

EXECUTIVE COMMITTEE

July 22, 2021

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, July 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 – June 24, 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, Steve Ewing brought the meeting to order and proceeded with the agenda.

1. ROLL CALL

Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilden	Marion Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Chuck Schierloh	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 – June 24, 2021

Motion 70 (07-22-21) EC

Jerry Gilden made the motion that the EC minutes of June 24, 2021, be approved. Seconded by Kevin Cox motion carried.

3. COMMUNICATIONS

None.

4. FINANCIAL REPORT

a. Budget Report

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

Motion 71 (07-22-21) EC

Brion Rhodes made the motion to approve the Budget Report. Seconded by Howard Elstro; 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 are no invoices that the Committee has not seen in the past except for the invoice for the carpet.

Motion 72 (07-22-21) EC

Brion Rhodes made the motion to approve the bills to be paid. Seconded by Howard Elstro; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
06/30/2021	\$13,619.88	\$1,906.78	\$197.49	\$1,116.79
7/17/2021	\$14,057.84	\$1,968.10	\$203.84	\$ 125.00

Motion 73 (07-22-21) EC

Brion Rhodes made the motion to approve Payroll and OPERS. Seconded by Howard Elstro; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

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

b. Community Development Committee

Shane Coleman reported the CDC met on July 15, 2021. The Committee received an RTA report. They were presented the Draft Economic Development Strategy, Thayer Road Classification Revision, Bike Pedestrian Update, HB 168 Water and Sewer Quality Grant Program, Alternative Energy update and Township Funding Opportunity.

Motion 74 (07-22-21) EC

Howard Elstro made the motion to approve CDC Report. Seconded by Brian Rhodes; motion carried.

c. Developmental Controls Committee

Chuck Schierloh reported the DCC met on Tuesday, July 6, 2021. The Committee approved the DCC minute of June 22, 2021. The Committee was presented an American Township variance petition in which the owner of the property is requesting a

land transfer to the parcel located to the north leaving a remainder of approximately 2.890 acres. The land division would result in the receiving parcel having a width ratio of 1:7.16 which is far greater than the 1:3 that is called for in the Allen County Subdivision Regulations. Staff noted that this configuration previously existed and that in the recent past, the area in question was transferred, and the current layout was achieved. Chuck Schierloh stated Adam Haunhorst reported staff could not approve this proposed land division while it is in non-compliance with the Allen County Subdivision Regulations. Staff discussed the site non-compliance of both the County Subdivision regulations as well as the American Township Zoning Regulations (Please note that the site has received a variance from American Township) and concluded that a county variance would need to be issued before the division could be completed. Based on the stipulations of HB 22, such a land division would need to receive a variance from the Regional Planning Commission.

STAFF RECOMMENDATION:

Staff recommends approval. This would restore the lot to its previous shape, therefore not creating any new non-compliant lots. It complies with the area's comprehensive plan, the conformity to adjoining lots, and its compliance with section 109 of the Allen County Subdivision Regulations.

Chuck Schierloh stated Adam Haunhorst reported the applicant is requesting to rezone a parcel located in Shawnee Township from R-IIH Residential to B-II Business to more closely reflect the current usage, as well as restoring the zoning designation that was present at the time of purchase. Public sewer and water are present at the lot 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, Pewamo silty clay loam, and Udorthents Loam, none of which are hydric in nature. Adam Haunhorst reported the area proposed to be rezoned totals approximately 2.8 acres. The parcel is landlocked and has roadway access through an easement provided through an adjoining parcel. As R-IIH and B-II have a frontage requirement of 65' and 90' respectively, neither requirement is adequately met. This parcel is also out of compliance with the county frontage requirements. The property has roadway access on Dixie Highway, which is federally classified as a Minor Arterial Roadway. This roadway experienced thirty-nine (39) traffic crashes over the 2016-2020 period. The roadway is not listed on the access management plan and therefore is not subject to its restrictions. Furthermore, the proposed change from R-IIH to B-II would not have a large effect on the traffic. Adam Haunhorst stated the area in question was not part of the Township when the last comprehensive plan was written, and therefore no long-range plan is present for the area.

