

Village of Bluffton Council Meeting Agenda

Bluffton Town Hall, Third Floor
154 North Main Street, Bluffton
December 10 at 7:00 PM



Opening Ceremonies

Call to Order, Mayor Johnson presiding
Pledge of Allegiance

Minutes

Approval of the minutes for the Village Council meeting held on Monday, November 26, 2018.

Bills

Committee Reports

Tree Commission – Nov. 13
Committee of the Whole – Nov. 29
Ordinance Committee – Dec. 3
Committee of the Whole – Dec. 3

Legislation

Resolution 25-18

2nd Reading

A Resolution authorizing the temporary appropriations for the year 2019 for the Village of Bluffton, Ohio.

Ordinance 11-18

1st Reading

An Ordinance to enact a comprehensive Access Management Plan as attached Exhibit 1.

Administrator's Report

- Department of Public Works Report

Safety Services Reports

Meeting Dates (meetings held at the Town Hall unless otherwise noted)

Council Meeting – Monday, December 10 at 7:00 pm
Tree Commission – Tuesday, December 11 at 7:00 pm
Council Meeting – Monday, December 17 at 7:00 pm

Public Comment

Adjournment – Motion and Second

Regular meeting November 26, 2018 at 7:00pm.

Mayor Johnson presiding. Messrs: Kingsley, Sehlhorst, Stahl, Steiner and Talavinia present.

Talavinia motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on November 12, 2018. Roll Call: Yes (5) Messrs: Steiner, Talavinia, Kingsley, Sehlhorst and Stahl. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Talavinia, to approve the bills as presented. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

The fiscal officer gave the following readings:

3rd Reading

R-21-18 – A resolution accepting Dave's Way in the Thomas Pointe subdivision to the Village of Bluffton, Ohio. Sehlhorst motioned to adopt the Resolution, seconded by Stahl. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

1st Reading

R-23-18 – A Resolution authorizing the Mayor to execute agreements and to give consent to the Director of the Ohio Department of Transportation to complete projects within the Village of Bluffton, Ohio and declaring an emergency. Talavinia motioned to suspend the rules and declare an emergency, seconded by Steiner. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved. Kingsley motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

R-24-18 – A Resolution authorizing the submission of an Ohio Airport Matching Grant Application and declaring an emergency. Sehlhorst requested that airport commission minutes be provided. Blackburn described that this grant would cover obstruction removal and taxi way design work. Steiner asked what the grant total is. Sehlhorst motioned to suspend the rules and declare an emergency, seconded by Kingsley. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved. Stahl motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

R-25-18 – A Resolution authorizing the temporary appropriations for the year 2019 for the Village of Bluffton, Ohio. Steiner motioned to approve the first reading, seconded by Talavinia. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

R-26-18 – A Resolution authorizing the Mayor to enter into a contract with the Sherriff of Allen County, Ohio and the Commissioners for Allen County, Ohio for the dispatch service for Bluffton Police, Fire and EMS for a term of three years and declaring an emergency. Kingsley questioned the service currently provided by the Sherriff's office. The safety service chief's explained that they have been satisfied with the service. Kingsley motioned to suspend the rules and declare an emergency, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Resolution, seconded by Stahl. Roll Call: Yes (5) Messrs: Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

The Mayor announced the approval of an application for special events. Spring Street will be closed from Franklin St to College Ave on December 2, 2018 from 3pm-7pm for the Christmas at Houshower House.

It was announced that the second December council meeting would take place on December 17, 2018 at 7:00pm.

Kingsley motioned to adjourn the regular council meeting.

The following meetings/events were included on the agenda and/or scheduled during the meeting:

