

EXECUTIVE COMMITTEE

October 28, 2021

The **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, October 28, 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 Executive Committee Minutes – September 23, 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	In Person
Mr. Steve Ewing	Auglaize Township	In Person
Mr. Mitchell Kingsley	Village of Bluffton	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

STAFF

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

2. **APPROVAL OF EC MINUTES – September 23, 2021**

Motion 100 (10-28-21) EC

Beth Seibert made a motion that the Executive Committee minutes of September 23, 2021, be approved. Seconded by Doug Post, motion carried.

3. COMMUNICATIONS

None

4. FINANCIAL REPORT

a. Budget Report

Marlene Schumaker reported that the financial reports were sent out with the agendas.

Motion 101 (10-28-21) EC

Kevin Cox made the motion to approve the Budget Report. Seconded by Doug Post, motion carried.

b. Bills to be Approved

Marlene Schumaker reported that the invoices paid in October were mainly the monthly standard. The Allen County Awards invoice was for the awards given out at the ODPS Safety Luncheon, and the Rea & Associates was for some depreciation calculations and spreadsheets.

Motion 102 (10-28-21) EC

Kevin Cox made the motion to approve the bills to be paid. Seconded by Doug Post, motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medical</u>	<u>Benefit</u>
10-6-2021	\$16,973.70	\$2,376.32	\$246.12	\$4,283.35
10-20-2021	\$12,721.13	\$1,780.96	\$184.46	

Motion 103 (10-28-21) EC

Kevin Cox made the motion to approve Payroll and OPERS. Seconded by Doug Post; motion carried.

5. STANDING COMMITTEES

a. Administrative Affairs Committee

Shane Coleman stated that there were two Administrative Affairs Committee meetings this month. The first one was on October 20, 2021. There were six members present, with the following items discussed:

- The Approval of the Administrative Affairs Committee minutes from May 26, 2021. Motion carried
- Building discussion with the Committee requesting that Brick Street Studios administer and prepare bid documents for the remodel project on the LACRPC building. Motion carried.
- Bank Loan Discussion with the Committee requesting that Ms. Schumker continue checking on options for funding the remodel of the LACRPC building. Motion carried.
- Ms. Schumaker explained that the LACRPC server needs to be replaced. Ms. Schumaker requested permission to purchase a new server. A motion was made to buy a new server with the cost not to exceed \$12,000.00 Motion carried.

- Mr. Coleman presented to the Committee on the responsibilities and funding of an RTPO. A motion was made for Mr. Coleman to proceed with the RTPO process. Motion carried.
- Mr. Coleman presented to the Committee what becoming an EDD would consist of and what the MPO would require. A motion was made for Mr. Coleman to proceed with the EDD process. Motion carried.
- Adjournment. Motion carried.

The second Administrative Affairs Committee meeting was held on October 27, 2021. There were six members present, five in person and one by Zoom, discussing the following.

- Approval of the AAC minutes of October 20, 2021. Motion carried.
- Mr. Coleman presented the Committee with a new job description for a Public Outreach and Community Programs Planner and requested permission to hire someone to fill the position. Motion carried.
- Ms. Schumaker requested line-to-line changes in the current budget for CY 2021. Motion carried.
- Ms. Schumaker presented the CY 2022 budget proposal to the Committee. Motion carried.
- The Committee received the following yearly policies:
 - Health insurance, with no premium increase, Ms. Schumaker requests that LACRPC remain with the same policy. Motion carried.
 - Family Portion of health insurance paid by the employee, with no changes being made. Motion carried.
 - The waiver amount for CY 2022 for employees who are eligible remains the same as CY 2021. Motion carried.
 - 65-compensation policy for CY 2022 remains the same as CY 2021. Motion carried.
 - H.S.A. amount for eligible employees remains the same in CY 2022 as in CY 2021. Motion carried.
 - The sick time conversion policy for CY 2021 remains the same in CY 2022. Motion carried.
 - The vacation conversion policy for CY 2021 remains the same in CY 2022. Motion carried.
 - Personal time for part-time employees remains the same in CY 2022 as in CY 2021. Motion carried.
 - Wage discussion for CY 2022, actual increases to be discussed at next month's meeting.
 - Addition of a Political Policy to the LACRPC Policy Manual. Motion carried.
 - Addition of Juneteenth policy to the LACRPC Policy Manual. Committee decided to wait and see what the County Commissioners would be doing.
 - A contract with Julian & Grube to compile the LACRPC audit was presented, with the cost for one, two, and three years. A motion was made to accept a three-year engagement. Motion carried.
 - The Committee received a list of companies and plotters with cost. A motion was made to purchase a 40"HP Page Wide XL 4200 MFP from Eastern Engineering for \$16,840. Motion carried.
 - Adjournment. Motion carried.

