



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
Mr. Robert Sielschott	Mr. Thomas Tebben
Mr. Larry Vandemark	

FROM: Mr. Brion Rhodes, Chairperson

DATE: September 17, 2020

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, September 24, 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 –August 27, 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

September 24, 2020

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, September 24, 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 – August 27, 2020
3. Communications
4. Financial Report
 - a. Budget Report
 - b. Bills to be Approved
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5. Standing Committees Reports
 - a. Administrative Affairs Committee
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 - 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. Brion Rhodes	Allen County Engineer's Office
Mr. Chuck Schierloh	City of Lima
Mr. Thomas Tebben	City of Lima

STAFF

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

2. **APPROVAL OF EC MINUTES – August 27, 2020**

Motion 92 (09-24-20) EC

Steve Ewing made the motion that the EC minutes of August 27, 2020 be approved.
Seconded by Dave Belton motion carried.

3. COMMUNICATIONS

a. Ohio Traffic Safety Council

Shane Coleman reported that Governor DeWine signed an Executive order on September 10th to establish an Ohio Traffic Safety Council. Staff was informed of this action last week. The order states that “overall fatalities on Ohio roads in 5 of the last 6 years and in 2018, there were more than 294,000 traffic crashes on Ohio roads. The Ohio Traffic Safety Council seeks to bring together stakeholders in an effort to determine how to address these issues.” Shane Coleman stated that there will be 6 representatives from Ohio government and 15 representatives appointed from federal, state, county, local government agencies, non-profit agencies, educational institutions and private industry.

b. Safety Performance Measures for Next Year

Shane Coleman reported staff received notification from ODOT on September 15th pertaining to the safety performance measures for next year. ODOT will be adopting a 2% reduction goal for this year. This notification will be brought to the internal Committee structure in the next month or so for review and approval. The action must be forwarded to ODOT by February 26, 2021.

c. Draft Strategic Ohio Safety Plan

Shane Coleman reported staff received a copy of the Draft Strategic Ohio Safety Plan. The Draft plan was sent to all Ohio MPO's for review and comment for submission by mid-October.

d. Meeting with Executive Directors of Other Ohio MPO's

Shane Coleman reported he attended a meeting with Executive Director's of other Ohio MPO's and discussed the virtual nature of meetings. It appears the Ohio Legislature is looking to attach authorization to continue to move forward with virtual meetings until September of 2021. There is a movement to make virtual meetings a permanent situation. Shane Coleman stated for the foreseeable future, virtual meetings will continue. Staff will continue to keep the internal Committee structure up to date on this issue.

Motion 93 (09-24-20) 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 expense portion of the budget report cash balance is correct but the date should reflect through the end of July.

Motion 94 (09-24-20) EC

Dave Belton the motion to approve the Budget Report. Seconded by Thomas Tebben; 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 \$20,000 invoice for Conduent represents the sustainability upgrades to the Lima-Allen County Regional Planning Commission

4. FINANCIAL REPORT (Continued)

b. Bills to be Approved (Continued)

(LACRPC) website. The cost has reduced from \$25,000 to \$20,000. The RPC will continue with the sustainability portion of the website and its activities as long as there continues to be local buy-in. Marlene Schumaker reported 2 JP Morgan invoices were paid in August. One of the invoices contains the costs for the computers and other equipment to allow the RPC to conduct virtual meetings. The other invoice includes costs for air purification units for the building.

Motion 95 (09-24-20) EC

Dave Belton made the motion to approve the bills to be paid. Seconded by Thomas Tebben; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
08/26/2020	\$13,882.03	\$1,943.48	\$201.29	
09/09/2020	\$14,016.51	\$1,962.31	\$203.24	\$763.10

Motion 96 (09-24-20) EC

Dave Belton the motion to approve Payroll and OPERS. Seconded by Thomas Tebben; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Thomas Tebben reported the AAC did not meet in September.

b. Community Development Committee

Shane Coleman reported the CDC did not meet in September.