STAFF'S RECOMMENDATIONS:

Staff recommends denial of the SH-03-21 rezoning request. A rezoned parcel would create a new spot zone. Additionally, the staff has concerns about the roadway access of the parcel and the effect a future business may have on the adjoining parcels if and when the current owner transfers the property. Regional Planning does acknowledge that this is a unique situation as the property owner had purchased the property when it was zoned for commercial use. The property was rezoned by Shawnee Township as a part of the Fort Shawnee dissolution process. At that time, it was recommended and

accepted that this parcel be combined with an adjoining parcel(s) owned by the same owner. That process never took place, and ownership of various parcels has changed in the meantime. Since that time, the usage of the parcel has been misaligned with its zoning but operating legally. Again, the staff recognizes the unique situation presented. However, the responsibility of this agency is to evaluate petitions based upon zoning, land uses, and various other requirements as they exist today. Staff would further remind the Township that this is only a recommendation. The Township certainly has the authority to consider the stipulated mitigating factors when making a zoning determination. Shane Coleman reiterated that staff based its recommendations based on the situation as it exists today and realizes that Shawnee Township can act in whatever manner the Township sees fit. Kevin Cox asked if the property was zoned when it was part of Ft. Shawnee. Mark Bishop replied in the affirmative and stated that the property was zoned M-II Industrial/Heavy Commercial when the fort was in existence and was operated as such. After the dissolution of the fort and during the rezoning process, the staff made a recommendation to keep the property zoned R-II instead of keeping the zoning Commercial. Adam Haunhorst asked if the property was purchased just before the dissolution of the fort and was always used as commercial. Mark Bishop replied in the affirmative. Dave Belton stated that as long as there are no employees at this location, the zoning could stay the same. Adam Haunhorst stated that staff's concern is if the property is zoned B-II and, for example, a grocery store is placed on the property, the amount of traffic could be an issue due to the easement on a neighbor's drive. Kevin Cox stated that the property has no actual access to the roadway. Adam Haunhorst stated that a copy of the old Shawnee Township Comprehensive Plan generalized land use map is included in each packet. This property was not actually part of Shawnee Township when the Comp Plan was written. Therefore, there is no historical designation of what this property was supposed to be. Dave Belton asked what a historical designation has to do with this situation. Adam Haunhorst replied that when the fort was dissolved, and properties were rezoned, many of the parcels were not in compliance with the township zoning. A historical designation allows properties to "get around" not being in compliance with current zoning. Mark Bishop stated that, for example, the Township requires 8-foot side setbacks whereas the fort only required 4-foot side setbacks, the township frontage requires 55 feet, and the fort required 45 feet of frontage. Jerry Gilden asked who made the decision to return this property to an R-II if it was previously Industrial.

Motion 75 (07-22-21) EC

Brion Rhodes made the motion to approve the DCC report and all motions and recommendations be approved. Seconded by Thomas Tebben; motion carried.

would have made a recommendation, but the decision was ultimately up to the Township. The RPC and the DCC only make recommendations; they do not approve anything. Shane Coleman stated that staff is unsure why similar properties remained zoned Commercial, and this property was rezoned residential after the dissolution of Fort Shawnee. Dave Belton stated that when the fort was dissolved, there was quite a mess with the amount of spot-zoning as well as other zoning issues that the Township had to try to address. Kevin Cox stated that he wondered why it did not remain Commercial if that area was already mostly zoned Commercial. Adam Haunhorst replied that staff is not sure, and if one looks at the land use map, most of the properties within that area are zoned Commercial. Shane Coleman stated that this is just the staff's recommendation and the Township is more than welcome to make a decision based on what it feels is best for the Township. Dave Belton asked where is the easement for this property. Adam Haunhorst replied that he did not have the name of the property owner handy but that he believed that the easement splits this property and the property directly to the south down the property line. Dave Belton stated that another issue with the zoning in the former fort was the sizes of the lots; many lots were double or triple lots. Kevin Cox asked if this property has access to water, sewer, electrical, etc. Adam Haunhorst replied in the affirmative. Kevin Cox asked if the Township is concerned that a store of some type may be built on the property. Mark Bishop replied that the property owner is building an accessory structure on the back of the property, and the new structure does not fit in with residential zoning. The property owner had asked Mark Bishop how it was possible the structure was not compliant with current zoning as his property was zoned Commercial. He was surprised when he was informed that the property is zoned Residential. Walter Rysz stated that he concurred with the staff's concern being the only access to the property is through a residential area. Jerry Gilden asked how many acres this property is. Adam Haunhorst replied the property is 2.8 acres. Kevin Cox asked if the zoning is predominately Commercial, why is there an issue with changing the zoning. Adam Haunhorst replied that the property owner is adamant that the property be rezoned back to Commercial as he believes it will greatly increase the value of the property. Kevin Cox asked if the property owner wants to sell the property. Adam Haunhorst replied that he believes the property owner does not want to sell the property.

