

EXECUTIVE COMMITTEE

May 27, 2021

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, May 27, 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 – April 22, 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, Steve Ewing 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. Jerry Gilden	Marion Township
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Chuck Schierloh	City of Lima
Ms. Beth Seibert	Allen County
Mr. Thomas Tebben	City of Lima

STAFF

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

2. **APPROVAL OF EC MINUTES – April 22, 2021**

Motion 47 (05-27-21) EC

Kevin Cox made the motion that the EC minutes of April 22, 2021, be approved. Seconded by Thomas Tebben motion carried.

3. COMMUNICATIONS

- a. Notification of Available Grant Funds from the Ohio Department of Natural Resources
Shane Coleman reported that staff received notification from the Ohio Department of Natural Resources (ODNR) pertaining to an opportunity to apply for \$50,000 in Recreational Trails Program grants to build new Storybook Trails throughout Ohio. Storybook Trails bring the pages of a favorite book to life in nature, encouraging families to be outdoors and learning together. Grants will be awarded for \$5,000 - \$10,000 to build new Storybook Trail projects. Shane Coleman reported eligible applicants include cities and villages, counties, townships, special districts, state and federal agencies, and non-profit organizations. Staff will forward the info to the Committee for review.

Motion 48 (05-27-21) EC

Jerry Gilden made the motion to accept the Communications Report. Seconded by Dave Belton; motion carried.

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 49 (05-27-21) EC

Howard Elstro the motion to approve the Budget Report. Seconded by Kevin Cox; motion carried.

- b. Bills to be Approved
Marlene Schumaker reported the list of invoices was included in the information emailed to each Committee member. The list of invoices is longer this month as the Agency is catching up of several items. There are a couple of invoices the Committee may not have seen before or it has been some time since they have been on the invoice list. Marlene Schumaker reported the invoice for Richland Engineering in the amount of \$1,322.50 represents a subdivision replat as well as an Overall Development Plan (ODP) that they reviewed for staff. The invoice in the amount of \$8,303 for the Allen County Commissioners represents the RPC's allocation for this year. Marlene Schumaker reported the invoice in the amount of \$3,100 represents the maintenance agreement for ESRI for the year which means that the Agency does not have to purchase any updates it is part of the agreement. Thomas Tebben asked how often does the Agency pay the ESRI. Marlene Schumaker replied that the Agency pays the ESRI once a year. ESRI is the mapping software for the Agency.

Motion 50 (05-27-21) EC

Howard Elstro made the motion to approve the bills to be paid. Seconded by Kevin Cox; motion carried.

- c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
04/21/2021	\$15,102.44	\$2,114.34	\$218.99	\$1,389.63
05/05/2021	\$14,957.16	\$2,094.00	\$216.88	\$1,241.79
05/19/2021	\$14,073.54	\$1,970.30	\$204.07	

4. FINANCIAL REPORT (Continued)

c. Payroll and OPERS (Continued)

Motion 51 (05-27-21) EC

Howard Elstro the motion to approve Payroll and OPERS. Seconded by Kevin Cox; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Thomas Tebben reported that the AAC yesterday, Wednesday, May 26, 2021, at 4:00 PM. Roll call was taken and the Committee approved the minutes of April 21, 2021. The Committee received an update on the RPC policies. Shane Coleman reviewed proposed updates to the Cell Phone policy in Section 8 of the Policy Manual with the Committee the proposed changes is referencing when staff is operating Agency vehicles. The Committee approved the proposed policy changes. Thomas Tebben reported that Shane Coleman discussed the possibility of closing the RPC offices at 4:30 PM instead of at 5:00 PM. The discussion included that the change would not reduce the number of hours worked by staff and it would align the Agency with other public offices. No motion was received therefore, the RPC office hours will remain from 8:00 AM to 5:00 PM Monday through Friday. Thomas Tebben reported that the Committee received a presentation by Brick Street pertaining to the updating of the front of the RPC building. The first picture on the screen is the existing façade, the next picture depicts the removal of the shingles and the brick and install new windows, move the entry door over some and replace the door and repairs any items that require repaired. This option restores the building to the original intent. Thomas Tebben reported the Committee discussed the amount this option might cost. Brick Street estimates approximately \$50,000 - \$70,000 but will not know for sure until the wooden structure is removed and what remains can be assessed. The second option just removes the wood shake awning and replaces it with a metal style awning. In the middle of the upper portion of the building above the windows, it says Cadillac (the building was a dealership in the 1920's and 1930's) and Thomas Tebben had stated that he would like to see that preserved for historical reference. Howard Elstro made the motion that Brick Street pursue the cost estimates for Option One. Motion was seconded by Doug Post and carried. Therefore, RPC will hear back from Brick Street as the process evolves. Thomas Tebben reported the Committee discussed RPC staff. Shane Coleman updated the Committee on the departure of one employee and the search process. Of the resumes received to date, the RPC will keep the position open in the interim while the Agency continues to accept and review resumes. The resumes received to date do not really relate to the actual job description. Current staff will work to pick up extra tasks as necessary until such time as permanent staff decision has been made. Thomas Tebben reported that under Other, Shane Coleman updated the Committee on In-Person meetings which will begin again in July. The State Legislature is in discussions about possibly allowing a hybrid version of meetings; in-person and virtual. At this point, staff is unsure if that will be an option. The Committee was informed that all COVID restrictions expire June 2nd. Howard Elstro made the motion to open the RPC office to in-person activities June 2nd with voluntary safety precautions in place. Seconded by Brion Rhodes and the motion carried. Thomas Tebben reported that Shane Coleman had stated that given the size of the RPC building and the size of the staff, there is room available that could be rented another agency providing the RPC with another source of revenue. Marlene Schumaker updated the Committee on several issues as relates to the Community Development Block Grant (CDBG) program that may require a request to the state for an extension on the current CHIPP grant. This issue arose due to the restrictions put in place during the pandemic

