida & Pioneer.
8. Staff exchanged communications (phone/email) with Chief Redick of American Township related to Neely Road speed study.
9. Staff exchanged communications with Spencerville Police Department and Spencerville Schools regarding use of speed trailer on Kolter Road for speed survey in school zone.



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

10. Staff met with representatives of Trainfo regarding software and physical countermeasures to alleviate rail crossing blockages and congestion of vehicles due to same.
11. Staff performed maintenance and charging of speed trailer.
12. Staff reviewed community health projects in Franklin County.
13. Staff exchanged communications w/Mott-McDonald regarding Thayer Road Corridor Study.
14. Scan, label & email bike/ped counts dropped off by Josh Unterbrink for tabulation and mapping.
15. Staff printed out sustainability MOU's, invoices, cover letters & envelopes for 2021 in preparation for mailing; Complete prepping Sustainability MOU's mailing, post to mail; Updated sustainability tracking with mailing information.

**Long Range Transportation Planning**

1. Staff reviewed land use issue in Jackson Township (Village of Sugar Creek). Reviewed PUD, easements, utilities, roadway, etc.
2. Staff reviewed email from Howard Elstro regarding Downtown Parking Study. Staff met to discuss parking study, previous data collection, etc.
3. Staff exchanged emails with Claude Paxton, Mayor of Village of Elida, to discuss comprehensive plan update status as well as status of impending annexation (Elida Local Schools).
4. Staff held a phone conference with Sharetta Smith and Susan Crotty (City of Lima) to discuss proposed City of Lima Comp Plan. Reviewed scope of services templates and documents. Worked to draft scope and timeline documents for City of Lima Comp plan in order to discuss with staff. Need draft updates ready for meeting with City of Lima on afternoon of 11/2/2020; Finalize City of Lima Comp plan draft documents and concurrence from MS. Send to City of Lima reps in preparation of meeting to discuss plan. Attend meeting with Sharetta Smith and Susan Crotty to discuss.
5. Harrod Comp Plan review conducted. Reviewed staff files for progress update, sent email to staff requesting formal update and discussed calculations for plan.
6. Staff continued work on Harrod Comp Plan.
7. Staff attended Census Webinar training.
8. Staff worked on a draft building process flowchart and reviewed first trifold draft for the building process flowchart.
9. Staff held conversations with Harrod officials for comprehensive plan research.
10. Staff spent time collecting crash data and preparing tables for the report.
11. Meeting with Wayne Longstreth and County engineering regarding potential high-quality aerial images. Staff will need to follow up with Wayne.
12. Staff attended ACS data seminar.

**Transit Planning**

1. Staff gathered information needed by ACRTA for its triennial review.
2. Staff printed and separated 100 cards each of bus & van pre/post-trip cards for ACRTA.

**Motion 116 (11-19-20) EC**

Thomas Tebben made the motion to accept the Planning Assistance Report. Seconded by Steve Ewing; motion carried.

**8. OLD BUSINESS**

None.

EC – November 19, 2020

9. NEW BUSINESS

None.

10. ADJOURNMENT

**Motion 117 (11-19-20) EC**

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

Submitted by:

Signature/Secretary

Date:

12-14-20

Accepted by:

Signature/RPC President

Date:

01-06-2021