STAFF'S RECOMMENDATIONS:

Staff recommends approval of the MA-01-21 rezoning request. This rezoned parcel would more closely associate the areas zoning and usage, as well eliminating a current spot zone located to the east of the property. This proposed re-zone would also serve to simplify the overall zoning of the area.

DCC RESPONSIBILITIES:

The Developmental Controls Committee has the responsibility to: (1) approve the zoning amendment as submitted; (2) approve the zoning amendment on conditions as specified; (3) deny the zoning amendment as submitted based on cause; or, (4) at the request of the petitioner table a decision until certain issues can be resolved.

Motion 76 (07-20-21) EC

Brion Rhodes made the motion to approve the DCC report and all motions and recommendations be approved. Seconded by Howard Elstro; motion carried.

d. Transportation Coordinating Committee

Howard Elstro stated the TCC met on July 22, 2021 at 3:00 p.m. with a quorum being present the TAC minutes of July 20, 2021 were accepted. Approval of the TCC minutes of May 27, 2021 were accepted. Karen Garland reported that ridership numbers continue to follow an upward trend. 2 new routes out of Bluffton and Delphos, were added the 2nd week of June. Since the routes were opened there have been 29 trips out of Delphos and 18 out of Bluffton. Both communities are extremely receptive to the routes and it is anticipated that numbers will pick-up as word-of-mouth spreads and residents familiarize themselves with the RTA. Karen Garland reported that the ridership for community events was 1,838. Daycares are utilizing the buses to go on field trips, as well as the summer camp The ARC, in a joint venture with Find A Ride. Karen Garland reported that it is anticipated that there will be two new buses coming September.

Shane Coleman reported that since the last CEDS update, it has been discovered that The Economic Development Administration (EDA) is not going to allow the current CEDS document to suffice for application purposes. In order to allow local entities to apply for federal money, a completed update is needed ASAP. It had previously been discussed to wait until the 2020 Census Data, due to be released in August, to fully update the CEDS as Section 4 relies heavily on population data. Shane Coleman referred to Section 2 of the CEDS as it talks about the process to get the draft complete. Shane Coleman stated that the process has relied upon the efforts of Allen/Lima Leadership. They had done a survey last fall and had roughly 800 respondents. AEDG used that survey in addition to an internal survey of their staff and their board to create their strategic plan, which is outlined in Section 8 of the CEDS. Between following the strategic plan, data collection at LACRPC, and conversations with committees, the document needs to be updated, approved, and submitted to EDA in order to continue the regions eligibility for federal program funds. Shane Coleman stated that some local entities applied for EDA funds last year (City of Lima and City of Delphos) and both requests for funds were not granted as priorities of the EDA were changed due to the pandemic. The Allen Water District and the Allen County Sanitary Engineer's Office (ACSEO) are both interested in applying for EDA funds for projects as the funds become available.

THAYER ROAD CLASSIFICATION REVISION

Shane Coleman referred to a packet that includes a letter, a statement of justification, a map of the corridor, and the Thayer Road Corridor Study that will be sent to ODOT to request that the section of Thayer Road from US 30 to State Route 81 be reclassified. There was a Thayer Road Corridor study done by ODOT, Lima/Allen County Regional Planning and Allen County. The study helped identify safety concerns related to increased traffic and speed along that corridor related to online mapping systems (GPS) directing traffic to the area. Shane Coleman referred to Cody Doyle to expand upon the study as he worked on the project with Mott McDonald.

Cody Doyle introduced that the functional class of a road determines the amount of federal funding it receives. Anything not on the federal functional class is considered a local road and is only funded locally. The corridor of interest has been the section of Thayer Road from 30 to State Route 117. State Route 117 N to State Route 81 to is on the functional class. From State Route 81 to US 30 it is considered local. Cody Doyle stated that the entire stretch of Thayer Road from State Route 117 to US 30 is being used the same way. It is a major collector of traffic. It is anticipated that the submission of the request to ODOT will result in the section of road being reclassified in order to better reflect the way it is used today.