5. **STANDING COMMITTEES** (Continued)

b. Administrative Affairs Committee (Continued)

thereby, the Agency could not spend all of the funds allocated. Kevin Cox asked if there are any funds allocated to the repairs of the façade to the RPC building. Thomas Tebben replied that he asked the same question and was informed that funds have been put back for this for some time to the tune of approximately \$60,000.

Motion 52 (05-27-21) EC

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

b. Community Development Committee

Shane Coleman reported the CDC met on May 20th at 3:30 PM with five Committee members in attendance. The Committee did not receive a report from RTA as there was no representative available. The Committee received a report on the Comprehensive Economic Development Strategy (CEDS). The Committee received a report on the FEMA mapping update. Mitchell Kingsley had asked what effect comments might have on the mapping update. Staff contacted the Ohio Department of Natural Resources (ODNR) with the question. ODNR replied that if someone is disputing the map update, that person needs to have data to back up the dispute. Shane Coleman stated that Jamie Mehaffie asked if the Letters of Map Amendment (LOMA) would be included in the update. ODNR indicated that the LOMA's will be part of the new maps. Jamie Mehaffie asked if the Flood Insurance rates would be increasing and what effect that might have on insureds. ODNR replied that they do not have details on the new flood insurance rating system. It appears that in September, flood insurance rates will begin to increase for some. Shane Coleman reported that he recognized new Committee members and thanked them for their participation.

Motion 53 (05-27-21) EC

Jerry Gilden made the motion to approve the CDC report and all motions and recommendations be approved. Seconded by Thomas Tebben; motion carried.

c. Developmental Controls Committee

Chuck Schierloh reported the DCC met on Tuesday, May 11, 2021. Chuck Schierloh stated Adam Haunhorst reported the Applewood Estates Subdivision was approved with the consent of the Allen County Engineer, LACRPC, and Shawnee Township in October of 2014. The existing subdivision was platted with full access to sanitary sewer, electric, public streets, and gas. Because of the subdivision's status as a Planned Unit Development (PUD), the proposed replat was first reviewed and approved by Shawnee Township. Following Township approval, the proposed replat was reviewed to ensure its continued compliance with environmental issues related to wetlands, floodplains, as well as historical landmarks, and archeological sites. The proposed parcels will be serviced by Summer Rambo Court, a low-volume street classified as a local roadway on the federal functional classification system. Summer Rambo Court is not listed on any access management plan and therefore is not applicable. One total buildable lot was eliminated and replaced with one non-buildable lot; therefore, the capacity of Summer Rambo Court will not be adversely affected by additional traffic. The subdivision is currently zoned as a PUD in Shawnee Township and is proposed to remain as such. All minimum setbacks and lot restrictions established by the township within the PUD are met by the proposed lots. The proposed lots meet all other specific requirements established by both the Township and subdivision. Please note this would eliminate one total buildable lot while creating a new non-buildable lot. Additionally, it would remove a

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

sign from private property and create a new common space lot that is easier to access for maintenance. Chuck Schierloh had asked what PUD meant. Adam Haunhorst had replied PUD means Planned Unit Development. These units can be used as a mixed usage development. There are some zoning categories that can be allowed with these types of developments that normally are not allowed within the regular subdivision regulations. Because this is a zoning issue, it must be approved by the township. Brad Baxter had stated that he assumed that this request does not “step outside” what is typically part of a PUD. Mark Bishop had replied that as far as he knows, this request conforms with current PUD regulations. Brad Baxter had stated that he was aware that this was a PUD and was just wondering if this request remains in line with the structure of the current PUD. Adam Haunhorst had replied that as far as he can determine, this request conforms to the current PUD. The Staff recommended approval as submitted.

Chuck Schierloh stated Adam Haunhorst reported staff recommendations are strictly that-recommendations. Any decisions are strictly the township’s responsibility. Adam Haunhorst had reported balancing the public’s interest with those of property owners is a daunting task. Regulating solar energy systems, both large and small, requires a delicate balance between property owner rights and what should be a strong interest in the deployment of well-planned energy systems of all types by federal, state, and local governments. The Township identifies the same in section 24.1: “Recognizing the importance of clean, sustainable, and renewable energy sources, the Township permits the use of residential and commercial solar energy systems under the following regulations to ensure the safety and welfare of all Township residents is met”. The Township additionally recognizes in section 24.0 that “in some specific instances, under carefully controlled circumstances it may be in the public interest to permit the placement of solar energy facilities within certain areas of the Township.” Article 24 seeks to establish the “general guidelines for the locations of residential, commercial, and industrial solar energy systems in order to protect the public health, safety, comfort and general welfare of the Township resident.” Allowable Districts for Permitted Use are identified in section 24.2. Further, it addresses General Requirements for Energy Systems (24.3), identifies Regulations for Roof Mounted & Ground Mounted Solare Systems (24.4), and Regulations for Utility Grid Solar Energy Systems (24.5).

LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION
ZONING AMENDMENT

(CASE NO: AM-01-21-R)

Section 24.1 defines the term adverse visual impact as, “An unwelcome visual intrusion that diminishes the visual quality of an existing landscape”. Staff recommends clarifying this definition to provide some quantifiable metric for diminishing the visual quality.

Section 24.1 gives the definition of wetlands. Staff recommends referencing the regulatory body that established the limit of wetland within the definition.

Section 24.2 references Allowable Districts for Permitted Use. Staff would like to bring to the attention of the township that they reference commercial districts, no such district exists in American township. Staff would recommend that American township review the document and ensure that all zoning districts are referred to by the correct name. Utility Grid Solar Energy Systems have been identified as “are proposed as a CONDITIONAL

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

LAND USE, in Manufacturing and Industrial zoning districts by the Board of Zoning of Appeals after a public hearing.”

Section 24.2, “Roof and Ground Mounted Solar Energy Systems” states that solar energy systems are allowed within Flood Plain Hazard Districts. Staff recommends adding, “with proper permitting from the floodplain administrator prior to development” within that section.

Section 24.4.2 (C) gives the placement requirements for roof and ground-mounted solar energy systems. Staff questions how this applies for corner lots or other properties with dual frontages. It is also of note that the ground-mounted systems in section 24.4.3 are not subject to the same rule as roof-mounted. Staff would recommend reviewing this section for clarity and revising as needed.

Section 2.4.3 (C-2) states that all ground mounted panels be located above the base flood elevation. Staff would recommend adding, “All work within the floodplain must be have a permit from the floodplain administrator prior to any development taking place”.

Section 2.4.3 (C-5) states, “A ground-mounted solar energy system shall have, to the extent required by the zoning authority, a visual buffer of natural vegetation, plantings, earth berms, and/or fencing the minimizes impacts of the solar energy system on the visual character to the adjoining property owners”. Staff recommends implementing defined requirements for visual buffers.

Finally, staff recognizes a desire to utilize setbacks for the purposes of things such as privacy, safety, environmental protection, etc. However, setback distances identified in section 24.5.3 (B) appear to be somewhat conflicting and potentially overly restrictive. Again, staff recognizes the delicate balance between the interests of the public and the rights of property owners. However, it also recognizes that setbacks that are too restrictive could ultimately render development projects unfeasible. Shane Coleman had stated that these changes to the American Township Zoning Resolution are very similar to the ones suggested by Shawnee Township. Staff will send the DCC's recommendations and comments back to American Township for their review, comments, and action. Jerry Gilden had asked as per the setback requirements, is there anything at the state level by the Power Siting Board such as guidelines or case law as to what is reasonable and what is not reasonable. Shane Coleman replied not that staff has found. Jerry Gilden had stated that he was wondering if the 1000' setback requirement will stand up in a court case. Adam Haunhorst had replied that staff could contact the Allen County Prosecutor and ask what he thinks. Mark Bishop had stated that Shawnee Township is holding fast to the 1000' setback for all property lines. The township's thoughts are that residents can go to Shawnee Township's Zoning Board of Appeals if they are not in agreement with the 1000' setbacks. If the petitioner is still not in agreement, they can take the “case” to the Court of Common Pleas. Mark Bishop had stated there are some other changes in reference to solar energy that are going through the State Legislature and Shawnee Township may be looking to make more changes to their Zoning Resolution in the near future. Chuck Schierloh had stated that the DCC is only approving staff's recommendations. Adam Haunhorst had concurred. Shane Coleman stated that any actual changes to Zoning Resolutions are up to each political subdivision. Paul Basinger had stated that he appreciated the RPC's review of the proposed American Township Zoning Resolution changes and staff's recommendations.

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

Staff recommended that the text of Article 24 – Solar Energy Systems be revisited and examined to ensure it effectively communicates the Township's desire to regulate solar energy system development. Staff has identified multiple areas which may prompt some confusion. Additionally, staff would recommend review for minor textual errors which would include accurate references to zoning districts within the Township.

Adam Haunhorst had reported American Township officials have been working to review, amend, and add several articles to their zoning code. Several of these proposed amendments have been presented to staff for review. Below is a list of comments the staff has put together following their review of the document. Staff has reviewed the proposed changes and would offer the following comments for additional review by American Township officials:

1. Please change, "Allen County Regional Planning" to Lima Allen County Regional Planning Commission.
2. Article 2 Definitions – Nuisance (5) – Please define the word, "Offal" within the definition.

Shane Coleman had stated these changes were made by American Township last fall. The document did not come to the RPC prior to passage therefore, the township asked for the RPC to review and comment on the changes to Chapter 22 and 23 in case there were items that were missed and the township could make any corrections needed.

Chuck Schierloh reported the DCC met on Tuesday, May 25th. Chuck Schierloh stated Adam Haunhorst had reported the petitioner seeks to amend the exterior property maintenance code for the township. The township seeks to amend portions of the Shawnee Township Exterior Property Maintenance Code to better reflect the current needs of the township and its citizens. Shawnee Township has been working on updating several different sections of its zoning code over the course of the past year. Several of these updates have already been submitted to staff for review. These changes include updating the Exterior Property Maintenance Code. Staff would also note this document is currently in use within the township. Staff has reviewed the proposed changes and would offer the following comments for additional review by Shawnee Township officials prior to approval. Mark Bishop stated that the Shawnee Property Maintenance Code has been in use since 2018 and has been working well. The Property Maintenance Code is a supplement to the Shawnee Township Zoning Resolution. Some items that Shawnee Township changed refer to motor vehicles, junk, prohibitions, etc. There is a procedure in place recommended by the Prosecutor's Office to be followed. Mark Bishop had stated that Shawnee Township has approval from the Prosecutor's Office to issue citations when violation letters no longer serve as a deterrent in obtaining compliance from a violator.

