

EXECUTIVE COMMITTEE

September 23, 2021

The **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, September 23, 2021**, at **4:00 p.m.** in the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of EC Minutes – September 2, 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, Brion Rhodes brought the meeting to order and proceeded with the agenda.

1. ROLL CALL

Mr. Howard Elstro	City of Lima	In Person
Mr. Steve Ewing	Auglaize Township	Virtual
Mr. Jerry Gilden	Marion Township	In Person
Mr. Doug Post	Amanda Township	In Person
Mr. Brion Rhodes	Allen County	In Person
Mr. Chuck Schierloh	Allen County	In Person
Ms. Beth Seibert	Allen County	In Person
Mr. Thomas Tebben	City of Lima	Virtual

STAFF

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

2. APPROVAL OF EC MINUTES – July 22, 2021

Motion 92 (09-23-21) EC

Doug Post made the motion that the EC minutes of September 2, 2021, be approved.
Seconded by Chuck Schierloh, motion carried.

3. COMMUNICATIONS

The performance measures will be due in February. ODOT will be using 2%, so that LACRPC will discuss this at the October meetings.

Motion 93 (9-23-21) EC

Howard Elstro made the motion that the communications be approved. Seconded by Doug Post, motion carried.

4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported that the financial reports on the screen did not go out in the packets this month.

Motion 94 (9-23-21) EC

Beth Seibert made the motion to approve the Budget Report. Seconded by Howard Elstro, motion carried.

b. Bills to be Approved

Marlene Schumaker pointed out that in the list of invoices, there are two yearly invoices, one from the Allen County Prosecutor for \$3,500, which is to cover an MOU with the Prosecutors Office for the following year. The other is the Conduent/HCI for \$20,000, which is the maintenance agreement between LACRPC and Conduent for the health areas of the LACRPC website. LACRPC staff is in discussion with the Health Department to see if we wish to continue this agreement as it needs to be covered by the organizations using it, and at this time, some of them are considering dropping out. So, we will spend the next year deciding how to go forward with this part of the website.

Motion 95 (9-23-21) EC

Beth Seibert 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>
8-25-2021	\$12,772.02	\$1,788.08	\$185.19	
9-8-2021	\$12,772.00	\$1,788.08	\$185.19	
9-22-2021	\$14,209.18	\$2,000.63	\$207.21	\$1,241.79

Motion 96 (9-23-21) EC

Beth Seibert made the motion to approve Payroll and OPERS. Seconded by Howard Elstro, motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

AAC did not meet in September.

b. Community Development Committee

Community Development Committee did not meet in September.

c. Developmental Controls Committee

The Developmental Controls Committee did not meet in September.

d. Transportation Coordinating Committee

The TCC met on September 23, 2021, with a quorum being present. Approval of TCC minutes from September 2, 2021. Acceptance of the RTA report, the committee heard a presentation by Adam Haunhorst on the Draft Crash Summary Report. The Completion report for FY 2021 was presented. A CEDS resolution was discussed. Mr. Coleman explained that the LACRPC would receive CRRSAA funds for membership use, and the committee discussed how to prioritize those funds.

Motion 97 (9-23-21) EC

Doug Post made the motion to approve the TCC report, and all motions and recommendations were approved. Seconded by Chuck Schierloh, motion carried.

6. OTHER COMMITTEE REPORTS

a. CAAC Committee

CAAC did not meet in September

b. CAC Committee

CAC did not meet in September

c. TAC Committee

TAC did not meet in September

7. STAFF PLANNING ASSISTANCE REPORT

**Staff Planning Report
August 2021**

205 Safe Communities

1. Staff prepared for and attended National Night Out event hosted by Allen County Sheriff at the Allen County Fairgrounds.
2. Staff spent time preparing for Top Cop event.
3. Staff began preparations for Safety Awards Luncheon to be held in September.
4. Staff prepared for and attended Safe Community Coalition meeting.
5. Staff planned and held a Drive Sober Get Pulled Over Kickoff event at the Allen County Fair.
6. Staff compiled data, drafted and released monthly fatal crash press release.

