



## 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: January 21, 2021

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, January 28, 2021**, 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 – December 17, 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

January 28, 2021

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, January 28, 2021, at 4:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

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A 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. Mitchell Kingsley	Village of Bluffton
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 – December 17, 2020**

#### **Motion 01 (01-28-21) EC**

Steve Ewing made the motion that the EC minutes of November 19, 2020, be approved. Seconded by Thomas Tebben motion carried.

### 3. COMMUNICATIONS

#### a. Notification from US Department of Transportation

Shane Coleman reported that staff received notification of a grant opportunity in the amount of approximately \$900 million for the Infrastructure for Rebuilding America (INFRA) program. The program uses selection criteria that promotes projects with national and regional economic vitality goals leveraging non-federal funding to increase the total investment by state, local, and private partners.

#### b. Proposal Published in Federal Register by Trump Administration

Shane Coleman reported that staff received an email pertaining to a proposal published in the Federal Register in the final hours of the Trump administration which would enlarge the size of what is commonly referred to as rural America by changing the definition of Metropolitan Statistical Areas (MSA). The change has the potential to affect the way scholars, policy-makers, and federal funding agencies address rural needs. Shane Coleman reported that the proposal which was posted on January 19<sup>th</sup>, would raise the minimum population of cities that constitute the core of an MSA from 50,000 to 100,000. If the proposal is approved, it would not go into effect until 2023. The proposal is on the Federal Register website and the deadline for comments is March 19<sup>th</sup>. Shane Coleman reported that if the proposal is approved, it would affect Allen County. Allen County is currently considered a metro-county and would become a non-metro county based on the proposed population numbers. Thomas Tebben stated that this may be a move by the larger metropolitan areas to “box out” the smaller metropolitan areas. The MPO needs to keep its eyes and ears open pertaining to this proposal as well as communicating the MPO’s feelings about the proposal to the appropriate agency(s) so that the MPO is caught unawares. Shane Coleman replied that the Lima-Allen County Regional Planning Commission (LACRPC) will keep tabs on the proposal status. Thomas Tebben asked what the current population of Allen County is. Shane Coleman replied that the current population is approximately 106,000. Kevin Cox asked if the City of Lima and/or Allen County fit into the proposed criteria. Thomas Tebben replied that the City of Lima’s population is only about 38,000 therefore, Lima would not meet the 50,000 and would not meet the 100,000. Chuck Schierloh stated that our local representatives at the State Legislature should be made aware of the City of Lima and Allen County’s stance on the proposal. Shane Coleman replied that the RPC will be monitoring the proposal situation. Brion Rhodes asked what the population requirement for an MPO. Shane Coleman replied that he believed that by federal requirements, an MPO population needs to be 50,000.

#### **Motion 02 (01-28-21) 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 ended the calendar year in a good position. Staff continues to hope to have work done to the front of the building this year.

#### **Motion 03 (01-28-21) EC**

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

4. **FINANCIAL REPORT** (Continued)

b. **Bills to be Approved**

Marlene Schumaker reported the list of invoices was included in the information emailed to each Committee member. The invoice for the Allen County Sheriff's Office represents a background check on a new employee. The remainder of the invoices are nothing out of the ordinary.

**Motion 04 (01-28-21) 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>
12/16/2020	\$18,193.32	\$2,547.06	\$263.80	\$4,311.19
12/30/2020	\$13,518.66	\$1,892.61	\$196.02	
01/13/2021	\$18,055.46	\$2,527.76	\$261.80	\$1,879.00

**Motion 05 (01-28-21) EC**

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

5. **STANDING COMMITTEES**

a. **Administrative Affairs Committee**

Thomas Tebben reported that the AAC did not meet in January.

b. **Community Development Committee**

Mitchell Kingsley reported the CDC met on Thursday, January 21, 2021. The Committee received a report from RTA. The Committee reviewed the DRAFT FY 2022 Unified Planning Work Program. The Committee reviewed the DRAFT 2020 Fatal Crash Summary Report. The Committee reviewed the DRAFT Harrod Comprehensive Plan. The Committee reviewed the DRAFT Title VI Plan. Mitchell Kingsley reported that the Committee reviewed the DRAFT Walk.Bike.Ohio Plan as well as the Access Ohio 2045 Plan. The Committee discussed the draft Public Participation Plan (PPP) which is currently out for public review and comment. Mitchell Kingsley reported that the Committee learned that the RPC began rolling out the new logo the month. The new logo is now on the RPC website, letterhead paper, and will be on envelopes.

