



Lima/Allen County  
**REGIONAL PLANNING  
COMMISSION**

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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: March 18, 2021

RE: EC Meeting

There will be a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, March 25, 2021 at 4:00 p.m.** via teleconference from the Commission office located at 130 W. North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call
2. Approval of EC minutes – February 25, 2021
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.

c: Mr. Chris Hughes, ODOT

**NOTE: PLEASE CALL THE LACRPC WHETHER OR NOT YOU PLAN TO ATTEND.**

## *EXECUTIVE COMMITTEE*

**April 22, 2021**

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, April 22, 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:

1. Roll Call
2. Approval of EC Minutes – March 25, 2021
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, Dave Belton brought the meeting to order and proceeded with the agenda.

**1. ROLL CALL**

Mr. Kevin Cox	Perry Township
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilden	Marion Township
Mr. Mitchell Kingsley	Village of Bluffton
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. Marlene Schumaker	Lima-Allen County Regional Planning Commission

**2. APPROVAL OF EC MINUTES – March 25, 2021**

**Motion 35 (04-22-21) EC**

Kevin Cox made the motion that the EC minutes of March 25, 2021, be approved. Seconded by Chuck Schierloh motion carried.

### 3. COMMUNICATIONS

a. Installation of Equipment at PCS Nitrogen

Shane Coleman reported that staff received notification from the Environmental Protection Agency (EPA) pertaining to equipment being installed at PCS Nitrogen.

b. Letter from Resident on Woodhaven Lane

Shane Coleman reported staff received a letter from a resident on Woodhaven Lane. The letter was addressed to Lima-Allen County Regional Planning Commission (LACRPC) and John Heaphy. The letter writer wished to discuss the former American Mall property. The letter states the vacant property is a “cold and ugly site” and stated that the “potential that might exist for the property” with some ideas the letter writer had. Beth Seibert suggested that staff may want to reach out to Dave Stratton of the Allen Economic Development Group (AEDG) about this letter and the American Mall property. There are some ongoing conversations pertaining to the property and Dave Stratton may well be interested in getting in touch with the writer of the letter.

**Motion 36 (04-22-21) EC**

Kevin Cox made the motion to accept the Communications Report. Seconded by Chuck Schierloh; motion carried.

### 4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported the financial reports were emailed to all Committee members. The cash balance remains in good standing.

**Motion 37 (04-22-21) EC**

Thomas Tebben made 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. There were no unusual invoices in March. The Friends invoice was a bit higher as staff purchased cleaning supplies.

**Motion 38 (04-22-21) EC**

Thomas Tebben 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>
03/24/2021	\$13,742.95	\$1,924.01	\$199.27	
04/07/2021	\$14,833.99	\$2,076.76	\$215.06	\$349.79

**Motion 39 (04-22-21) EC**

Thomas Tebben made 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 yesterday, Wednesday, April 23, 2021, at 4:00 PM. Roll call was taken and the Committee approved the minutes of March 24, 2021. The Committee received an update on the RPC policies. In reviewing RPC policies, staff determined there were several that were either not utilized, obsolete, or required updating. Also, the job descriptions were updated which gave administrative staff more flexibility in hiring, etc. Thomas Tebben reported that Marlene Schumaker that Brick Street would be presenting its proposal for the façade of the RPC building in May. Marlene Schumaker also informed the Committee that the carpet squares for the hallway have been ordered. Staff hopes the carpet squares arrive in a timely manner otherwise, the payment for them will have to be made in ODOT's next fiscal year. Thomas Tebben reported that the Committee discussed RPC staff and stated that Shane Coleman requested that Cody Doyle be promoted to Associate Planner and take over the Safe Communities grant after the first payroll once the grant revision has been accepted by the Ohio Department of Public Safety (ODPS). Thomas Tebben reported that Shane Coleman stated that with the loss of a planner at the end of May, the Agency will need to advertise for a new planner.

### **Motion 40 (04-22-21) EC**

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

### b. Community Development Committee

Mitchell Kingsley reported the CDC did not meet in April.