1. Staff recommended review of the document to correct spelling and grammatical errors. For instance, section 3.01 C lists neuter as a gender as opposed to neutral.

Chuck Schierloh stated Adam Haunhorst had reported this packet represents an expansion of the Country Aire Estates Subdivision Expansion 5-C in American Township. The expansion consists of approximately 26 lots on 6.971 acres along Comanche Drive. Staff recommends conditional approval with the condition being within 30 days the developer has addressed all of the comments to the satisfaction of the Lima-

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

Allen County Regional Planning Commission (LACRPC) as well as any other agency involved. Chuck Schierloh stated he asked what happens if the developer has not addressed the comments within 30 days. Adam Haunhorst had replied that if staff does not receive communication from the developer related to the comments by the end of the 30 days, staff will reach out to the developer to ask if they require more time. If the developer requests an extension, the request would be brought back to the DCC for review. Shane Coleman had stated that staff will bring this issue back to the DCC for an update if all of the comments have been addressed.

**SUBDIVISION ADMINISTRATORS REPORT
Country Aire Estates
Overall Development Plan
May 25, 2021**

Overview:

Mr. Craig Mescher, PE of Access Engineering Solutions, submitted an overall development plan for the proposed Country Aire Estates Subdivision Expansion 5-C on April 16th, 2021. The project is located in American Township, SW ¼ of Section 21, and reflects 26 lots on approximately 6.971 acres. Access to the development is provided by Chancellor Drive.

Plan Review:

The proposed development is to be built to the north of the existing subdivision to the west of Chancellor Drive. The developer has had an exemplary history of subdivision creation and has strived throughout history to follow the subdivision procedures. The ODP was submitted as per Section 302.3.6.5 which establishes a 36-month expiration period for such plans. The recessionary period precluded further development until now.

The DCC will review this submission for the first time on 5-25--2021, but had been made aware of the development at the 5-11-2021 meeting. At the time of this recommendation, Lima Allen County Regional Planning Commission has provided plans to all pertinent local agencies and has provided time in which to comment on the drawings. All comments are attached to this recommendation.

Review Comments:

A number of parties have provided comments relative to the proposed Country Aire Estates Subdivision expansion. These comments include such items as preliminary inventory analysis (section 302.3.2.3), Existing Utilities (section 302.3.2.5), Topography (Section 302.3.2.6), waterline placement, Right of way sizing (Table 3, page 36 of the Subdivision Regulations), Street width (Table 3, page 36 of the Subdivision Regulations), Curb Ramps (section 412), drawing format (Section 519.2.3), Drainage concerns (Section 520), Easements, spoils disposal, structure height, fire hydrant placement and frequency, and drainage calculations (Section 520). The exact requests can be found in the attached comments. LACRPC agrees with all of the comments provided by these agencies and would require each to be satisfactorily addressed before the subdivision approval moves forward to the next stage of development.

Staff Recommendation:

The staff has discussed the different comments provided to LACRPC and has determined each must be resolved prior to the commencement of the construction

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

drawing phase. With that in mind, the staff recommended conditional approval of the Overall Development Plan, under the condition, that all comments be satisfactorily addressed to the Planning Commission within thirty (30) days of the 5-25-2021 DCC Meeting. The ODP will be fully approved upon the resolution of all comments. The ODP will be valid for a period of 36 months commencing upon the day of final approval.

Action:

The committee has the responsibility to: (1) approve the Overall Development Plan for Phase 5-C of the Country Aire Estates Subdivision as submitted under the condition that all comments be addressed within 30 days of DCC approval (2) deny the Overall Development Plan as submitted on cause; or, (3) at the request of the developer table a decision until the next regularly scheduled meeting of the Developmental Controls Committee to allow certain issues to be resolved.

Comments:

Richland Engineering:

- Section 302.3.2.3 – Preliminary Inventory and Analysis – Existing surrounding features are not shown within the limits required. Surrounding land usage should be identified "agricultural" where applicable.
- Section 302.3.2.5 – Existing Utilities - Existing utilities/connections are not shown.
- Section 302.3.2.6 – Topography – Mapping of the four hundred (400) scale County Engineer's aerial photography with topography annotated to reflect the boundaries of the proposed subdivision and the watershed to be affected is not included.

City of Lima:

- The City of Lima would recommend that the proposed waterline extension on Comanche Drive be tied into the existing waterline from both the east and the west to provide better water flow to the proposed parcels. This could be accomplished by either extending the waterline from the intersection of Sky Hawk Drive and Cessna Avenue or from the waterline stub at Piper Cub Avenue.

County Drainage Engineer:

- Calculations will be needed as drainage regulations have changed since the last submission of this subdivision. (Paraphrased, the exact comment can be found in attached documentation).

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

Allen Water District:

- Developer will need to enter into a Developer's Agreement with the district for phase 5C.