Committee of the Whole – Thursday, November 29 at 5:30pm

Ordinance – Monday, December 3 at 5:30pm

Committee of the Whole – Monday, December 3 at 7:00pm

Council Meeting – Monday, December 10 at 7:00pm

Council Meeting – Monday, December 17 at 7:00pm

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 12/10/2018

VENDOR	AMOUNT	DEPT	DESCRIPTION
ABIGAIL MICHAEL	\$87.09	PD	REIMBURSEMENT FOR MILEAGE
AEP	\$16,594.47	MULTIPLE	ELECTRIC
ALL SERVICE AERATION	\$382.50	PARK	PORTABLE TOILETS
ALLEN COUNTY ASSOCIATION C	\$20.00	PD	DUES
ALLEN COUNTY AWARDS, LLC	\$33.00	PD	PLAQUE
ALLOWAY	\$3,160.60	MULTIPLE	LAB TESTS
ANGIE ESSINGER	\$250.00	ADMIN	EMS DONATION
ANTHEM BLUE CROSS	\$12,452.47	MULTIPLE	HEALTH INSURANCE
BLUFFTON AREA CHAMBER	\$1,599.00	CULTURAL	REPLACEMENT BULBS
BLUFFTON FLYING SERVICE	\$5,000.00	AIRPORT	MANAGEMENT
BWC	\$20,080.00	WORKERS	2019 PREMIUM
CENTURYLINK	\$324.70	ADMIN	PHONES
CLEMANS NELSON	\$1,488.75	ADMIN	POLICY MANUAL
COMPMANAGEMENT	\$1,945.00	WORKERS	WORKERS COMP THIRD PARTY ADMIN
DOMINION ENERGY	\$1,041.24	MULTIPLE	NATURAL GAS
EVERETT J PRESCOTT	\$4,969.07	WATER	SUPPLIES
F. STEPHEN CHAMBERLAIN	\$1,450.00	LEGAL	SOLICITOR
FAMILY TRUE VALUE HARDWA	\$284.80	MULTIPLE	SUPPLIES
INCOME TAX REFUNDS	\$13.00	TAX	REFUND
J&D SNYDER EXCAVATING	\$2,500.00	WATER	EXPOSE UTILITIES
JAN BASINGER	\$124.70	WATER	REIMBURSEMENT FOR LICENSE'S
KATHY'S ALTERATIONS	\$12.00	PD	UNIFORMS
LEIBERS GARAGE	\$1,464.68	PD	AUTO REPAIRS
LIMA-ALLEN CO REGIONAL PLA	\$1,650.00	ADMIN	MEMBERSHIP
MARATHON FLEET CARD PROG	\$1,009.59	MULTIPLE	FUEL
MILLSTREAM-KENNEDY INC	\$380.00	SEWER	FORMS
NAVITAS	\$13,696.69	ADMIN	PHONES
NORTHERN TOOL & EQUIPMEN	\$329.99	STREET	BACKUP CAMERA
NORTHWESTERN OHIO SECURI	\$104.90	L&B	MONITORING
OHIO MUNICIPAL LEAGUE	\$780.00	ADMIN	MEMBERSHIP
PARR PUBLIC SAFETY EQUIPME	\$2,515.00	K9	EQUIPMENT
PATRIOT CONCRETE	\$1,989.00	SIDEWALK	CHERRY DRIVE ENTRY
PENNCARE	\$152.00	EMS	EMSCHARTS
PERRY PROTECH	\$631.78	ADMIN	IT
REPUBLIC	\$16,923.96	REFUSE	TRASH SVC
RILEY CREEK MERCANTILE	\$148.05	MULTIPLE	SUPPLIES
SMARTBILL	\$764.26	MULTIPLE	UTILITY BILL PRINT SVC
STAPLES	\$160.99	ADMIN	OFFICE SUPPLIES
TREASURER, STATE OF OHIO	\$2,780.16	WATER	LICENSE
UNIVERSAL U-STORE-IT	\$461.18	CEMETERY	1 YEAR LEASE
USA BLUEBOOK	\$1,323.35	SEWER	SUPPLIES
VANCE OUTDOORS	\$360.00	PD	AMMO
VERIZON	\$198.85	PD	WIRELESS CARDS
VETTER LUMBER	\$125.34	MULTIPLE	SUPPLIES

WESSLER	\$705.00	WATER	ENGINEERING
TOTAL	\$122,467.16		

MONTHLY PAYROLL	\$2,476.48
FICA	\$38.24
MEDICARE	\$35.90
PERS	\$260.37

BIWEEKLY PAYROLL 12/7	\$40,129.45
MEDICARE	\$554.04
PERS	\$3,226.97
OP-F	\$3,330.53

FIRE & EMS PAYROLL 12/7	\$5,331.35
FICA	\$62.97
MEDICARE	\$73.98
PERS	\$515.71
TOTAL	\$56,035.99

Tree Commission
Village of Bluffton, OH
November 13, 2018

Present: Nancy Benroth, Jesse Blackburn, Ben Stahl, Joanne Antibus, Becky Ramey, Jon Sommer.

Arboretum signage- Still working on directional signage to the arboretum from 103/county line road. Appropriate size and visuals need to be determined to fit with Diamond's signage at that corner.