Motion 104 (10-28-21) EC

Brian Rhodes made the motion to approve the AAC report and all motions and recommendations. Seconded by Doug Post, motion carried.

b. Community Development Committee
Did not meet in October

c. Developmental Controls Committee

On October 26, 2021, the DCC met to consider Shawnee Township Zoning Petition (SH-04-21). Adam Haunhorst reported the applicant has requested to rezone a parcel located in Shawnee Township from R-III Residential, Double-Multi Family to R-I Residential Single Family to restore the lot to its original zoning designation. Public sewer and water are present at the lot listed above. There are no wetlands or historical or archaeological factors found to be compromising the site. Additionally, the site has no significant environmental concerns, such as the presence of FEMA-identified Special Flood Hazard Areas. Soil data reflects several different parts, including Thackery Loam and Westland Rensselaer Complex, neither hydric.

The proposed area to be rezoned totals approximately 0.49 acres. The parcel has roadway access onto Alexandria Drive, a local roadway. As R-I and R-III have identical frontage requirements, the lot complies with both designations. This parcel meets all other township requirements for an R-I designation. This roadway has experienced zero (0) 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, because of the recent zoning changes to the neighborhood, the population density is far lower than was initially planned; therefore, traffic volume should be lower than initially planned.

The latest Shawnee Township Comprehensive Plan, dated October 2009, identifies the affected parcel's land-use as residential. The area will continue to be residential; therefore, it remains compliant with the comprehensive township plan.

The staff does not offer a recommendation relative to this zoning petition. Although staff conducted extensive research, no evidence of a zoning resolution approving the parcel's change from R-I to R-III exists, as the Township suggests. As such, it would be improper for this agency to recommend restoring a zoning designation that was never formally altered. However, the following is a brief summarization of the research conducted by this staff:

- The parcel in question was created in 2002 when the original plat for the Fort Amanda Estates was filed and subsequently recorded (see attached plat).
- The parcel was zoned as R-I Single-family residential per the original plat.
- This subdivision has since been renamed The Monticello Subdivision.
- The subdivision has undergone several additional phases and one replat since recorded in 2002.
- This agency recommended the parcel be combined with the adjacent parcel and rezoned R-III due to buildability concerns.
- Since the subdivision's original plat in 2002, neither this agency nor the Developmental Controls Committee has heard any petition(s) to rezone parcel 46-0904-05012.001 to R-III Residential Double-multi family, nor was it combined as was recommended at the time.
- Shawnee Township has been unable to produce any resolution showing a zoning change occurred since 2002.

Given the lack of documentation, this agency surmises the parcel in question was never rezoned to R-III. Therefore it is currently zoned R-1. This agency would further remind the

committee that any zoning review conducted by LACRPC staff results in a recommendation, never an approval. All zoning changes must be approved within the Township's formal governmental structure and requires official action by trustees. No such documentation has been provided to this agency to support Township approval.

Considerable Committee discussion ensued to verify facts as presented by Mr. Haunhorst. The Committee agreed with the staff findings and concurred that the parcel is still zoned R-I short of Shawnee Township, producing a resolution to the contrary. The Committee did not pass a motion or recommendation on the petition. However, it did encourage staff to provide comments to Shawnee Township relative to the parcel and the information collected by staff as part of the investigation.

Motion 105 (10-28-21) EC

Brian Rhodes made the motion to approve the DCC report and all motions and recommendations. Seconded Doug Post, motion carried.

d. Transportation Coordinating Committee

The TCC met on October 28, 2021, with a quorum being present.

- Acceptance of TAC minutes from October 26, 2021. Motion carried
- Approval of TCC minutes of September 23, 2021. Motion carried
- Acceptance of the ACRTA report, Motion carried
- Final Crash Summary Report. Motion carried.
- Safety Performance Measures, discussion and resolution. Motion carried.
- Discussion of RTPO and EDD. No motion necessary
- Adjournment. Motion carried.

Motion 106 (10-28-21) EC

Brian Rhodes made the motion to approve the TCC report and all motions and recommendations. Seconded by Kevin Cox, motion carried.

6. OTHER COMMITTEE REPORTS

- a. CAAC Committee
CAAC did not meet in October
- b. CAC Committee
CAC did not meet in October

7. STAFF PLANNING ASSISTANCE REPORT

**Staff Planning Report
September 2021**

205 Safe Community Program

1. Staff processed ODPS Reimbursement Claim.
2. Staff continued ODPS Safety Luncheon planning, attendance preparations, and follow-up.

3. Staff conducted a Bike Rodeo event in conjunction with Activate Allen County.
4. Staff attended meetings, exchanged emails, and phone calls with SADD regarding various events.