Allen County Engineer:

- Address comments from Richland Engineering Limited.
- Table 3, page 36 of the Subdivision Regulations for Allen County, Ohio: This office is not opposed to the right-of-way being only fifty feet (50') wide since this phase will complete existing stub streets. Any future phases of this development should be designed according to the current design standards.
- Table 3, page 36 of the Subdivision Regulations for Allen County, Ohio: Due to the width of streets, parking will not be allowed on both sides of the street. Signs will need to be installed stating no parking or parking on one side of the street only. If parking is permitted on one side of the street, it must be on the side opposite the fire hydrants.
- Section 412 of the Subdivision Regulations for Allen County, Ohio: Curb ramps shall be installed at all intersections.
- Section 512.5 of the Subdivision regulations for Allen County, Ohio: This office has previously approved the street name "Comanche Drive" for use in this subdivision.
- Section 519.2.3 of the Subdivision Regulations for Allen County, Ohio: The engineer should note this section when preparing construction drawings.
- Section 520 of the Subdivision Regulations for Allen County, Ohio: Drainage will be reviewed for both Subdivision Regulation Compliance and Stormwater and Sediment Control Compliance, when the construction drawings are submitted.

American Township Zoning Comments:

- No drainage at the rear of the lots as in earlier subdivision development.
- As the 10' easement is with property owners it should be stated that the developers cannot encroach within 5' when grading lots at the conclusion of construction.
- Spoils of road and infrastructure need to be kept at a minimum. By depositing spoils on the lots, it puts the house more than 24 inches above curb grade and then when the contractor does the final grade it puts the new house

5. STANDING COMMITTEES (Continued)

c. Developmental Controls Committee (Continued)

above existing homes and we end up with standing water at the rear of the lots.

- Is there a stormwater management plan addressing the subdivision as a whole or are we addressing it by phase as roads are installed? If addressed by phase we need to look at the effects downstream. I do not believe we are seeing the use of existing detention ponds.

American Township Fire Department:

- Ensure there are enough fire hydrants.

Motion 54 (05-27-21) DCC

Dave Belton made the motion to approve the DCC report and all motions and recommendations be approved. Seconded by Doug Post; motion carried.

c. Transportation Coordinating Committee

Howard Elstro reported the TCC met right before the EC meeting. The Committee received a report from RTA which is expanding routes to the Village of Bluffton and the City of Delphos. The Committee approved the FINAL Transit Development Plan. The Committee received a report and discussed the Comprehensive Economic Development Strategy (CEDS). The CEDS is necessary for applying for and being awarded Economic Development Administration (EDA) grants. The discussion also included the possibility of creating an Economic Development District (EDD) which could potentially make more funds available to Allen County and adjacent counties. Howard Elstro reported the Committee received a report and comments pertaining to the FEMA mapping update. FEMA will notify the MPO of the final version of the maps sometime this summer and then the 90-day comment/dispute period begins.

Motion 55 (05-27-21) 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. CAAC Committee

Shane Coleman reported that CAAC met for the first time in a while on May 13th. There were nine Committee members and one staff member in attendance. The Committee received a bike/pedestrian update which included information pertaining to the updates to the bike/ped brochure and map. The updated brochure and map have been forwarded on to Activate Allen County for their final approval. The Committee received information pertaining to volunteering for the bike/ped counts and where to sign up. Shane Coleman reported the Committee received information on active transportation crash data. The Committee received an update on Safe Routes to Schools (SRTS) projects. The Committee received an update on the status of ADA transition plans in the City of Delphos, Village of Bluffton and Village of Spencerville. Shane Coleman reported the Committee received the same updates on the CEDS and FEMA mapping.

6. OTHER COMMITTEE REPORTS (Continued)

b. CAAC Committee (Continued)

Motion 56 (05-27-21) EC

Howard Elstro made the motion to approve the CAAC report and all motions and recommendations be approved. Seconded by Jerry Gilden; motion carried.

c. CAC Committee

Shane Coleman reported the TAC Committee met on Tuesday, May 25th at 10:00 AM. The Committee received and reviewed all of the same agenda items that the other Committees received and reviewed. There were no comments from any Committee members on any of the agenda items.

Motion 57 (05-27-21) EC

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

d. TAC Committee

Shane Coleman reported the TAC met on Tuesday, May 25th 1:30 PM with eleven Committee members in attendance and two Guests, Mr. Anthony Hill from ODOT Central Office and Mr. Trevor Huber from the Lima News. The Committee received and reviewed all of the same agenda items that the other Committees received and reviewed. There was a question from Steve Kayatin regarding the funding of then update of the CEDS and what partners had committed to the funding of the update. Kirk Niemeyer asked how the RPC was handing the FEMA mapping update pertaining to the floodplain regulations. Shane Coleman had responded that staff has not yet begun the floodplain regulations updates. Shane Coleman reported that under Other, a question was asked pertaining to in-person meetings and when those might begin. Hopefully, all Committees will soon receive an email as to when in-person meetings will begin again.