Shane Coleman reported that use of the roadway has changed dramatically. From 2005-2021 the number of vehicles increased from 947 vehicles to 2675 vehicles. According to Streetlight data over 75% of Northbound vehicles and over 60% of Southbound vehicles

originated from over 30 miles away. Shane Coleman stated that reclassification to the functional class would also help to bring project funding.

BIKE/PEDESTRIAN UPDATE

Bike/Ped Count Review- Shane Coleman referred to a presentation that Adam Haunhorst had created in order to submit an update to Activate Allen County on bike and pedestrian counts that are gathered every May and September. Shane Coleman reported that Adam Haunhorst compiled data from 2017-2021. 2021 saw a dramatic increase in pedestrian activity and the 2021 bicycle counts remain elevated compared to pre-COVID counts. Shane Coleman reported that these counts are single day events that are subject to variation.

Walk.Bike.Ohio Plan Review- Shane Coleman stated that the final version was recently released. Shane Coleman stated that the plan will play a heavy role in ODOT planning and it is anticipated that Lima/Allen County will incorporate it as well in future planning strategies in the weighting of projects for transportation, sidewalks, trails, etc.... The document outlines the steps and goals ODOT has as it relates to active transportation and implementation of planning and guidance, educational and promotional activities and ways they develop and use data.

ADA Transition Plans- Shane Coleman reported that the region continues to work on getting the plans drafted, implemented and approved. Shane Coleman stated we are currently working with the city of Spencerville in order to engage in surveying their local sidewalks and ramps in partnership with the LACRPC in order to help put the plan together. Shane Coleman reported that LACRPC is committed to the cities of Bluffton and Delphos to do the same. Shane Coleman stated that it is a huge undertaking but we have the ability to put the plans together here at the LACRPC. It is the goal of the LACRPC that by next year at this time, ADA Transition Plans will be complete. Shane Coleman reported that because of the work done by Tom and staff at LACRPC, the region was invited to participate in a webinar from ODOT on August 12th, dealing with ADA plans. They would like Lima's perspective on how we have worked with member agencies in an effort to help implement the plans.

Ohio Trails Detour Map- Shane Coleman referred to the Planet Ohio packet released by ODOT. Shane Coleman reported that the Ohio Department of Natural Resources ODNR has started to map trails around throughout the State of Ohio. Johnny Appleseed has sent their GIS information to ODNR for implementation. It is anticipated that over the course of the next several months that the Allen County region will pull in GIS information and reach out to some partners in order to submit as much of the regions information to ODNR for implementation on the app.

Shane Coleman also gave the Committee an update on Alternative Energy, HB168 Water and Sewer Quality Grant Program, and Township Funding Opportunities petitioner table a decision until certain issues can be resolved.

Motion 77 (07-22-21) EC

Howard Elstro made the motion to approve the TCC report and all motions and recommendations be approved. Seconded by Brion Rhodes; motion carried.

6. OTHER COMMITTEE REPORTS

a. CAAC Committee

Shane Coleman reported that the CAAC did not meet in July.

b. CAC Committee

Shane Coleman reported the CAC met on July 20, 2021. The following items were discussed:

Draft Comprehensive Economic Development Strategy;

Bike Pedestrian Update;

Bike/Ped Count Review;

Walk Bike Ohio Plan Release;

ADA Transition Plans /ODOT Webinar;

Ohio Trails DETOUR App;

Alternative Energy Updates;

HB 168-Water and Sewer Quality Grant Program;

Township Funding Opportunities

c. TAC Committee

Shane Coleman reported the TAC met on July 20, 2021. The following items were discussed:

ACRTA Report

Draft Comprehensive Economic Development Strategy;

Bike Pedestrian Update;

Bike/Ped Count Review;

Walk Bike Ohio Plan Release;

ADA Transition Plans /ODOT Webinar;

Ohio Trails DETOUR App;

Alternative Energy Updates;

HB 168-Water and Sewer Quality Grant Program;

Township Funding Opportunities

Thayer Road Classification Revision

Motion 78 (07-22-21) ECC

Howard Elstro made the motion to approve the other Committee Reports; Seconded by Brion Rhodes; motion carried.