### c. Developmental Controls Committee

Chuck Schierloh reported the DCC met on Tuesday, March 30, 2021. Chuck Schierloh stated Adam Haunhorst had reported the applicant is requesting to rezone twenty-five (25) parcels located in Shawnee Township from R-III Residential to RI Residential to more closely reflect the current usage, and to rectify some previous replats performed in the subdivision. Public sewer and water are present at all of the lots listed above. No wetlands, historical, or archaeological factors were found compromising the site. Additionally, the site has no larger environmental concerns such as the presence of FEMA-identified Special Flood Hazard Areas. Soil data reflects a number of different component parts including Bount Silt Loam, Gallman Loam, Sleeth Silt Loam, Thackery Loam, Westland Clay, and Westland Rensselaer Complex, none of which are hydric in nature. Adam Haunhorst reported the area proposed to be rezoned totals approximately 16 acres. Frontage will vary between approximately 100' and 350' depending on the lot in question. As Both R-I and R-III have a frontage requirement of 90' all township lot requirements have been met. Also based on the existing frontage, all of the existing lots meet county zoning requirements. The properties front Gaithersburg Drive as well as Alexandria Drive, both of which are federally classified as local roadways. These roadways experienced zero (0) traffic crashes over the 2016-2020 period. Neither roadway is listed on the access management plan and therefore are not subject to its restrictions. Furthermore, with the proposed change from R-III to R-I the potential maximum population density of the neighborhood would be decreased and therefore traffic volume should be decreased. Chuck Schierloh stated that Adam Haunhorst had reported the latest Shawnee Township Comprehensive Plan, dated October 2009,

identifies the affected parcels' land-use as residential. The area will continue to be residential and the proposed rezone will more closely align the area's zoning with its

**5. STANDING COMMITTEES (Continued)**

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

current use. Adam Haunhorst stated staff recommends approval of the SH-02-21 rezoning request. This rezoned parcel would more closely associate the area's zoning and usage, as well as creating on consistent zoning between two separate parts of the neighborhood. This decision is supported by the Shawnee Comprehensive Plan which projects the use of the land to remain residential in nature. Jerry Gilden had stated that he realized Shawnee Township is the petitioner and asked if the property owner was "on board" with this zoning request. Dave Belton had reported that the developer was the one that brought this "issue" to the Shawnee Township Trustee's attention. Chuck Schierloh had then asked about the other section that is zoned R-III and asked if there was a reason these parcels were not being rezoned R-I. Chuck Schierloh stated that Adam Haunhorst had replied that the residences in this section are multi-family homes. Chuck Schierloh stated Adam Haunhorst had reported the subject parcel is owned by The Proctor and Gamble Manufacturing Company of Lima, Ohio. The 137.23-acre parcel has access off both Reservoir Road and Thayer Road. The owner is interested in splitting off a 1.158-acre parcel that contains a residential home and barn. The proposed parcel fronts on Reservoir Road and is flanked on both sides by other residential lots. Please see the attached maps and survey for a visual representation of the proposed splits. Adam Haunhorst stated currently, Allen County Subdivision Regulations require road frontage of approximately 130' for the proposed 1.158- acre parcel, as well as a maximum width to depth of ratio of 1:3. The proposed lot would only have a frontage of 115' and a width to depth ratio of approximately 1:3.55. The proposed lot does, however, meet all Bath Township zoning requirements. Chuck Schierloh stated that Adam Haunhorst had reported staff cannot recommend this proposed lot split for approval while it is in non-compliance with Allen County Subdivision Regulations. Staff discussed the inability to recommend approval based on the current site conditions and agreed that a variance would have to be issued by the County before the replat could proceed further. Based on the stipulations of HB 22, such a land division would need to receive a variance from the Regional Planning Commission. Chuck Schierloh stated that Adam Haunhorst had reported staff recommends approval. This decision is based on the proposed lots similarities to the surrounding lots, its proposed separation from a lot with a non-similar usage, the unique frontage of the existing structure, and its compliance with Section 109 of the Allen County Subdivision Regulations. Chuck Schierloh stated Shane Coleman had reported that staff was in receipt of an Overall Development Plan for the first phase of the Lost Creek Subdivision. Staff is waiting for the Lima-Allen County Regional Planning Commission's (LACRPC) third-party reviewer and the local review agencies to provide staff with their comments. Once staff is in receipt of the comments, staff will present the Overall Development Plan to the DCC. Chuck Schierloh stated Shane Coleman had reported that staff has received plans for the next phase of Country Aire Estates. This item will also be presented to the DCC in the near future. Mitchell Kingsley asked if RPC's recommendation is considered an approval or do any of these types of items go back to the township for review and approval. Shane Coleman replied that the RPC just makes recommendations and the townships decide the fate of the zoning issues that were presented to the RPC.