**Motion 06 (01-28-21) EC**

Kevin Cox made the motion to approve the CDC report and all motions and recommendations be approved. Seconded by Chuck Schierloh; motion carried.

c. **Developmental Controls Committee**

Chuck Schierloh reported the DCC did not meet in December.

d. **Transportation Coordinating Committee**

Steve Ewing reported the TCC met right before the EC Committee. The Committee received an update from the Allen County Regional Transit Authority (ACRTA). The Committee received a report on the DRAFT FY 2022 Unified Planning Work Program, the DRAFT 2020 Fatal Crash Summary Report, DRAFT Harrod Comprehensive Plan, DRAFT Title VI Plan, DRAFT Walk.Bike.Ohio Plan and Access Ohio 2045 Plan. All of

5. **STANDING COMMITTEES** (Continued)

- d. Transportation Coordinating Committee (Continued)  
the reports are on the RPC website except for the Walk.Bike.Ohio and Access Ohio 2045 reports are on the Ohio Department of Transportation (ODOT) website.

**Motion 07 (01-28-21) EC**

Thomas Tebben made the motion to approve the TCC report and all motions and recommendations be approved. Seconded by Mitchell Kingsley; motion carried.

6. **OTHER COMMITTEE REPORTS**

- a. Citizens Accessibility Advisory Committee  
Shane Coleman reported the CAAC did not meet in December.
- b. Citizens Advisory Committee  
Shane Coleman reported the CAC met on Tuesday, January 26, 2021, with 8 Committee members present. The Committee received reports on all of the topics that the TCC reviewed and acted upon. The Committee also received an updated agenda with hyperlinks to several of the reports so Committee members can review and comment on the reports. Shane Coleman stated that the Committees may receive a regular agenda a week before the meeting(s) and then receive an agenda with hyperlinks if needed. The Committee also learned that the Draft PPP is out for public review and comment. The PPP should go through the internal Committee structure in February for final approval. The Committee also learned that the new RPC logo has begun to be used by staff and is also on the RPC website.

**Motion 08 (01-28-21) EC**

Kevin Cox made the motion to approve the CAC report and all motions and recommendations be approved. Seconded by Dave Belton; motion carried.

- c. Transportation Advisory Committee  
Shane Coleman reported that the TAC met on Tuesday, January 26, 2021, at 1:30 PM with 9 Committee members present. The Committee reviewed all of the same documents that the CDC and CAC reviewed. The Committee also discussed the Draft PPP out for review and comment and the RPC logo.

**Motion 09 (01-28-21) EC**

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

7. **STAFF PLANNING ASSISTANCE REPORT**

**205 Safe Communities**

1. Staff sent one press release regarding: 1) December fatal crash monthly update. Staff having problems with social media links – Facebook.
2. Staff continued to plan for Super Bowl traffic safety awareness event with Allen County Coroner.
3. Staff also prepared for/attended Coalition Zoom meetings.
4. Staff planning for Coalition Safety Review Team meeting.
5. Staff also renewed efforts to track Allen County serious injury crashes for fatal data review meeting as well as performance measure monitoring.
6. Staff completed/submitted December reimbursement claim.

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

7. Staff training grant manager replacement.
8. Staff met with Jeff Anspach (ODPS) to discuss grant deliverables and events.
9. Staff secured McDonald's Bucklin' Up materials and bundled for distribution.

**302 Keep America Beautiful**

1. Staff continued tasks related to KACB dissolution of 501c3.

**402 Farmland Preservation**

1. Staff attended Ohio Department of Agriculture Farmland Preservation Local Sponsor Training

**410 Housing**

1. Staff attended Four County Training - Session 6 of 8.
2. Staff attended Four County Training- Session 7 of 8.
3. Staff reviewed Supportive Housing Training updates and follow-up emails.
4. Staff attended Four County Training- Session 8 of 8.

**415 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 attended CDBG webinar.

**501 Zoning Assistance**

1. Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 5 requests for information this past reporting period.
2. Staff reviewed past zoning packets for Shawnee Township to determine staff responsibilities related to same.
3. Staff reviewed Shawnee Township zoning updates and prepared updates for zoning documents and finalized those changes for the township.
4. Staff reviewed multiple zoning questions from township officials including Bath Township and Shawnee Township (reviewed subdivision question regarding odd shaped and flag lots Shawnee township).
5. Staff worked to update Spencerville Zoning Map.
6. Staff created and bound two (2) copies of updated Shawnee Township Zoning Resolutions.