7. STAFF PLANNING ASSISTANCE REPORT

205 Safe Communities

1. Staff worked with OTSO representatives on grant and grant portal training.
2. Staff submitted a monthly claim for review and approval. Staff made necessary revisions as requested.
3. Staff prepared for the motorcycle race event at Allen County Fairgrounds.
4. Staff worked to secure the date and location for the yearly Safety Awards Luncheon.
5. Staff held conversations with Arrive Alive facilitators regarding simulator rental.
6. Staff reviewed grant deliverables, events, timelines and created a list of upcoming requirements.

405 Economic Development

1. Staff worked on updating Gateway & Shawnee maps for AEDG.

2. Staff printed cost of living data and distributed, with new instructions.
3. Staff spent time reviewing, commenting, and editing various sections of the CEDS draft.

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 prepared for and attended a second public hearing for the CHIP grant.
3. Staff prepared and paid invoices for the CDBG grant and input information into the MUNIS system.
4. Staff reviewed the confidentiality agreement with ODSA and requested more information for further discussion.
5. Staff printed 100 CHIP flyers and brochures and created packets to distribute as a part of the public participation process.
6. Staff responded to an inquiry from American Township regarding the CHIP program, provided electronic copies of the flyer and brochure for distribution.

501 Zoning Assistance

1. Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed seven (7) requests for information this past reporting period.
2. Staff reviewed and discussed SH-03-21: researched previous DCC action and reviewed draft staff recommendation.
3. Staff reviewed the AMV02-21 draft recommendation.
4. Staff prepared for and attended DCC meeting(s) for SH-03-21 and AM-V02-21.
5. Staff worked with Perry Township Zoning to update Perry Township to update zoning maps. In addition, staff assisted in providing copies of 2016 resolutions needed for zoning question(s).
6. Staff created a binder of all county and township zoning regulations for new employee reference.
7. Staff compiled DCC meeting minutes and circulated them for review before meeting approval(s).
8. Staff reviewed documents submitted by Shawnee Township as part of the Dixie Highway zoning question.
9. Staff reviewed Camden Ridge zoning documents.
10. Staff reviewed materials and formulated recommendations and packets for American Township and Shawnee Township applications.

505 Subdivision Regulations

1. Staff responded to two (2) telephone inquiries and facilitated two (2) in-house reviews.
2. Staff processed (1) land transfer in Auglaize, (1) Bath, Jackson(1), and Shawnee(1) and approved six (6) minor land divisions in American (2), Bath (2), Perry (1), Richland (1) and Shawnee (1) townships.
3. Staff met to review and discuss Country Aire Estates construction drawing submission before dissemination to reviewing agencies.
4. Staff drafted a letter to review agencies as part of a packet sent to same.
5. Staff held internal discussions regarding subdivision and variance processes.
6. Staff sent June invoice for Country Aire Estate subdivision.
7. Staff updated the lot split map.
8. Staff met with Allen Water District and Allen Sewer District regarding the lot split necessary for improvements as part of the Rudolph Foods project.

9. Staff created and bound a copy of the Allen County Subdivision Regulations for new employee resources.

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 prepared for and attended a meeting with the Allen County Prosecutor's Office to discuss a floodplain violation in Shawnee Township.
3. Staff drafted and sent a floodplain violation letter to a property owner in Shawnee Township.
4. Staff met to review ODNr CAC response and requirements, the status of required documents, and confirm the due date.
5. Staff reviewed and discussed possible violations in Marion Township.
6. Staff floodplain discussion with previous Executive Director and subsequent review(s) of conversation.
7. Staff attended a floodplain meeting with Allen County Commissioners.
8. Staff investigated (site visit) and issued a violation letter in Marion Township.
9. Staff created FEMA mapping packets for distribution to LACRPC members as part of the public participation process.
10. Staff review of information sent by FEMA staff regarding floodplain information request.
11. Staff correspondence and review of ODNr response regarding the compliance check.
12. Staff spoke with Sugar Creek Township resident regarding floodplain violation. Included discussions with Executive Director and FEMA.