c. Developmental Controls Committee

Chuck Schierloh reported the DCC met twice in September. The first meeting was on Tuesday, September 1, 2020. Chuck Schierloh reported the petitioner was looking to have his property rezoned from R-1 Residential to R-2 Residential. The applicant was requesting to rezone one (1) parcel located in Richland Township from Residential District R-1 to R-2 Residential District for the development of 2 single unit apartments approximately 1008 sq. ft. each. No municipally provided water lines are present on the site in question. Although the site is serviced by the Village of Beaverdam's municipal sewer. The area is not served by the Allen County Regional Transit Authority. No wetlands, historical, or archaeological factors were found compromising the site. Soil data reflects Glynwood, Blount, and Pewamo soil in and around the parcel, of which only the Pewamo exhibits hydric traits. Chuck Schierloh reported the area proposed to be rezoned totals approximately 0.5 acres. Frontage upon Foust Road is roughly 200'. Foust Road is classified as a local roadway on the federal functional class system and services approximately 1801 vehicles per day (vpd) in the segment North of Lincoln Highway. Foust Road experienced zero (0) traffic crashes over the 2015-2019 period. Foust Road is not listed on the state or county access management plans, therefore is not subject to their requirements. Chuck Schierloh reported the latest Richland Township Comprehensive Plan, dated May 2019, identifies that the affected parcel's land use is to remain residential in 2040. Staff acknowledges the comprehensive plan does not differentiate between different categories of residentially zoned areas. Therefore, the R-2

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

zoned parcel would be reflective of the Township's most recent comprehensive plan dated May 2019. Kent McCleary had asked if there is enough square footage per unit as well as Richland Township Zoning Regulations require 1,300 sq. ft. for multi-family units. Adam Haunhorst had replied that 1,000 sq. ft. is required for a 2-unit dwelling. Kent McCleary then asked if there are going to be upstairs and downstairs units. Adam Haunhorst had replied that he had only seen basic drawings at this point and stated he believes they are both in the same unit. Walter Ryzs had stated the petition came before the Richland Township Zoning Appeals Board in September 2019 to ask for a variance to build a building to house his automobile collection. The petitioner had also stated he would like to add a couple of apartments to the building. The petitioner was informed at that time that it was not feasible to construct apartments due to the square footage requirements for even an R-1. Walter Ryzs had reported the petitioner was granted the variance based on the premise the building was to house his automobile collection and not necessarily for apartments. The petitioner was also informed that if any changes were made to the purpose of the building, the petitioner would have to come back to the Zoning Appeals Board. Adam Haunhorst had replied that the current building is large enough to house 2 units of a multi-unit building. Staff recommended denial of the RI-01-20 rezoning request. This parcel does not meet the minimum lot size requirements for an R-2 zoned parcel. The townships zoning regulations state that a minimum lot size of 2.5 acres is required for an R-2 zoned parcel, far more than is available at the lot under review. Chuck Schierloh reported that the second DCC meeting occurred on Tuesday, September 15th. Chuck Schierloh reported this is the Bath Township Zoning Petition request that was tabled at the August 18th DCC meeting. 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. Both water and sewer for the site are provided by the City of Lima. The area is also served by fixed route demand response services provided by the Allen County Regional Transit Authority. No wetlands, historical, or archaeological factors were found compromising the site. However, the site does reside in a documented floodplain, zones AE and AE Floodway, and has an established base flood elevation of between 899' and 900'. Adam Haunhorst reported soil data reflects Glynwood, Blount, Shoals, and Udorthents soil in and around the parcel. These soils types are not hydric in nature. The area proposed to be rezoned totals approximately 1.30 acres. Frontage upon Mumaugh Road is roughly 160'. Mumaugh Road is classified as a major collector on the federal functional class system and services approximately 3,888 vehicles per day (vpd) in the segment between Reservoir Rd. and Harding Highway. Adam Haunhorst had reported the segment of Mumaugh Road between Reservoir Road and Harding Highway experienced thirty-nine (39) traffic crashes over the 2015-2019 period, please note that this number includes both the intersections of Harding Highway and Mumaugh Road, as well as, the intersection of Reservoir Road and Mumaugh Road. Excluding the intersections, the same stretch of roadway experienced twelve (12) traffic crashes from 2015-2019. Mumaugh Road is classified as a Category IV Roadway within the State's Access Management Plan; such regulations require a permit be submitted for review prior to development. Adam Haunhorst reported the latest Bath Township Comprehensive Plan, dated May 2017, identifies that the affected parcel's land use is to transition to commercial in 2040. Staff observes that this is the only parcel in the area that is projected to change use by 2040, and believes such a change would be inconsistent with the surrounding environment. Walter Rysz had asked what Bath Township's minimum lot size is for a parcel zoned B-1. Adam Haunhorst had replied that he would need to research the answer and get back to the Committee. Walter Rysz had stated