**505 Subdivision Regulations**

1. Staff responded to 14 telephone inquiries and facilitated 1 in-house reviews. Staff processed 5 land transfers in Marion (1), Perry (1), Richland (1), Shawnee (1) and Sugar Creek (1) and approved 7 minor land divisions in Auglaize (1), Bath (1), Jackson (2) and Sugar Creek (3) townships.
2. Staff fielded question regarding overall development plan for Lost Creek Subdivision. Client inquiring as to whether rezoning or overall development plan should occur first. Staff reviewed and facilitated discussion with Bath Township Zoning officials regarding the same.
3. Staff researched Westminster Heights Subdivision replat in Auglaize Township.
4. Staff discussions with local realtor regarding exempted land divisions and what constitutes same.

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

5. Staff spoke with Cindy Leis and Brion Rhodes regarding potential Bluelick Road development project (access, lot split, history of both).
6. Staff fielded inquiry from Mercer County Engineer's Office regarding subdivision regulations and replat process.
7. Staff set up 3-ring binder of all Allen County Township zoning resolutions with tabs and flags.

**510 Floodplain Management**

1. Staff has fielded numerous inquiries (2) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties.
2. Staff attended Ohio Floodplain Management Conference.
3. Staff attended Ohio Department of Natural Resources Letters of Map Change (LOMC) Webinar.
4. Staff reviewed materials regarding FEMA mapping updates and forwarded response(s) to appropriate staff. FEMA will be in contact to schedule meeting and review.
5. Scan, label and email FEMA letter requesting waiver of fees.
6. Staff created 2021 Floodplain Development Permits divider, file in middle office; Create hanging file for FP-01-21 Allen Water District.
7. Staff spoke to Allen County Stormwater Management regarding floodplain overlay information.

**601 Short Range Transportation Planning**

1. Staff prepared newsletter for printing/distribution and worked on review of record retention protocols.
2. Staff reviewed public participation plan and met to discuss revisions.
3. Staff attended committee meetings.
4. Staff worked on FY 2022 CAP for FY 2022 UPWP, Cap sheet for UPWP, and updated tables for UPWP.
5. Staff documented articles as part of PPP.
6. Staff review & proofed draft updated PPP document.
7. Staff proofed draft of Winter newsletter, reviewed as an attachment; emailed winter newsletter.
8. Staff worked on December PPP documentation updates.
9. Staff reviewed all committee meetings dates on website to verify accuracy.
10. Staff attended Rapid Speed Transportation Initiative Meeting.
11. Staff met to discuss Performance Measures Resolution. Staff worked to confirm goals in order to edit final document.
12. Staff attended OARC/Areawide Water Quality Subcommittee Virtual Meeting.
13. Staff attended monthly development meeting with AEDG, County, City, Allen Water and Sewer officials to discuss proposed developments and impacts to current infrastructure, roadways, etc. - short- and long-term outlooks.
14. Staff attended Allen County Local Emergency Planning Committee.
15. Staff attended OARC Transportation Director's meeting.
16. Staff worked extensively on FY22 UPWP.
17. Staff correspondence with Choice One Engineering confirming and discussing RPC participation in monthly Delphos project meetings, CDBG funding discussions, etc.
18. Staff conducted Title VI research and updates to plan continue.

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

19. Staff reviewed email from AEDG regarding potential development at I75/Breese and traffic impact, drive access, studies required. Phone conference with Adam Francis (ODOT District 1) regarding same, research county and ODOT access management policies, provided links to policies as well as Hancock County policy to Dave, Brion Rhodes, et al.
20. Staff reviewed Walk. Bike Ohio communications/plan from ODOT and exchanged staff emails regarding posting information for public review and comment.
21. Staff attended District Safety Review Team Meeting.
22. Staff attended meeting with AEDG and ACEO to discuss potential development at I75/Bluelick Road. Discussion centered around current lot configuration, access management, speed limits, options to facilitate traffic should development transpire.
23. Staff attended Rapid Speed Transportation Initiative meeting.
24. Staff reviewed contents of Fatal Crash Summary Report.
25. Staff reviewed the Infrastructure for Rebuilding America (INFRA) Notice of Funding Opportunity.
26. Staff attended Ohio Rail Development Commission Meeting.
27. Staff attended monthly development meeting with AEDG, County, City, Allen Water and Sewer officials to discuss proposed developments and impacts to current infrastructure, roadways, etc. - short- and long-term outlooks
28. Staff updated website for ODOT request, updated social media and website for ODOT request, Updated committee pages on website.
29. Staff met to discuss website with new staff.
30. Staff spoke with Allen Water District regarding the Harrod water line extension and floodplain development permit requirements regarding the same.
31. Staff updated website: press releases committee pages, homepage, zoning information.
32. Staff scheduled zoom meetings; committee pages update; website, and home page.
33. Staff worked on economic development map for the Bluelick/I75 project.
34. Staff website and software training.