Motion 58 (05-27-21) EC

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

7. STAFF PLANNING ASSISTANCE REPORT

205 Safe Communities

1. Staff met to discuss 2022 grant application. Reviewed 2021 application for review. Met to review notes and discuss deliverables and responsibilities with staff.
2. Staff followed up on scrabble run, motorcycle races, prom season schedule, and reviewed new grant events.
3. Staff reviewed changes for claim/revision relative scrabble run and mock crash.
4. Staff worked to organize Blessing of the Bikes.
5. Staff worked to collect items for prom events and Blessing of the Bikes, updated event sheets.
6. Staff began review and organization of next coalition meeting, Partner's Breakfast.
7. Staff worked on revision for new grant manager.
8. Allen East Arrive Alive/Distracted Driving prom event. Followed up on both events and discussed other potential SADD school events.
9. Staff worked to collect materials for Delphos prom event.
10. Staff began review of fatal crashes.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

11. Staff worked with Tom Ahl dealerships on Click It or Tick It challenge, corresponded with SADD director, and Lt. Grigsby about event.
12. Staff completed claim, added new grant project director to grant, reviewed old grant application, and organized information for new grant project director.
13. Staff began planning for Top Cop event, fatal crash review meeting, and motorcycle races.
14. Briefed new grant project director, reviewed folders on the I:drive and how to use the grant portal.
15. Submitted revision/submitted application/ organized and trained new grant project director
16. Email to Allen County Public Health regarding grant director transition.

405 Economic Development

1. Staff conducted cost of living shopping, calls, and submitted data as required.

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 worked with Allen County to get line items set up for CDBG home funds.
3. Staff set up new appropriations for both Home and CDBG PI.
4. Staff received resolution request from Allen County, requested information from both Allen County and GLCAP regarding grant submittal.
5. Staff attended ODSA 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 application and drafted administrator's report for Richland Township Zoning Petition (RI-01-21). ED reviewed Administrator's Report for RI-01-21.
3. Staff fielded phone call from citizen requesting information regarding City of Lima zoning regulations.
4. Staff reviewed application and drafted administrator's report for Sugar Creek Zoning Variance (SC-V01-21) request. ED reviewed Administrator's Report for SC-V01-21
5. Staff held discussions with AEP Ohio regarding DCC meeting relative to SC-V01-21.
6. Staff followed up with petitioner (Richland Township resident) following DCC meeting.
7. Staff reviewed American Township zoning changes and forwarded comments to Executive Director for review.
8. Staff reviewed and drafted final write up for American Township solar zoning proposals.
9. Staff responded to floodplain question involving insurance and mobile homes.
10. Staff held phone conversations and corresponded via email with ACEO regarding Jay Begg Parkway plat dedication. Staff also met with Cindy Leis (AEDG) regarding plat and review/approval process.
11. ED reviewed Applewood Estates administrator's report prior to release to DCC.
12. Staff updated Perry Township zoning map.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

13. Staff provided American Township zoning maps to AEDG.
14. Staff updated Shawnee Township zoning maps.
15. Staff created and bound two copies of Auglaize Township Zoning Resolution per Township request.

505 Subdivision Regulations

1. Staff responded to 10 telephone inquiries and facilitated 4 in-house reviews. Staff processed 10 land transfers in American (1), Auglaize (5), Marion (2), Perry (1) & Richland (1) and approved 15 minor land divisions in American (2), Marion (5), Monroe (2), Shawnee (3) and Sugar Creek (1) townships.
2. Staff prepared for and attend Country Aire subdivision predevelopment meeting.
3. ED reviewed Lost Creek Subdivision Administrator's Report and provided feedback to staff prior to dissemination.
4. Staff attended DCC meetings.
5. Staff met with ACEO to review Jay Begg Parkway roadway inspection, plat, and formulated punch list items needed before approval of same.
6. Staff reviewed Jay Begg Parkway draft punch list, emailed approval to ACEO, confirmed meeting with ACEO and AEDG for review of list and next steps.
7. Staff met with AEDG and ACEO regarding Jay Begg Parkway roadway dedication, inspection, and approval.
8. Staff reviewed comments from Richland Engineering regarding Country Aire Estates subdivision. Received Country Aire comments from ACEO, cursory review, and email confirmation to respective parties.
9. Staff corresponded with AEP Ohio regarding Sugar Creek Township variance.
10. Staff continues review of website page(s) relative to development.
11. Staff compiled Lost Creek Subdivision comments and composed staff recommendation.
12. Staff drafted letters and sent emails to reviewing agencies for Country Aire Subdivision.
13. Staff communicated with Shawnee Township Zoning regarding the submitted plans for the Camden Place Subdivision.
14. Staff finalized DCC packet for the Lost creek ODP and communicated conditional approval with developer's consultant after meeting.
15. Staff filed information provided by Country Aire Subdivision consultant.
16. Staff finalized Applewood Estates Subdivision replat and sent to other reviewing agencies.
17. Staff spoke with Shawnee Township Zoning regarding Camden Ridge Subdivision and its status as a PUD.
18. Staff created two (2) copies of Lost Creek Overall Development Plan, emailed to DCC Committee members, transcribed Country Aire Estates predevelopment meeting minutes, mailed DCC recommendations to six (6) addressees, email correspondence with Allen County Commissioner's office regarding placement of Applewood Estates Replat on meeting agenda.
19. Staff made several phone calls relative to amendment to property on Allentown Road.