305 Environmental Planning

1. Staff attended Ohio EPA webinar on water and wastewater infrastructure grant funding opportunity.

401 Regional Development

1. Staff corresponded with Allen County Sanitary Engineer and consultant regarding the Comprehensive Economic Development Strategy (CEDS) list of projects and strategies.

402 Farmland Preservation

1. Staff attended State Farmland Preservation Advisory Board meeting.

405 Economic Development

1. Staff met with Greater Lima Region Board to discuss and present information relative to Economic Development Districts (EDD).

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 attempted to get new HVAC unit for Delphos residents through CDBG program.
3. Staff conducted follow-up on homeowner Chapter 7.
4. Staff prepared and recorded closure on mortgage.

501 Zoning Assistance

1. Staff continues to provide information relative to local zoning regulations to property owners, appraisers, surveyors, and public officials; staff addressed several requests for information this past reporting period.
2. Staff prepared for and attended DCC meeting(s) as required.
3. Staff fielded multiple phone calls from a developer relative to the Home Depot property on Cable Road. Staff recommended contacting American Township Zoning to discuss specific zoning regulations and variance process (if required).
4. Staff met with Allen County Prosecutor's Office to discuss Perry Township Solar Zoning Amendment.
5. Staff prepared zoning maps for American and Perry Townships.
6. Staff worked with Perry Township to facilitate review of Solar Zoning Amendment.
7. Staff met with Shawnee Township Zoning official to discuss local zoning issues.
8. Staff worked on zoning petitions in Bath and Sugar Creek Townships.

505 Subdivision Regulations

1. Staff responded to twelve (12) telephone inquiries and facilitated two (2) in-house reviews.
2. Staff processed (0) land transfers and approved six (6) minor land divisions in Perry (2), Shawnee (2), Spencer (1), and Sugar Creek (1) townships. Staff also processed five (5) exempted land divisions (5+ acres) in American (1) and Richland (4) townships.
3. Staff began review of Monticello Subdivision materials per request of Shawnee Township.
4. Staff continues to work with developers of Lost Creek and Country Aire Estates as requested and/or required.
5. Staff updated lot split maps.

510 Floodplain Management

1. Staff has fielded two inquiries (2) from local engineers, surveyors, realtors, property owners, and government officials regarding the floodplain status of local properties.
2. Staff continued follow-up and review of H&H Analysis proposal relative to floodplain violation in Sugar Creek Township.
3. Staff reviewed floodplain letter from ODOT regarding project in Delphos SRTS project.
4. Staff issued one (1) floodplain permit.
5. Staff performed multiple site visits in August.
6. Staff sent floodplain violation letter to property owner in Spencer Township.

601 Short Range Transportation Planning

1. Staff met with ODOT District 1 representatives to discuss Regional Transportation Planning Organization (RTPO) proposals.
2. Staff attended WordPress training.
3. Staff continues review of Census data as it becomes available.
4. Staff worked to prepare summer newsletter.
5. Staff met with AEDG for monthly development team meeting. LACRPC presented group with information relative to TIP and long-range planning documents and processes. Staff further discussed its role relative to development and ways in which the agency can continue to support the same.
6. Staff began work on ODOT FY2021 Completion Report.
7. Staff prepared for and attended CAC and TAC meetings.
8. Staff attended OARC Transportation Director's meeting.
9. Staff prepared for and met with Monroe Township Trustees to discuss ODOT Township Funding program.
10. Staff corresponded with Allen County Engineer's Office and ODOT personnel regarding Allen County Transportation Improvement District (TID) about status of City of Delphos TID application.
11. Staff corresponded with Perry Township regarding township funding opportunity and possible projects for submission.
12. Staff discussed right of way consultant selection process with City of Delphos.
13. Staff attended ODOT's Safety Review Team meeting.