**602 Transportation Improvement Program (TIP)**

1. Staff reviewed and responded to emails from Natasha Turner regarding PID 114300 ALL IR 75 1.00/3.00/4.60 - SLI Group Project Coordination. MPO concurs.
2. Staff reviewed monthly STIP reporting.
3. Staff reviewed Beaverdam project and carryover amounts.

**605 Transportation Planning - Surveillance**

1. Staff attended Activate Allen County Annual Stakeholder Event via Facebook Live.
2. Staff discussed Lima City Schools Safe Routes to School project and reviewed updated SRTS information.
3. Staff reviewed Activate Allen County Radio contracts for 2021.
4. Staff reviewed Activate Allen County materials for strategic planning session, agenda, and strategies.
5. Staff contacted Spencerville and Bluffton regarding status of ADA Transition Plans and to discuss opportunities for MPO staff to collaborate in completion of same.



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

6. Staff attended Activate Allen County Strategic Planning meeting.
7. Staff prepared for the safety review meeting.
8. Staff reviewed ODOT performance measures changes and created presentation for committee meetings.
9. Staff ran multiple Streetlight analysis for ACRTA.
10. Staff continued work on the 2020 Allen County Fatal Crash Report.
11. Staff gathered bike and pedestrian count information for committee meetings.
12. Staff worked on 2020 crash mapping.
13. Staff attended webinar on planning for industrial parks.
14. Staff worked to log 2020 traffic data, 2020 traffic data spreadsheets, calculate & store 2020 traffic data, midblock traffic count log.
15. Staff discussed Metcalf Roadside Safety Audit with Allen County Health Staff.
16. Staff worked on setting up reminder packets to sustainability partners for those who have yet to sign and return along with MOU and/or check.
17. Staff updated sustainability tracking.
18. Staff reviewed data/created InDesign layout/style.

**610 Long Range Transportation Planning**

1. Staff continued work on Harrod Comprehensive Plan.
2. Staff reviewed Elida Comprehensive Plan schedule with Mayor Claude Paxton.
3. Staff met to discuss 2021 scheduling, tasks, etc.
4. Staff attended Lima Housing Task Force Design & Infrastructure Subcommittee meeting.
5. Staff reviewed Lima Housing Task Force map/martials provided by Pat Beam.
6. Staff held internal meeting to discuss Lima Comprehensive Plan schedule, progress tracking, and assignments.
7. Staff and City of Lima worked to set progress meeting dates and times.
8. Staff discussed employment data updates to same and staff access to the information with ODOT staff.
9. Staff attended meeting to discuss potential development at Bluelick Road and I75.
10. Staff ran Streetlight analysis for Bluelick Road/I75 Streetlight and sent to ACEO.
11. Staff began work on the Lima Comprehensive Plan (base mapping and soils map; setting up mapping template).
12. Staff worked to map EMS routes for Shawnee Township.
13. Staff met with mayor of Harrod to discuss comprehensive plan.
14. Staff worked on demographic information for ACEO.
15. Staff worked on long-range planning – Universities and employment data research.
16. Staff reviewed draft Harrod Comprehensive Plan and provided to local officials for review.

**674 Specialized Transportation Program**

1. Staff prepared for and attended Coordinated Plan meeting with AAA3 via GoToMeeting.

**675 Transit Planning**

2. Staff attended ACRTA Board meeting.
3. Staff typed and formatted ACRTA traffic investigation document.
4. Staff provided a copy of updated technical services MOU between LACRPC and ACRTA to ACRTA.

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

5. Staff prepared analysis for ACRTA specifically in-depth census tract analysis and Streetlight analysis for Delphos to Bluffton, Bluffton to Delphos and Lima to Delphos.

**697 Annual Report**

1. Staff began work on Annual Report revision, transferred report from Adobe PDF to InDesign/ and researched new styles for layout.

**Motion 10 (01-28-21) EC**

Steve Ewing made the motion to accept the Planning Assistance Report. Seconded by Mitchell Kingsley; motion carried.

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

None.

**10. ADJOURNMENT**

**Motion 11 (01-28-21) EC**

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

Submitted by:

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

Date: 2-26-21

Accepted by:

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

Date: 03-03-2021