510 Floodplain Management

1. Staff has fielded numerous inquiries (4) from local engineers, surveyors, realtors, property owners and government officials regarding the floodplain status of local properties.
2. Staff attended Community Assistance Contact (CAC) meeting with ODNR.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

3. Staff exchanged emails with Allen County Prosecutor's office and held internal discussions regarding potential floodplain violation in Shawnee Township.
4. ED Confirmed details of potential Shawnee Township floodplain violation and requested map of easements to determine potential site access for review and confirmation. Sent map to Prosecutor's office.
5. Staff reviewed official community review document as provided by ODNR and sent meeting update and copy of letter to Allen County Commissioner's Office for review and comment.
6. Reviewed email comments from Allen County Commissioners regarding CAC visit.
7. Staff finalized the creation of a floodplain information request log.
8. Staff fielded phone call from citizen regarding potential floodplain violation in Marion Township and subsequent follow up with ACEO staff.
9. Staff conducted site visit for purported illegal filling in Marion Township.
10. Staff called resident and attempted site visit for purported illegal fill placement in Shawnee Township.
11. Staff prepared for ODNR CAC floodplain meeting and categorized every permit issued since 2001 as well as any additional files within the floodplain files.
12. Staff spoke with conversation with Allen County Stormwater regarding possible Shawnee Township floodplain violation.
13. Staff met internally to prepare for ODNR floodplain meeting.
14. Staff began preparation of handouts for upcoming political subdivision PPP meetings.
15. Staff attended Village of Lafayette Council Meeting to discuss floodplains. Collected floodplain information and sent to Village of Lafayette.
16. Staff created American Township Floodplain Map for AEDG.
17. Staff formatted Floodplain Violation letter.

601 Short Range Transportation Planning

1. Staff completed, reviewed and disseminated spring newsletter.
2. Staff reviewed of Final FY22 UPWP.
3. Staff prepared for and attended CAC meeting.
4. Staff prepared for and attended TAC meeting.
5. Staff attended Lima Allen County Chamber Breakfast on diversity and inclusion.
6. Staff attended ORAC Transportation meeting.
7. Staff reviewed, proofed, and formatted FINAL PPP document.
8. Staff documented articles, began working on April PPP documentation updates, reviewed newsletter mailing lists and added new members.
9. Staff began working on FAQ page on website.
10. Staff worked on Title VI cover photo on webpage and updating website links for meetings/web, posted to social media to promote bike counts.
11. Staff worked on Title VI updates.
12. Staff sent out press releases for TDP and resolutions.
13. Staff emailed City of Lima and reviewed previous projects letter as provided by City Engineer's Office
14. Staff met to discuss newsletter, determine articles, deadline for review. Staff researched previous editions for article suggestions and information. ED wrote two articles and sent to staff for review.
15. Staff reviewed, edited, and provided comment on PPP and Title VI documents prior to committee meetings.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

16. Staff worked on reviewing and updating Title VI Plan, emailed ODOT re: assurances document and requirements, edited text, changed appendices numbers.
17. Staff corresponded with ODOT Jobs and Commerce to discuss potential development locations and studies throughout Allen County.
18. Staff worked to propose and schedule meetings with Village of Lafayette regarding projects, funding, schedules, etc.
19. Staff Also worked with ODOT to identify meeting date/time to discuss RAISE grant opportunities.
20. ED met with AEDG to discuss development projects, mapping, TIF districts and applications. Also discussed intersection of SR65/Commerce Parkway regarding traffic signal (need or not, warranted or not). Discussed warrant analysis and traffic counts internally.
21. Staff attended OARC Broadband Working Group Meeting.
22. Staff attended Regional Housing Strategy Speaker Series Session II.
23. Staff met with ODOT Jobs and Commerce regarding Allen County intersection surveys.
24. Staff attended EPA Office of Environmental Justice Climate Safe Neighborhoods Session.
25. Staff exchanged emails with AEDG regarding potential development site and details of needed study.
26. Staff received and reviewed email from Bath Township resident concerning Thayer Road/Bluelick Road intersection and number of accidents at this location. Reviewed email with staff, emailed ACEO and ODOT for comment, response to resident.
27. Staff attended Village of Lafayette Council meeting for the purpose of PPP, discussion of potential roadway project on Napoleon Road and funding of same, discussion of SR309/Napoleon Road, additional development questions.
28. Contacted ODOT District 1 regarding Village of Lafayette guardrail concerns at SR309/Napoleon Road. Reviewed comments from ODOT District 1 relative to inquiry regarding guardrail request at SR309/Napoleon Road.
29. Registered staff and attended Ohio Freight Conference.
30. Staff spent time working to solicit and confirm meetings with Richland, Monroe and Perry Townships, Villages of Elida and Spencerville, as well as confirmed presentation with Lima Kiwanis all as part of Public Participation process.
31. Staff attended Ohio Rail Development Commission (ORDC) Meeting.
32. Review OARC Safety working group notes and minutes, follow up with staff attending; Review OARC proposed statement on HB2 and email confirmation of support to Government Advantage Group; Meeting with Village of Spencerville as part of PPP - TIP, projects, ADA transition discussions. Materials and talking point prep. Requested materials from AH. Confirmed items with CD; Discussed AEDG meeting request with AH and followed up with emails to AEDG to confirm date, time and agenda. Meeting will discuss former American Mall property, potential development, and effects on multiple infrastructure, etc.; Reviewed proposed website changes and language updates as drafted by AH, discussed with Jk for modifications; Met with A. Francis and C. Schreck ODOT District 1 to discuss Thayer Road corridor classification and reclassification process. Also discussed status of Gomer project and ODOT staffing update. Emailed ACEO to schedule meeting to discuss same. Monthly development meeting with AEDG, AC Commissioners, ACEO, Water, Sanitary, etc.; Email discussions with AEDG regarding development, proposed sites, types of reviews available and impacts

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

33. to traffic and infrastructure. Discussed same with staff to determine what agency could provide for future development concerns. Reviewed PCR emails with ACEO and ODOT. Emailed and called ACEO to discuss partial funding of same.
34. Staff attended TIMS Training.
35. Staff attended Census Training and completed updates.