601 Short Range Transportation Planning

1. Staff discussed CEDS update with Allen County Sanitary Engineer (wastewater facilities).
2. Staff attended the OARC transportation directors meeting.
3. Staff reviewed ODOT CPG and Biannual Agreement.
4. Staff completed June PPP updates (review, file, document articles).
5. Staff completed FY2021 PPP documentation and filed.
6. Staff exchanged emails with Economic Development Administration representative to discuss Economic Development District information and attempt to schedule an additional meeting(s) to share information to prepare local presentations.
7. Staff attended Value Capture Strategies: Tax Increment Financing – The Primer.
8. Staff attended Allen County Local Emergency Planning Committee.
9. Staff attended ODOT District 1 Locally Sponsored Projects Monthly Update Meeting.
10. Staff responded to the request as part of the Allen County Sanitary project compliance review.
11. Staff sent correspondence to AEDG regarding mapping requests.
12. Staff corresponded with the City of Delphos regarding curb ramps, asphalt overlay, funding questions.
13. Staff attended FHWA ADA Webinar: Role of MPOs in Transition Plan Implementation.
14. Staff continued review of federal and state pandemic-related funding opportunities.
15. Staff worked to secure meetings with various agencies as part of PPP - Shawnee, Sugar Creek, Cairo, Bluffton, Delphos, Jackson.

16. Staff reviewed Streetlight training opportunities and registered for updates.
17. Staff corresponded with the Village of Bluffton to confirm meeting as part of PPP, discuss topics and materials requests and questions related to I75 and village annexations.
18. Phone conversation with C. Hughes (ODOT) regarding potential lunch/learn. Staff followed up with email correspondence/available dates.
19. Staff reviewed and discussed the development survey.
20. Staff corresponded with ODOT regarding Allen County TID meeting.
21. Staff corresponded with Access Engineering regarding project summary sheet for potential proposal(s).
22. Staff reviewed materials sent in advance of the MPO/ODOT annual meeting.
23. Staff prepared for and attended the Bluffton Village Council meeting as part of the PPP.
24. Staff attended ODOT District 1 Safety Review Team Meeting.
25. Staff prepared for and attended the Sugar Creek Township meeting as part of the PPP.
26. Staff corresponded with and reviewed materials from the Village of Bluffton regarding the proposed annexation east of I75 and how I75 would affect the annexation process.
27. Staff reviewed correspondence forwarded from ODOT regarding citizen complaints of excessive speed on Market Street between Eastown and City corporation limits.
28. Staff corresponded with ODOT and ACEO regarding Allen County TID.
29. Staff attended monthly development meetings with various Allen County Officials. Review of materials sent by AEDG for a potential project, the team met to review planning packet created by LACRPC, added utility section, forwarded to AEDG;
30. Rapid Speed Transit Initiative meeting/update;
31. Staff prepared for and attend the Amanda Township meeting as part of PPP.
32. Staff participated in internal training related to website updates and maintenance.
33. Staff worked on social media posts- GLCAP programs, website edits, and training.
34. Staff spoke with Lima News (PPP).

602 Transportation Improvement Program (TIP)

1. Staff corresponded with the City of Delphos regarding the South Main Street project.
2. Staff reviewed STIP amendment for MPO and current projects status, estimates, funding.
3. Staff spoke with Access Engineering with an email follow-up to the Village of Lafayette regarding a potential project, funding, and timing inside the Village.
4. Staff prepared for and attended meeting in Lafayette with Village staff and consultant to discuss proposed Napoleon Road project, scope, costs, timeline, and determine Village's commitment and ability to fund local match. In addition, staff met internally to discuss the same.
5. Staff reviewed COVID-related funding streams and their potential impact on programmed and non-programmed projects.
6. Staff corresponded and held a phone conference with ACCESS to check the updated estimated cost of a possible Napoleon Road project.

605 Transportation Planning - Surveillance

1. Staff met to discuss Activate Allen County and Healthy Communities initiative.
2. Staff communicated with Activate Allen County regarding bike/ped count data, request an update, and presentation at the next meeting.