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

that other political subdivisions do have a minimum lot size requirement and wondered if this parcel qualifies in Bath Township. Ms. Wauben had stated that she believes that she has submitted all pertinent documentation for this petition and reported that she had conducted the research as to how much land is required to build the salon and the information is included in the drawings. The proposed building would be constructed on the petitioner's other parcel and Ms. Wauben believes the building would be far enough away from the floodplain to not be an issue. Ms. Wauben has stated that there has been a building on the subject parcel for many years and there has never been any flooding. Brad Baxter has stated that he believed that when the township is deciding on a zoning petition, the township would use the long-range plan as a guideline on how to move forward with development in the community. Brad Baxter has stated that though a commercial property may not be consistent with the properties around it, if it was part of the long-range plan, there must be some reasoning behind it being included in the long-range plan. Brad Baxter has stated that he is unsure why the township would not follow the long-range plan especially as the long-range plan was accepted by the Lima-Allen County Regional Planning Commission (LACRPC). Adam Haunhorst then replied that the RPC writes long-range plans for numerous local political subdivisions and the RPC includes the political subdivisions long-term vision and information provided. RPC is required to base its recommendations on what has been historically recommended and this is the recommendation that has been historically provided. Adam Haunhorst has stated that this is the RPC's recommendation and the DCC and/or Bath Township are capable of making a different recommendation/decision based on the rules of Allen County. Ultimately, it is the township's decision as to whether to approve or deny the petitioner's request; the RPC only makes recommendations. Shane Coleman then agreed that the Bath Township 2040 Long-Range Plan does place this property within a commercial area in the long-term and historically, the RPC has recommended denial for this type of request due to spot zoning. Staff is unsure why there is a conflict but again, it is ultimately, the township's decision. The DCC is also able to vote against staff's recommendation. Staff recommends denial of the BA-05-20 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. Adam Haunhorst reported the Twillingate Heights Subdivision was platted in October of 1979, and was transferred to the Tax Map Office on May 22, 1995. The existing subdivision was originally platted with access for full public utilities including water, sanitary sewer, electric, gas, and public streets. The original plat was reviewed in order to confirm its continued compliance with the current township set back and zoning requirements as well as environmental issues related to wetlands, floodplains, historical and archeological considerations. Adam Haunhorst reported the parcel with the proposed addition is serviced by Shalloway Drive, a low volume road classified as a local roadway on the Federal Functional Classification System. The Allen County Access Management Regulations are not applicable to Shalloway Drive, or the proposed replat. The proposed replat will not adversely affect the capacity of Shalloway Drive, or of the subdivision, as no new parcels are being created. Adam Haunhorst reported the subdivision plat is currently zoned R-1 Residential District in Shawnee Township and is proposed to remain as such. Both the Township zoning resolutions and the subdivision's original charter have established minimum lot size as well as specific set back requirements. The proposed parcel meets all requirements established by both the Township and the subdivision. The proposed replat would only make an existing parcel larger, therefore it would remain in compliance with all standards. Staff recommends approval as submitted.

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

Motion 97 (09-24-20) EC

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

d. Transportation Coordinating Committee

Steve Ewing reported the TCC met just prior to the Executive Committee meeting. The Committee approved a TIP Amendment PID 108373 ALL/VAN Resurfacing Delphos Phase I. The Committee also received an RTA report.

Motion 98 (09-24-20) EC

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

6. OTHER COMMITTEE REPORTS

a. Citizens Accessibility Advisory Committee

Shane Coleman reported the CAAC did not meet in September.

b. Citizens Advisory Committee

Shane Coleman reported the CAC did not meet in September.

c. Transportation Advisory Committee

Shane Coleman reported the TAC met on Tuesday, September 22nd at 1:30 PM and reviewed all of the same items that the TCC acted upon.