305 Environmental Planning

1. Staff attended the Ottawa River Coalition meeting.

415 CDBG

1. Staff complete spreadsheet for 2021 mortgage payments.
2. Staff completed CDBG Allocation Monitoring Report.
3. Staff prepared and submitted Semi-Annual Labor Standards for Allocation 2020.
4. Staff prepared and gave loan payoff amount to two CDBG mortgage holders.
5. Staff discussed hook-ups to low-income homes for water and sewer with Allen Water District.

501 Zoning Assistance

1. Staff reviewed Hickory Creek Community.
2. Staff reviewed questions regarding Monticello subdivision submitted by Shawnee Township.

505 Subdivision Regulations

1. Staff answered various lot splits questions (13).
2. Staff processed lot splits (4).
3. Staff answered land contract questions (1).
4. Staff processed Ag Exempt land division (1).
5. Staff reviewed comments by County Stormwater Engineer regarding Country Aire Estates.

510 Floodplain Management

1. Staff reviewed final draft and signed Sugar Creek floodplain violation documentation and sent to ODNR.
2. Staff held conversations with Woodlawn Cemetery and citizen regarding floodplains in Shawnee Township.
3. Staff reviewed floodplains in Gomer.
4. Staff reviewed floodplain question(s) on Grant Street in Delphos.
5. Staff conducted floodplain development permit review in Marion Township regarding bridge replacement.
6. Staff fielded numerous floodplain questions and phone calls (5).
7. Staff sent Choice One Engineering a summary of a property issue in Sugar Creek Township.
8. Staff corresponded with FEMA regarding floodplain issues in Delphos.
9. Staff finalized floodplain violation permit for property on Bloomlock Road.
10. Staff reviewed floodplain question(s) regarding property on Franklin Street in Delphos.
11. Staff reviewed Buckeye Pipeline flood study.

601 Short Range Planning

1. Staff completed 2020 Census data updates.

2. Staff updated Shapefiles from Census Bureau.
3. Staff prepared for and met with ODOT Central Office and District 1 to discuss creation of RTPO.
4. Staff prepared, presented, and submitted completion report.
5. Staff reviewed text of NARC summary on infrastructure and Jobs Act and implications to MPOs.
6. Staff attended OARC Executive Directors meeting.
7. Staff attended monthly development meeting.
8. Staff finalized summer newsletter.
9. Staff attended Lunch and Learn event at ODOT.
10. Staff attended GIS meeting.
11. Staff sent letter to member agencies regarding CRRSAA funding.
12. Staff gave interview to Hometown Station regarding Crash Report.

602 Transportation Improvement Program

1. Staff reviewed of ODOT SIB Loan.
2. Staff reviewed study from City of Lima regarding Cable Road Project.
3. Staff prepared and submitted Table of Obligated Projects.
4. Staff reviewed Lima Spring Street Project.
5. Staff reviewed Delphos Safe Route to School Floodplain Coordination form.
6. Staff reviewed Delphos First Street Project.

605 Surveillance

1. Staff worked to complete 2020 Crash Report.
2. Staff corresponded with ODOT District One regarding ADA curb ramp compliance.
3. Staff corresponded with Bluffton regarding curb ramp compliance.
4. Staff review of Clean Fuel Ohio Expo.
5. Staff programed and set traffic counters on SR 103 in Bluffton.
6. Staff reviewed and sent Safety Program updates to members.
7. Staff conducted work on a SR 103 Speed Study.
8. Staff prepared a list of dangerous intersections in Allen County.

605.8 Transportation STP

1. Staff met with Allen County Health regarding sustainability section(s) on website.
2. Staff participated Bike/Ped counts and worked to input data.
3. Staff conducted evaluation of Elida sidewalks.
4. Staff attended Bike and Pedestrian Task Force meeting.
5. Staff participated in an ADA Transition plan meeting with Bluffton.
6. Staff printed flyers for Activate Allen County.
7. Staff attended City of Lima Housing Task Force meeting.

6104 Long Range Planning STP

1. Staff continues work on Lima Comprehensive Plan.
2. Staff conducted review of GIS.
3. Staff continues work on Elida Comprehensive Plan.
4. Staff updated Census Table for Elida.

5. Staff completed an infrastructure documentation and review.
6. Staff met with City of Lima officials to discuss comprehensive plan progress and activities.
7. Staff met with Economic Development Administration to discuss land-use and Economic Development Districts.
8. Staff prepared for Lima Comprehensive Plan Public Meetings.
9. Staff continues to work on developing a ranking system for proposed development sites.
10. Staff developed roadway width maps for Village of Elida Comprehensive Plans.

675 RTA

1. Staff corresponded with RTA regarding strategic plan.
2. Staff attended RTA Board meeting.

Motion 107 (10-23-21) ECC

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

8. OLD BUSINESS

None

9. NEW BUSINESS

None

10. ADJOURNMENT

Motion 108 (10-28-21) 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: _____