**Motion 41 (04-22-21) EC**

Jerry Gilden made the motion to approve the DCC report and all motions and recommendations be approved. Seconded by Steve Ewing; motion carried.

## 5. **STANDING COMMITTEES** (Continued)

### d. **Transportation Coordinating Committee**

Steve Ewing reported that the Committee met right before the Executive Committee. The Committee received the RTA report and learned that ridership continues to increase. RTA will be starting two new fixed routes in the next few months. The routes will go to the Village of Bluffton and the city of Delphos. Steve Ewing reported that the Committee approved two resolutions. The first resolution was a request to increase the CMAQ funds for the shared-use path in the Village of Bluffton by \$85,000. The second resolution was a request to increase the CMAQ funds for the Safe Routes to Schools (SRTS) project for sidewalks, curb ramps, signage, etc. around Franklin Elementary and Jefferson Middle School. Steve Ewing reported that the Committee approved the FINAL Title VI Plan and the FINAL Public Participation Plan. The Committee also approved the Annual Report. Steve Ewing reported that the Committee learned that the Bike/Ped counts were coming up in May and those that were interested could sign up to take counts. Steve Ewing reported the Committee learned that the City of Lima has a survey out pertaining to its Comprehensive Plan and stated that the public is invited to take the survey. The RPC also will have a survey soon relating to the county subdivision regulations, zoning, etc.

### **Motion 42 (04-22-21) EC**

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

## 6. **OTHER COMMITTEE REPORTS**

### a. **Citizens Accessibility Advisory Committee**

Shane Coleman reported the CAAC did not meet in April.

### b. **Citizens Advisory Committee**

Shane Coleman reported the CAC met on Tuesday, April 20<sup>th</sup> and reviewed all of the same items that were on the TCC agenda.

### **Motion 43 (04-22-21) EC**

Beth Seibert made the motion to approve the CAC report and all motions and recommendations be approved. Seconded by Thomas Tebben; motion carried.

### c. **Transportation Advisory Committee**

Shane Coleman reported that the TAC met on Tuesday, April 20<sup>th</sup> at 1:30 PM and reviewed all of the same items that were on the TCC and CAC agendas.

### **Motion 44 (04-22-21) EC**

Beth Seibert made the motion to approve the TAC report and all motions and recommendations be approved. Seconded by Thomas Tebben; motion carried.

## 7. **STAFF PLANNING ASSISTANCE REPORT**

### **205 Safe Communities**

1. Staff contacted local high schools to obtain information on proms, post proms and graduation times, dates, and locations.
2. Staff met with Ohio SADD coordinator as part of meet and greet, attempt to solicit more participation by local schools, and facilitate introduction with Allen East program.

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

3. Staff worked on planning motorcycle awareness and Click It or Ticket (CIOT) events.
4. Staff corresponded with ODSP on planned events.
5. Staff worked with Bryan Bucher on planning for Blessing of the Bikes event.
6. Staff worked with Allen County Soil and Water on Adopt a Roadway program.
7. Organizing prom events (Arrive Alive Event) with Allen East SADD director.
8. Staff met to discuss prom events with SADD advisor and conversed with Lt. Grigsby regarding deliverable planning.
9. Staff met to discuss grant preparation and reimbursement process.
10. Staff worked on compiling and submitting monthly claim.
11. Staff worked to on fatal crash press release.
12. Staff attended Allen East SADD meeting with Ohio SADD Director.
13. Staff prepared for, conducted, and followed up on coalition meeting planning.
14. Staff conducted follow up with SADD Director and Chapter Director.
15. Staff reviewed new grant eligibility status and updates.
16. Staff worked to organize materials for new grant coordinator.

**402 Farmland Preservation**

1. Review Farmland Preservation Advisory Board agenda and meeting materials in preparation of 4/30/21 meeting.
2. Attend Statewide Farmland Preservation Advisory Board

**405 Economic Development**

1. Staff registered for monthly Chamber Breakfast and Implementing Diversity, Equity & Inclusion discussion.
2. Cost of living paperwork to employees for completion of tasks.
3. Staff reviewed ACCRA topics and updated ACCRA tables for calls.