Motion 99 (09-24-20) EC

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

7. STAFF PLANNING ASSISTANCE REPORT

Safe Communities

1. Staff sent two press releases regarding 1) August fatal crash monthly update and 2) Drive Sober or Get Pulled Over media event.
2. Staff prepared for & held Labor Day/Drive Sober or Get Pulled Over (DSOGPO) media campaign.
3. Staff worked with Bath Twp. Fire Chief and iHeart radio to record distracted driving public service announcement.
4. Staff continued to plan traffic safety activities, including annual award ceremony (not luncheon), Mothers Against Drunk Driving (MADD) Top Cop recognition, and other events.
5. Staff prepared for/attended Coalition and Mothers Against Drunk Driving - Zoom meetings.
6. Staff prepared/modified FFY 2020 July as well as August reimbursement claims.
- 7.

Keep Allen County Beautiful

1. Staff continued to discuss with partners future of Keep Allen County Beautiful at LACRPC.
2. Staff continued to work on dissolution the IRS 501(c)3 KACB non-profit status.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Economic Development

1. Staff met with Cindy Leis from Allen County Economic Development Group (AEDG) to discuss various economic development sites throughout the county (Commerce Parkway, Gateway Park, Shawnee), floodplain development issues and required permitting process prior and post development. Cindy discussed the potential of hosting a September meeting to review same.
2. Staff prepared maps of Commerce Parkway area for use by Executive Director in facilitating further site discussions with various stakeholders.
3. Staff continued its participation in newly formed monthly economic development meetings with representatives from AEDG, County Commissioner Beth Seibert, and various Allen County Engineering Departments.

Housing

1. Staff reviewed materials provided by Jackie Fox relative to grant programs available for transitional housing development assistance.
2. Staff continues to attend supportive housing discussions via Zoom with Mayor Berger, Susan Crotty, and Jackie Fox. Additional participants have also included Coleman Professional Services, Allen Metropolitan Housing Authority, and Great Lakes Community Action Partnership. RPC staff has committed to participate in a series of training sessions with previously mentioned stakeholders in an effort to develop a transitional housing development locally.
3. Staff attended WOCAP Board meeting.

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 collected information from City of Delphos to finalize Allocation FY' 18. Paid Shinn invoice.
3. Staff submitted final draw for FY' 18 Allocation grant.
4. Staff requested PO for payment of final invoice for CDBG BF-18.
5. Staff exchanged e-mails regarding signed contract with WOCAP for fair housing.
6. Preparation to take to courthouse for payment; File documents in Angela Hollon's CDBG mortgage file in front office; Walk to Commissioner's to pick up Mr. Russell's CDBG mortgage payment; Create envelope & post to mail Mr. Russell's CDBG mortgage payment book; Walk Mr. Russell's CDBG mortgage payment to courthouse; File documents in Ms. Hollon's CDBG file
7. Took/edited photos of Lafayette and Delphos CDBG projects.

Zoning Assistance

1. Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 9 requests for information this past reporting period.
2. Staff received and responded to communications from Jeffrey Haley of Pyramid Network Services relative to zoning and permitting process for telecommunications towers in Marion Township. As part of this process staff corresponded with Lima Allen County Building Department and provided Mr. Haley with contact information for same as well as that of Marion Township zoning official. Staff subsequently received further communication from Mr. Haley revealing the proposed tower was in City of Delphos jurisdiction. He was forwarded to City of Delphos for zoning/permitting questions within the city limits.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