602 Transportation Improvement Program (TIP)

1. Staff discussed and prepared TIP waiver.
2. Staff reviewed current TIP projects with ODOT staffers.
3. Staff spent time reviewing ARPA funding and use of same.
4. Staff worked to update the Table of Obligated projects.

605 Transportation Planning - Surveillance

1. Staff continued its work to complete and confirm Thayer Road reclassification.
2. Staff worked on Argenter and Wapak Roads four way stop implementation. Corresponded with ACEO multiple times to discuss warrants, etc.
3. Staff discussed electronic speed signs with the Villages of Elida and Harrod.
4. Staff continued its work on the 2020 Crash Report.
5. Staff attended District Safety Review Team Meeting.
6. Staff sent update on Ottawa River Bikeway extension.
7. Staff reviewed ODOT crash analysis tools.
8. Staff discussed the normalization of state routes inside the City of Lima with ODOT District One personnel.

9. Staff continued work on the Comprehensive Economic Development Strategy (CEDS).
10. Met with City of Lima to discuss Housing Task Force progress, goals, future steps

605.8 Transportation - STP

1. Staff prepared for and presented at ODOT ADA Compliance on Construction webinar.
2. Staff provided follow-up to emails post-webinar.
3. Staff attended Activate Allen County Executive Council meeting.
4. Staff worked to prepare food desert map for Creating Healthy Communities request.
5. Staff attended WOCAP Board meeting.
6. Staff held conversations with Village of Bluffton relative to the creation of an ADA Transition Plan.
7. Staff met with Activate Allen County to discuss bike rodeo event.

610 Long Range Transportation Planning

1. Staff continued work on the Comprehensive Economic Development Strategy update.
2. Staff continues work on Elida's comprehensive plan preparation and documentation.
3. Staff corresponded with the City of Lima regarding Comprehensive Plan status.
4. Staff continues EV Infrastructure research.
5. Staff compiled development packets relative to land-use and infrastructure for AEDG.
6. Staff created maps for Perry Township as part of Township Stimulus funding review.

674 Mass Transportation

1. Staff prepared maps for AAA3 for use in Coordination Report.

675 Transit Planning

1. Staff attended the ACRTA Board meeting.

Motion 98 (9-23-21) ECC

Howard Elstro made the motion to approve Staff Planning Report; Seconded by Doug Post ; motion carried.

8. OLD BUSINESS

Mr. Coleman updated the committee on the building and what staff has done so far. The AAC will need to meet next month to go over options on the building.

No motion is needed, just an update.

Mr. Coleman explained to the committee that an H & H study would be necessary on a property in Sugar Creek where the agency signed a floodplain permit in the past, but no H & H was required before the permit was issued. Mr. Coleman requested permission to pay for the H & H Study at this location based on this information. After considerable discussion, the Board felt Mr. Coleman should ask the property owner

to pay half of the H & H study costs. Considerable discussion ensued, as Mr. Schierloh felt the agency should not charge the landowner for the study since this agency issued the permit without the document as was required. While he agreed the agency should participate financially, he lobbied for full payment versus the 50% payment as discussed.

Motion 98 (9-23-21) ECC

Howard Elstro made the motion to approve paying half of the H & H study and requesting the remainder be born by the landowner; Seconded by Jerry Gilden; Chuck Schierloh opposed: motion carried.

9. NEW BUSINESS

Shane Coleman updated the committee on meetings the staff has had with ODOT on an RTPO and EDA on an EDD.

Mr. Coleman also explained that there would be multiple AAC meetings in October to go over quite a few issues that need to be addressed.

10. ADJOURNMENT

Motion 99 (9-23-21) EC

Howard Elstro made the motion that the meeting is adjourned. Seconded by Doug Post, motion carried.

Submitted by:

Signature/Secretary

Date: _____

Accepted by:

Signature/RPC President

Date: _____