**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 conducted a CDBG review and made requests from several people for files.
3. Staff sent CHIP RFQ to Allen County.
4. Staff sent MOU to Allen County Prosecutor for review.
5. Staff conducted follow up on MOU between Putnam County, Allen County, and Delphos. Also followed up on the first CHIP public hearing and filed paperwork for first public hearing.
6. Staff followed-up and reviewed HAC meeting.
7. Staff worked on resolution and scope for administration and pre-application for PY2021 CDBG CHIP Grant.
8. Staff reviewed Allen County Responsibilities for Grant and reviewed Policy & Procedure Manual.
9. Prepared for and attended HAC meeting.
10. Staff reviewed and researched CDBG Resource Guide.
11. Prepared for and attended Allen County Commissioner's first public hearing for CHIP grant and conducted follow-up.
12. Staff reviewed Lima Housing Report for potential information relevant to CDBG survey.
13. Staff worked to create CDBG hanging folders, file proof of CDBG mortgage insurance.



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

### **501 Zoning Assistance**

1. Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed 6 requests for information this past reporting period.
2. Staff met to review cases SCV0121 and RI0121 and formulate recommendations to DCC.
3. Staff worked on a county variance required for a lot split in Bath township.
4. Staff conducted a review of Shawnee zoning amendment(s).
5. Staff conducted a field visit for a site being rezoned in Shawnee Township.
6. Staff composed and sent email regarding floodplain information to Marion Township resident.
7. Staff worked with Sugar Creek Township and AEP on variance request. Staff noted it would need a letter from the township authorizing us to issue the variance on its behalf.
8. Staff responded to multiple calls regarding a zoning petition in Richland Township.
9. Staff worked to prepare multiple documents in preparation of DCC meeting(s).
10. Staff printed and bound ten (10) copies of Spencerville Zoning Ordinance for Village.

### **505 Subdivision Regulations**

1. Staff responded to 15 telephone inquiries and facilitated 2 in-house reviews. Staff processed 2 land transfers in Marion (1) & Monroe (1) and approved 4 minor land divisions in Bath (1), Jackson (1), Marion (1) and Monroe (1) townships.
2. Staff sent email to all partner review agencies seeking feedback on Overall Development Plan (ODP) for Lost Creek Subdivision. Staff reviewed comments submitted by review agencies as well as Richland Engineering, third-party reviewer.
3. Staff spoke with Allen Water District regarding the (re)stamping of a document.
4. Staff contacted affected parties regarding DCC actions.
5. Staff attended Allen County Commissioner's meeting to present replat information.
6. Staff spoke with Sugar Creek Township zoning official regarding potential lot split.
7. Staff spent time working with Bath Township property owner on lot split.
8. Staff was in contact with Lost Creek Subdivision designer for electronic drawings for proposed development.
9. Staff spent time researching Applewood Estates information and covenants.
10. Staff spent time discussing replat with Jackson Township resident.
11. Staff received and reviewed plans for Country Aire Estates subdivision.
12. Staff spoke with project consultant about Country Aire Estates subdivision regarding plans and need for update(s). Also spent time creating meeting survey, sending out reminder, and scheduling Country Aire Estates subdivision pre-development meeting.

### **510 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 reviewed emails between FEMA, LACRPC, and Allen County Stormwater regarding updated mapping.

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

3. Staff forward public meeting notice regarding mapping updates to City of Delphos.
4. Staff reviewed floodplain permit packet in Shawnee Township.
5. Staff reviewed Delphos floodplain materials and created maps and listing of affected parcels for the City.
6. Staff spoke with City of Delphos representative to discuss data and sent email to City for review and comment.
7. Staff reviewed FEMA mapping timeline, proposals and brainstormed public notification ideas.
8. Staff Attended National Flood Insurance Program - Spring Briefing for FEMA Region 5.
9. Staff discussed Bluffton floodplain map (new and proposed).
10. Staff met with Beth Seibert to review FEMA mapping update and public notification strategies.
11. Staff contacted ODNR to discuss and confirm timeline and notification process prior to commencement of appeal period.
12. Staff fielded an anonymous call regarding a person placing fill in a creek in Marion Township. Staff directed resident to Joe Gearing for further discussion.
13. Staff held ongoing floodplain conversations with Allen County Stormwater regarding parcels affected by new FEMA mapping.
14. Staff resent information to Marion Township resident regarding floodplain regulations.
15. Staff sent floodplain affected parcel information to Allen County Commissioners for review.
16. Staff reviewed floodplain information as a part of ACRTA's Transit Development Plan (TDP).