3. Staff met with Greg Sneary regarding possible residential development in Jackson Township. Mr. Sneary presented a conceptual drawing of the proposed development for an informal review. Staff believes the proposal would be classified as a PUD. He was encouraged to reach out to the Township to discuss same. Staff also reminded him of the Allen County access management requirements with approval required by ACEO. Mr. Sneary indicated he would reach out to township zoning for further discussion. Staff also encouraged another meeting to further discuss as conversations evolve.
4. Staff met with Jesse Blackburn, Administrator for the Village of Bluffton to review village zoning regulations and potential residential development project within village limits. While both parties recognize LACRPC does not administer zoning regulations for the Village, both were agreeable to a review and comment session. Discussion centered on the type of development, current zoning of the proposed parcel as well as regulations within that zoning district. There was some question as to whether or not the development should be considered a PUD.
5. Staff spent time researching, reviewing and drafting recommendations for multiple DCC agenda items throughout the month. Staff also spent time creating presentations for each agenda item.
6. Staff zoning phone call with Shawnee Township resident; phone call with Mr. Bishop Shawnee Township;
7. composing an email to Richland Township regarding the zoning petition;
8. Staff researched PUDs per a request by Mark Bishop. Subsequently conducted phone conference to discuss PUD question as well as additional zoning issues in the township.

Subdivision Regulations

1. Staff responded to 13 telephone inquiries and facilitated 1 in-house review. Staff processed 3 land transfers in Marion (2) and Shawnee (1) and approved 3 minor land divisions in Jackson (1), Monroe (1) and Shawnee (1) townships.
2. Discussed Sneary PUD meeting (Jackson Twp) with AH and review mapping created for same. Began review of materials dropped off by Greg Sneary for possible PUD in Jackson Twp.
3. Received phone call from Brian Bacon of Bacon and Associates regarding two (2) proposed subdivisions both located in Bath Township. Hawthorn Hills Golf Club Development has circled back to RPC and developers are requesting meeting with RPC, County, et al. Brian followed phone call with email and proposal attached. Second proposed development is for a 15-lot project at Lost Creek Country Club property. No additional details at this time. Agency put on notice we a meeting may be forthcoming
4. Lincoln Hwy issues; discussion with TMM, AH, SC regarding Golf @ Sugar Creek
5. Shawnee Twp-Port Authority-& Lima-Cindy Leis; Marion Twp-Campbell-Mike Howbert; Richland Twp- Cramer- Adam called; Land Contracts; Amanda Twp-Geise;
6. Cindy Leis called wanting info on lot split process

Floodplain Management

1. Staff has fielded numerous inquiries (10) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties.
2. Staff met with Allen County Commissioner Cory Noonan to discuss floodplain issues in Marion and Sugar Creek Townships. Also discussed floodplain education with local zoning officials and township trustees.
3. Staff continued its review of the Elwer Floodplain issue (Marion Township). Staff contacted Mr. Elwer by phone to discuss floodplain permitting issues. Staff indicated a floodplain development permit is required, and while one was not obtained prior to

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

development, one could be issued retroactively provided an H&H study is provided for agency review. Staff encouraged Mr. Elwer to contact his consultant to discuss the study and provide a final copy to RPC for said review. Staff conducted an additional phone conference with Brad Core, Elwer consultant, to discuss same. Staff indicated additional information would be needed relative to fill placed on Elwer property in order for a permit to be issued retroactively. Mr. Core agreed with staff request for additional information and agreed to speak with his client regarding same.