3. Staff corresponded with Creating Healthy Communities regarding Complete Streets proposals/policies for Delphos and Bluffton.
4. Staff corresponded with Allen County Health/Creating Healthy Communities regarding map and data requests for use to determine the future location of additional food banks.
5. Staff held a Sugar Street traffic count discussion - Streetlight v. hard counts, review the information provided to ACEO regarding same.
6. Staff continued Thayer Road Reclassification discussion, review, and a draft of a letter for the packet.
7. Staff held a phone discussion with ODOT regarding the proposed ADA webinar and participation request. Staff discussion of same.
8. Staff conducted a final review of the Thayer Road packet and forwarded it to ACEO for review before monthly committee meetings.
9. Staff continued work on mapping projects for the CEDS update.
10. Staff emailed draft Thayer Road packet to ODOT District 1 for review/comment/determine if a resolution is required as part of the process.
11. Staff sent an email to JAMPD regarding the new ODNr trail app, interest/ability to include Allen County Trails.
12. Staff attended the Allen County Bike/Pedestrian Steering Committee meeting.
13. Staff corresponded with ODOT to secure 2020 QECW information for planning purposes.
14. Staff participated in Streetlight Training.
15. Staff conducted internal review and training of GCAT TIMMS OVERVIEW.
16. Staff began work on the EV Infrastructure study.
17. Staff spent time building models in Street Light which involved some research time.
18. Staff discussed traffic count maps with AEDG.
19. Staff spent time working in Street Light to confirm Sugar Street traffic counts, comparing data to hard counts.
20. Staff spent time acquiring bike and pedestrian count data and crafted presentations for Activate Allen County meeting.
21. Staff finalized bike map brochure.
22. Staff reviewed the new OSP distracted driving dashboard.
23. Staff picked up counters and downloaded count data.
24. Thayer Road Reclassification – compile and forward for reviews. Prepare for presentation to committees.
25. Staff prepared Agerter & Wapak Roads data for ACEO.
26. Staff reviewed the ODOT construction update.
27. Staff worked on Delphos Functional Classification map.
28. Staff conducted phone a call and email to Brion Rhodes regarding traffic and train counts.
29. Staff followed up on Spencerville's ADA plan progress.
30. Staff prepared and emailed Kill Road traffic data to Marion Township per a Trustee request.
31. Staff finalized bike counts and data.

610 Long Range Transportation Planning

1. Staff continued work on the Comprehensive Economic Development Strategy update.
2. Staff began work on Elida's comprehensive plan preparation and documentation.
3. Staff prepared for and conduct internal long-range project planning meetings.
4. Staff met to review draft maps and update on potential development sites.

5. Staff reviewed CEDS document and requirements, met internally to discuss, email communications and phone conference with EDA representative to discuss CEDS update/process, email communications with Allen County Sanitary Engineer Office to set up CEDS meetings.
6. Staff corresponded with the City of Lima regarding Comprehensive Plan update, survey status, etc.
7. Staff met with Perry Township trustee to discuss future land use, zoning, and comprehensive plan update(s).
8. Staff held a phone call with Perry Township Trustee with land use, long-range comprehensive plan question, and subsequent follow up with AC Prosecutor's Office.
9. Staff sent an email to AEDG regarding potential funding sources for long-range planning.
10. CEDS Update - email Lima Allen Leadership regarding survey data needed to complete update (availability, access, timeline). Staff worked to locate and review documents on the AEDG website and work to incorporate information into the project, planning, timelines, and chronology updates.
11. Staff corresponded with AC Prosecutor regarding land use, long-range planning, and alternative energy.
12. Staff reviewed OARC update on water/sewer funding and associated meeting(s).
13. Staff met to review monthly development meetings and prepare for ODOT/MPO Annual Meeting.
14. Staff continues EV Infrastructure research.
15. Staff worked on development packets for review and potential intersection/corridor studies.
16. Staff met to review development packets and discuss. Staff will reconvene to discuss before circling back to ODOT.
17. Staff closed the Lima Comprehensive Plan survey and began reviewing responses.
18. Staff reviewed the template for Lima Comprehensive Plan.
19. Staff received emails from Allen County Health regarding food needs and a potential site for an additional food bank.
20. Staff closed the developer survey and began the review.
21. Staff attended Lima Farmers' Market for Lima Comprehensive Plan Survey Dissemination.
22. Staff participated in Census training.
23. Staff worked to gather employment data.

675 Transit Planning

1. Staff attended the ACRTA Board meeting.
2. Staff set up new business cards, printed and separated 100 for ACRTA use.

Motion 79 (07-22-22) EC

Mitch Kingsley made the motion to approve the Staff Planning Assistance Report. Seconded by Jerry Gilden; motion carried.

8. OLD BUSINESS

None

9. NEW BUSINESS

None

EC – July 22, 2021

10. ADJOURNMENT

Motion 80 (07-22-21) EC

Thomas Tebben 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: _____