**601 Short Range Transportation Planning**

1. Staff facilitated the preparation and filing of program monitoring reports, resolutions, billings, scanning, postings, contract addendums, invoicing, and legal notifications.
2. Staff researched information related to the Allen County Transportation Improvement District (TID) per request from AC Commissioners Office.
3. Staff documented articles (review and print) as a part of the public participation process.
4. Staff updated Public Participation Plan (PPP) mailing list.
5. Staff calculated CY2020 hits and visits (user sessions) for website.
6. Staff completed March PPP documentation and updates.
7. Staff worked to update delegates, alternates, and committees in UPWP.
8. Staff attended virtual public meeting for City of Lima Main Street/Market Street Safety Improvement Project.
9. Staff emailed City of Lima to request information for current and upcoming projects.
10. Staff reviewed press release for City of Delphos (PID108644) and forwarded for posting to website.
11. Staff confirmed meeting with City of Delphos to discuss current and future projects. Staff subsequently met with City of Delphos Safety Service Director to discuss current projects and potential future projects, sources of funding and availability.
12. Staff attended ODOT District Safety Review Team meeting and reviewed minutes.

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

13. Staff reviewed Rapid Speed Transit Initiative (RSTI) packet (info, LOS, etc.) as sent to Amtrak by MORPC.
14. Staff attended OARC Executive Director's Meeting.
15. Staff attended monthly Allen County Development meeting to review current, pending, and upcoming projects. Review potential development sites and implications to infrastructure including roadways, water, sewer, etc.
16. Staff attended Lima Metropolitan Status Task Force Meeting - to discuss proposed change of MSA status with various local leaders.
17. Staff reviewed status of PPP update and format.
18. Staff attended GoToWebinar - Urban Areas for the 2020 Census - proposed criteria discussion.
19. Staff met via phone with ACEO to discuss development projects and issues.
20. Staff reviewed list of 2021 TRAC applications and regional hearings date/time proposals.
21. Staff reviewed 2021-2024 Ohio STIP Highway Amendment 6 Submittal.
22. Staff continued work on PPP update.
23. Staff met with ACEO, ODOT, AEDG, and AC Commissioner's Office to discuss development and access management regulations (ODOT Regs and AC Regs).
24. Staff attended 2021 Ohio's Civil Rights Transportation Symposium.
25. Staff completed and reviewed CMAQ justification document for Delphos Safe Routes to School project (PID113503).
26. Staff reviewed and discussed email from ODOT regarding Lima City Schools SRTS project and need for RPC representative to participate on committee.
27. Staff worked to finalize UPWP committee updates.
28. Staff continues development and reviewed current draft of newsletter.
29. Staff reviewed website and made updates to remove non-relevant notices on scroll and verify/add winter newsletter.
30. Staff updated GIS shapefiles.
31. Staff attended Census website training.
32. Staff attended ArcGIS training.
33. Staff uploaded ODOT request to website.
34. Staff posted ODOT advertisement on social media.
35. Staff conducted HCI meeting.
36. Staff started work on creating FAQ page relative to land-use on agency website.
37. Staff continued work on updating Annual Report information on website.
38. Staff sent logo updates to Lima News.
39. Staff worked to update census data on website.

**602 Transportation Improvement Program (TIP)**

1. Staff reviewed email from Village of Bluffton requesting additional CMAQ funding for PID11220.
2. Staff reviewed TIP projects, schedule, and current estimates in preparation of discussion of staff discussion regarding the same.
3. Staff reviewed email from Allen County Commissioners in reference to SR309 Roundabout project (PID109379). Staff sent multiple project links via email for review.
4. Staff reviewed response from ODOT District 1 regarding Delphos SRTS PID113503. Staff contacted City of Delphos for updated scope and estimate and discussed project as well as need for CMAQ justification. Staff discussed CMAQ justification document with the City and a request for additional \$25,000 funding allocation for PID113503.