4. Staff continued its review of the McCleary Floodplain issue (Sugar Creek Township). Staff met to review permitting issue identified by FEMA. Staff spent time researching permit documents, permitting process and previous agency conversations and actions in order to create official summary. Staff conducted a phone conference with previous Executive Director, Thom Mazur, to discuss same. Staff contacted Mr. McCleary to review the current situation with his property and review updated documents received by FEMA. Staff also conducted a site visit to take pictures as part of the review process. RPC Planning Engineer will be conducting an H&H Study with the assistance of ACEO software. Staff spent time reviewing examples provided by ACEO, reviewed modeling techniques and set up McCleary HEC-RAS model. Staff continues to finalize the model in order to submit requested information to FEMA.
5. Staff met with Derick Edwards (Sugar Creek Township) to discuss floodplain permit process and help in filling out his permit application. Staff reviewed the submitted floodplain permit packet and followed up with a call to Mr. Edwards. Permit was finalized and processed per county regulations. Staff created copies of entire Floodplain Development permit file for Derick & Ashley Edwards
6. Staff met internally to discuss/review county floodplain regulations and the CLOMR/CLOMRF process for potential future development at the Gateway 5 Development site.
7. Staff spoke with Haley Belisle, Executive Director of the Ottawa River Coalition, regarding floodplain requirements as part of the recent Allentown low head dam removal. Staff requested copies of documents related to the project which were subsequently provided to RPC via flash drive. She also requested to schedule a meeting with RPC, Coalition and its consultant. Staff met with Ottawa River Coalition Executive Director, Board Members and Scott Straley of Kohli & Kaliher to discuss Allentown Low head Dam removal project, required permitting and follow up forms on September 9, 2020. The coalition is concerned with the approximately \$8,000 fee required as a part of the LOMR process. The Coalition would like RPC to review files, forms, and fees prior to submitting. Staff reviewed the same and investigated possible fee exemptions available to project. FEMA has indicated a LOMR is required. Email follow up to Katherine Goepfner at ODNR to discuss permitting process and fee requirement for Allentown Low head Dam removal (Ottawa River Coalition). Staff is currently awaiting a response. Staff spent time making multiple phone calls to the Coalition and K&K requesting additional information and comment. Staff has determined a permit packet was not filed nor issued prior to demolition. All of the required activities were complete prior to the project. Staff is reviewing in order to issue a permit retroactively. Staff continues to wait for the permit packet to be submitted as of September 18, 2019.
8. Staff received call from Brian Bacon of Bacon and Associates regarding a floodplain review needed for a proposed RV park conversion in Shawnee Township. Phone call was followed up with an email and materials needed for review. cursory review was conducted by the Executive Director and information forwarded to staff for formal review. Found that the proposed project is not located in a regulated floodplain and letter drafted and sent to Brian Bacon (project consultant) stating the same.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

9. Staff was contacted by the City of Delphos regarding the proposed development of an additional Dollar General Store to be located on SR66. Staff reviewed a preliminary layout of proposal and provided comment to Sherryl George, Interim Safety Service Director. RPC may be requested to assist in permitting process as the proposed development is within an identified floodplain.
10. Staff began review and placed phone call to Marathon regarding requested information for their floodplain development permit.

Short Range Transportation Planning

1. Staff continued development of new format for digital e-newsletter.
2. Staff reviewing/updating status of Public Participation Plan deliverables and also attended MORPC webinar regarding virtual public involvement.
3. Staff reviewed and prepared update to completion report for committee meetings; exchanged emails with Anthony Hill on the Completion report.
4. Staff attended committee meetings as required and/or requested.
5. Staff documented articles and completed PPP documentation updates.
6. Staff researched and reviewed EDA's Economic Development District designation and designation process along with potential implications to infrastructure projects through additional grant opportunities.
7. Staff met to review Metcalf RSA process (update, recommendations, next steps).
8. Staff attended Allen County Local Emergency Planning Committee Meeting.
9. Staff finalized completion report, reviewed final format and presented to committee structure for approval prior to submission to ODOT.
10. Staff attended GoToWebinar - How NOACA is Responding to Racial Inequity in the Cleveland Region.
11. Staff researched and reviewed floodplain regulations as they relate to roadway and bridge projects.
12. Staff attended Transportation review Advisory Council (TRAC) meeting via ZOOM.
13. Staff attended Ohio Association of Regional Councils (OARC) Transportation Directors virtual meeting.
14. Staff fielded question from City of Delphos regarding four way stop warrants, signage, suggestions for intersection of 4th/Clay and 4th/Jefferson.
15. Staff attended Ohio Users - StreetLight InSight® Fundamentals Training and Use Cases of StreetLight InSight for Ohio MPOs and RTPOs Training.
16. Staff met with County Commissioner Beth Seibert, Allen County Engineer staff, and Dave Stratton of AEDG to discuss economic development for long-term planning purposes.
17. Staff reviewed communication from Nathan Brugler regarding ODOT performance goals and timeline for MPO concurrence.
18. Staff attended District Safety Review Team meeting.
19. Staff completed CMAQ justification review for Delphos Project PID 108373 and finalized CMAQ justification documents for Bluffton PID111220.
20. Staff exchanged emails with Mayor Berger regarding Midwest Rail Planning Session and watched recording of Midwest Rail Planning Session.
21. Staff continued communications w/ CorpComm relative to website homepage.
22. Staff continued website updates: DCC web update, updating illicit discharge reporting on webpage, search widget on homepage, updated committee webpage, edited maps page, edited zoning inspector page, created newsletter page, new widget on homepage, added press release, added content to web homepage, added Title VI plan, corrected seven weeks' worth of calendar errors on website.
23. Staff spent time troubleshooting Zoom errors w/ TAC member.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