602 Transportation Improvement Program (TIP)

1. Staff responded to request from ODOT District 1 with copy of approved CMAQ justification for PID111220.
2. Staff exchanged emails with Allen County Sewer District, Allen County Water District regarding upcoming projects in Gomer relative to potential streetscape project.
3. Staff exchanged emails with Village of Lafayette and consultant regarding potential Napoleon Road project, status, and schedule meeting.
4. Staff reviewed monthly highway and transit TIP/STIP amendments.
5. Reviewed Delphos SRTS CMAQ justification document, forwarded to staff for review, comment, additional information prior to submission for approval/funding.
6. Resolutions for both Delphos and Bluffton for updates in TIP, updated spreadsheet for same.

605 Transportation Planning - Surveillance

1. Staff conducted multiple bike and pedestrian counts.
2. Staff prepared for and attend Lima Housing Task Force subcommittee meeting.
3. Staff corresponded with Activate Allen County and ODOT District 1 to confirm speakers, agenda, and date/time for next task force meeting.
4. Staff reviewed Streetlight email and whitepaper regarding 2020 AADT information.
5. Exchanged emails with Low Vision Coalition regarding meeting and request for use of reports available on RPC website.
6. Phone conversation with Village of Spencerville and meeting with staff regarding ADA Transition Plan.
7. Staff spent time reviewing ADA transition plan(s), requirements, checklist. Review ADA transition plan checklist created by staff and discuss Spencerville plan.
8. Staff attended Bike/Pedestrian Task Force Meeting.
9. Staff attended Northwest Ohio Business Leader Forum - Chamber and Activate Allen County.
10. Staff prepared for and conduct CAAC meeting.
11. Staff worked to confirm Delphos SRTS award and scope with City of Delphos in preparation of agenda item(s).
12. Staff discussed Lima City Schools SRTS application, status, timeline. Staff emailed LCS for additional information.
13. Staff met with Village of Spencerville to discuss ADA transition plan, schedule, progress, etc.
14. Staff continues work on crash report.
15. Staff working to compile fatal crash information for the county's latest fatal crashes.
16. Staff attended ODOT's District Safety Review Team meeting.
17. Staff has been working to calculate intersection peak hours, printing reports.
18. Staff corresponded via email to follow up on Kibby & Metcalf RSA.
19. Staff discussed local traffic control with Village of Harrod.

7. STAFF PLANNING ASSISTANCE REPORT (Continued)

610 Long Range Transportation Planning

1. Staff conducted phone discussion with AEDG regarding development in American Township, utilities, roadways, zoning, mapping.
2. Staff created and reviewed development survey, provided feedback and suggestions, sent draft copy to AC Prosecutor for review/comment.
3. Staff met with City of Lima to provide comprehensive plan update.
4. Staff attended planning meeting with AEDG and multiple county stakeholders to discuss Lima Mall property site, future development, impacts and requirements.
5. Staff began CEDS research and review. Held brief staff discussions regarding content, format, requirements, etc. Reviewed EDA and NADO materials regarding same.
6. Staff discussed and began mapping updates for CEDS, exchanged mails regarding CEDS and content with Allen Water District; discussed proposed SWOT format and timeline, began SWOT document preparation.
7. Staff reviewed latest Lima Comprehensive Plan survey results.
8. Phone conference with EDA representative to discuss CEDS and EDD's relative to local project proposals, potential funding and effects on development.
9. Staff met with AEDG to discuss CEDS process, EDD designations, effects on local political subdivisions, access to funding for infrastructure and development projects, etc. Reviewed current document and required updates.
10. Staff spent time reviewing EDD guidelines, researching other Ohio and US EDD's, processes, MPO's administrating EDDs.
11. Staff corresponded with Village of Spencerville representative to discuss streets eligible for MPO funding. Provided copy of functional class map (TIMS)
12. Staff spent time reworking some maps for AEDG.
13. Staff worked on Lima Comprehensive Plan- Rehab, Repairs & Demo; Updating Maps for CEDS-Map 1,2,3,4,5&6; Long Range Land Study.
14. Staff worked on Lima RSA survey, development survey, Lima Comp Plan survey.
15. Staff worked to schedule Lima Comp Plan meeting, create graphics, etc.
16. Lima comp plan- survey, cover page edits, social media post and survey result review, property development survey, Lima Planning Commission presentation.
17. CEDS- staff meeting, reviewed information for Spencerville, ADA material review and creation of checklist, ADA ROW guidelines and community checklist.
18. Staff reviewed regulations survey and developer outreach.

674 Specialized Transportation Program

1. Staff requested digital copy of coordination plan from AAA3 for review.

675 Transit Planning

1. Staff attended ACRTA Board meeting.
2. Staff spent time compiling information for TDP compilation and meeting preparation.

Motion 59 (05-27-21) EC

Dave Belton made the motion to approve the Staff Planning Assistance Report. Seconded by Brion Rhodes; motion carried.

8. OLD BUSINESS

None.

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9. NEW BUSINESS

None.

10. ADJOURNMENT

Motion 60 (05-27-21) 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: _____