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

5. City of Delphos requested information regarding funding for PID108644 as it pertains to utilities portion of project and additional funding sources. Staff directed City to contact consultant and ODOT District 1 to discuss.
6. Staff discussed Spencerville Road, Delphos and Bluffton projects and sent e-mail to ODOT District 1 regarding the same.

**605    Transportation Planning - Surveillance**

1. Staff worked on 2020 crime, fire, EMS statistics.
2. Staff continued work and review of updated trail map and brochure.
3. Staff worked with JAMPD and Rails to Trails to finalize meeting date/time with state legislative representatives and staffs. Staff spent time preparing for and attending two separate meetings with Rails to Trail and JAMPD. First meeting with Speaker Cupp's office, second with President Huffman's office.
4. Staff spoke via phone with City of Lima to discuss Lima Housing Task Force committee agenda, goals, etc. Staff prepared for and attended Lima Housing Task Force Committee meeting.
5. Staff attended Allen County Bike/Ped Task Force Steering Committee meeting.
6. Staff attended Activate Allen County Executive Committee Meeting.
7. Staff worked to update online traffic counts data.
8. Staff continued work on 2020 crash report.
9. Staff attended OARC safety committee meeting.
10. Staff was asked by Village of Lafayette to review retention pond location at SR309/Napoleon Road and safety concerns associated with its location. Staff conducted site visit.
11. Staff worked to create a road map for Village of Elida.
12. Staff worked to create bike/pedestrian crash data presentation.
13. Staff discussed traffic control issues with Village of Harrod. Sent information regarding speed hump design, ODOT approved signage, and pavement markings.
14. Staff reviewed crash reports on Eastown and Allentown for ACEO.
15. Staff sent emails to Lima Senior regarding Safe Routes to School.

**610    Long Range Transportation Planning**

1. Staff spent time on Allen County regulations work (zoning, subdivisions, floodplain, land divisions). Staff researched websites, surveys, and potential changes to expedite processes and streamline development and future planning.
2. Staff reviewed housing task force map from Pat Beam.
3. Staff continues its work on and meetings related to City of Lima Comprehensive Plan.
4. email exchanges re: confirm Lima comp plan reschedule.
5. Staff worked on survey for development, process, and impacts to current and future planning.
6. Staff attended and spoke at Mayor's Weekly Press Conference regarding Lima Comprehensive Plan.
7. Staff worked on Boundary Annexation Survey (BA) -Census.
8. Staff worked with multiple partners to gather feedback and confirm information for inclusion on updated trail map and brochure.
9. Lima Comprehensive Plan work: Section 2 Lima Comp Plan; Lima Comp Plan survey advertisement; Lima Comp Plan graphic art; Lima Comp Plan cover page; Lima Comp Plan survey transfer and review of 2018 community survey.

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

**675 Transit Planning**

1. Staff worked to draft and complete Transit Development Plan (TDP) for ACRTA.
2. Staff reviewed and sent TDP to ACRTA and its board members for review and comment.
3. Staff conducted random drug screens for 2nd quarter.
4. Staff prepared for and attended ACRTA meeting.
5. Staff reviewed 2015-2017 newspaper articles and documented information related to ACRTA route reductions, levy, etc. for TDP.
6. Staff conducted review of final 2020 TDP.
7. Staff updated ACRTA maps.
8. Staff reviewed Transit Operational Analysis and Management Plan.

**697 Annual Report**

1. Staff worked to draft, complete, and review annual report.
2. Staff reviewed draft annual report (format).
3. Staff spent time reviewing other MPO annual reports.
4. Staff worked to gather various data for annual report.
5. Entire staff reviewed proofed, and noted corrections to 2020 Annual Report.

**Motion 45 (04-22-21) EC**

Steve Ewing made the motion to accept the Planning Assistance Report. Seconded by Chuck Schierloh; motion carried.

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

a. Biennial Agreement with ODOT

Shane Coleman reported that staff has received the Biennial Agreement with the Ohio Department of Transportation (ODOT). Administration will be signing said agreement and sending it back to ODOT.

**10. ADJOURNMENT**

**Motion 46 (04-22-21) EC**

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

Submitted by:

Accepted by:

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

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

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

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