24. Staff proctored committee meetings, downloaded recordings and transcribed minutes for review and approval.

Transportation Improvement Program (TIP)

1. Staff reviewed/revised TIP regarding recent resolutions and prepared TIP/amendment/press release for upload to website and ODOT extranet and also updated permanent hard files for TIP.
2. Staff worked on SFY 2020 Table of Obligated Projects.
3. Staff reviewed email from Greg Bockrath relative to funding for Beaverdam project (PID108975). Staff reviewed project scope, estimate and funding. An email was provided outlining MPO funding breakdowns.
4. Staff reviewed Delphos 5th Street project (PID108373) with Sherryl George relative to scope and funding. Reviewed emails from City of Delphos regarding PID 108373 (updated estimate and city share of project); Reviewed emails from City of Delphos regarding PID 108373, spoke with MS about funding of project and potential additional MPO monies available. Emailed Lori Brinkman at ODOT to discuss same which was followed up by a call from Lori. Currently, project is coming on more than anticipated by Delphos. Staff to follow up with Delphos and ODOT next week. Review VAN/ALL-66/190; PID 108373 with MS and Sherryl George with City of Delphos;
5. Received and reviewed email from City of Delphos regarding ALL-SR66-11.22 - PID: 108644 lighting proposals and Stage I comments.
6. Review of email from Lori Brinkman regarding VAN/ALL-66/190; PID 108373 estimate and City of Delphos financial responsibility. Discussed VAN/ALL-66/190; PID 108373 with MS regarding Stage III estimate and additional MPO funds that may be available for project. Phoned Sherryl George with City of Delphos to discuss same and set up a meeting for 9/10/2020 in Delphos; Met with Sherryl George, City of Delphos, to discuss PID108373 estimate and funding breakdown. Also reviewed additional funds needed by City of Delphos as its share of project. Also discussed additional CMAQ monies which may be available for the project. Staff indicated the project could use additional \$259,000 in CMAQ dollars per Charles Schreck. Staff will draft a resolution to present to committee structure in October.
7. Met with Sherryl George, City of Delphos, and its consultant to discuss PID108644. Reviewed project plans with discussions regarding bike path, lighting, and sidewalks. Stage I plans are due to ODOT in October at which time an updated estimate will be available for review.
8. Received and reviewed project updates from Charles Schreck for the following: ALL Beaverdam Lighting, PID 108975 and ALL/VAN SR 66/190-12.02/0.00/0.0, PID 108373;
9. Conducted two phone conversations with Sherryl George, City of Delphos to review PID108373, local status, Council meeting review regarding same and further discuss project funding. Confirmed RPC commitment to pursue TIP amendment adding additional CMAQ funding to project if approved. City of Delphos will be meeting with its consultant on 9/16/2020; Exchanged emails and met via Zoom with Sherryl George, City of Delphos and Choice One Engineering representatives to review updated funding splits and estimates at request of City of Delphos.
10. Staff reconstructed of TIP page, edited completion report, and updated TIP on website.
11. Staff spoke with Charles Schreck to check on engineering for Beaverdam lighting project.
12. Staff prepared updates to TIP for committee meetings.
13. Staff followed-up on resolutions for signatures and submission to ODOT.
14. Staff discussed procedures for new website updates and edits.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

15. Staff reviewed CMAQ and STP funding for the MPO in the TIP. Delphos needs additional funding for 2023 project, matched all amounts in the TIP with Table 7 and ODOT.
16. Staff responded to e-mail from Juana regarding TIP resolution, updated and reviewed TIP MPO Table of Cost.
17. Staff reviewed TIP projects and tables; drafted resolution for Delphos project and sent questions on CMAQ justification to Charles for Delphos project.
18. Staff created & bound one (1) copy of FY 2021-2024 TIP for Norm Capps, Perry Township.

Transportation Planning - Surveillance

1. Staff attended Zoom meetings with Activate Allen County regarding bike helmet promotion and inventoried bike helmets in-house.
2. Staff participated in Allen County Bike and Pedestrian Counts. Staff completed 33 counts to-date.
3. Staff researching better ways to display the serious injury crash data collected by MPO.
4. Staff completed reviewing fatal crash reports 8 and 9.
5. Staff met to discuss Thayer Road study, new traffic counts (weekend) and data related to same.
6. Staff met Activate Allen County (Josh Unterbrink) regarding 2020 Bike Rodeo. This year's event will be converted to a bicycle helmet giveaway to be held in conjunction with a WOCAP food giveaway. COVID-19 has limited our ability to conduct an actual bike rodeo this year.
7. Staff reviewed Bicycle Friendly Community application and questions posed by City of Lima to RPC, Activate Allen County, JAMPD, and Allen County Health.
8. Staff met to review bike/ped counts, process, and potential use of cameras to conduct same.
9. Staff reviewed previous CMAQ justification documents provided by Charles Schreck (ODOT District 1) in preparation for document preparation for ALL/VAN SR 66/190-12.02/0.00/0.0, PID 108373.
10. Staff received and reviewed meeting materials in preparation of 9/14/2020 Activate Allen County meeting. Topic: CHIP. Staff attended meeting.
11. Staff conducted multiple traffic counts throughout the month as part of annual count process.
12. Staff edited and reworked transportation webpage.
13. Staff continued to collect traffic count data for Thayer Road Study and provided same to consultants.
14. Staff drafted, edited, and completed Metcalf RSA.
15. Cody reviewed and trained Adam on ITE trip generation manual.
16. Staff reviewed Reservoir & Roush intersection data for possible RSA as a part of proposed Ottawa River Bikeway Project.
17. Staff provided traffic counts to Kylie (ODOT District 1) for Wapak Road.
18. Staff provided traffic count data to Village of Bluffton.
19. Staff updated bicycle and pedestrian data on website.
20. Staff reviewed USDOT safety access plan.
21. Staff added historical crash map to website.
22. Staff researched roadway attributes for heavy semi-truck traffic.
23. Staff is attending various sessions as a part of the Midwest Green Transportation Forum and Expo.
24. May 2020 bicycle and pedestrian count maps updated and validated.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

Long Range Transportation Planning

1. Emailed Dan Kaseman, Village of Elida Council member to discuss work program and Elida Comp Plan update.
2. Staff met multiple times to review Elida and Harrod Comprehensive Plan status.
3. Staff met with Harrod officials to discuss comprehensive plan.
4. Staff reviewed Delphos EDA grant application materials provided for clearinghouse review. Staff drafted, edited, and sent Letter of Support for Delphos EDA grant application. Staff also exchanged emails with Lauren (PDG) regarding Clearinghouse process for Delphos EDA grant.
5. Staff reviewed proposed development and impacts within the City of Delphos with Sherryl George, Interim Safety Service Director. Pike Run Development is an additional development at the current Senior Villas Development located on Elida Road.
6. Staff attended Model User Group (MUG) Training.
7. Staff updated water & sewer line maps.
8. Staff updated data files: Historical, Archeological and Comprehensive Data and shapefiles.
9. Staff researched economic development sites as proposed by Allen County Economic Development Group and created maps for commerce parkway site review.
10. Staff completed research related to the proposed Sneary property development and created maps outlining utilities, floodplains, and crash data.

Transit Planning

1. Staff attend ACRTA Board meeting
2. Staff reviewed ACRTA Board meeting materials.
3. Staff reviewed updated ACRTA employment process policy, drug and alcohol policy as well as attendance point policy.
4. Staff print and separated 300 RTA pre/post-trip bus cards and delivered same.

Motion 100 (09-24-20) EC

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

8. OLD BUSINESS

None.

9. NEW BUSINESS

None.

10. ADJOURNMENT

Motion 101 (09-24-20) EC

Dave Belton made the motion that the meeting be adjourned. Seconded by Kevin Cox; motion carried.

Submitted by:

Signature/Secretary

Date:_____

Accepted by:

Signature/RPC President

Date:_____