Tree ordinance review- Suggested revisions to the existing Tree Ordinance include changing the number of commissioners from the current five, to from between five and seven, and changing the number needed for a quorum from the current three, to from three to four. Recommended that section (D) be removed entirely.

Fall planting- Fall planting by Stratton Greenhouse has begun, with four pencil junipers at College and Jackson, a red maple and white pine at the cemetery, paperbark maple at the Buckeye Park. Eight additional trees are expected to be planted this fall as they become available.

Street tree list- Commission members continue to work with lists from Bowling Green and Sydney in developing an appropriate tree list for Bluffton.

2019 budget- Budget-wise, 2019 will be a challenging year in balancing all aspects of tree care for the village within a limited budget. A multiple tree planting following the completion of the West Elm St. project, for example, will likely need to be done over a number years in order to have resources for necessary pruning, removals and replacements, etc.

Tree trimming- Tree trimming in the East College St. area will be done over the fall and winter, using the young tree trimming guidelines of the ODNR forestry division, which offers a training in early January which commissioners and village employees may attend.

Future items- Areas for future tree planting include the Maple Grove cemetery, the south end of the village park soccer field, additional trees between the Sportsmen's Club and the brush dump, Parkview Development, among others.

The next meeting of the Bluffton Tree Commission is scheduled for Tuesday, December 11, 2018, at 7:00 pm in the town hall.

Jon Sommer
Secretary



Agenda:

A. 122 N. Jackson St. – Parking Concerns

Discussion was had about parking concerns with the possible repurposing of the business at 122 N. Jackson, Business owner expressed the need for Handicap parking spaces, as well as upgrades to the public alley manage water drainage issues.

Village Administrator to draft document to review with council and owner addressing drainage and accessibility of the public alley.

B. Jefferson St. Water Main Replacement/Streetscape

– Main St. to Vance – Complete Streets Policy was applied to initial design – a road that provides safe access for all ages and users of the road, including pedestrians, bicyclists, and vehicular traffic. Existing R/W limited options. Preliminary Plan were reviewed

– Huber to Co. Line Rd. – Pedestrian facilities continued to be a driving factor in the design of this portion of roadway/waterline placement

- **3 locations were given for water line location** – shown as options green, red, and blue
 - ✓ **Green:** (\$355,923.40) No road disturbance, easement for water line would provide easement for sidewalk, easement for waterline difficult with current timeline
 - ✓ **Red:** (\$363,378.40) Provide water line entirely in existing easement, would not address pedestrian facilities, room does exist on the south side of SR 103 for a 4’ walk with a 2’-3’ tree lawn
 - ✓ **Blue:** (\$375,978.40) No road disturbance, greater expense – unknown issues/costs with existing fire system at Colonial, easement would be required & would provide easement for pedestrian facilities

- **RECOMMENDATION:** Proceed with Red location for water line and pursue additional easements for pedestrian facilities if desired prior to construction in 2020.

Discussion ensued regarding 3 choices of placement of water line installation. Final agreement was to go with administration and staff recommendation of pursuing the placement of the RED. Easements can be pursued at a later date for pedestrian facilities if needed.

C. Village owned floodplain properties -

- Discussion regarding current assessed values
 - 150 Railroad St. - \$9,900.00
 - 136 Vance St.(A) - \$16,900.00
 - 136 Vance St.(B) - \$16,900.00
 - 142 Vance St. - \$12,700.00
- Values seem prohibitive for non-buildable lots in floodplain. Recommend adjusting current view of offering property to neighboring landowners for assessed values. Interest has been received regarding one of the above.

Administration to further review these properties for the amount invested into these properties to establish a stop loss.

Ordinance Committee Minutes (Sehlhorst & Kingsley)

Village of Bluffton

December 3, 2018

Present: Joe Sehlhorst, Mitch Kingsley, Richard Johnson

Staff: Jesse Blackburn, Bryan Lloyd

TOPIC: Access Management Ordinance

I. Access Management Ordinance

- We need to create an ordinance which governs access management in Bluffton. Road cuts on SR 103 between I-75 and Countyline Road illustrate the unsafe and unplanned accumulation of haphazard entrances on a busy highway.

- The ordinance we have been working on was submitted for review and suggestions to:

- Tom Mazur, CEO of the Lima Allen County Regional Planning Commission: Mr. Mazur is very knowledgeable in the world of access management and related regulations. After reviewing the document, he provided an extensive list of considerations and tweaks.

- Choice One, an engineering firm the Village has used extensively. They took into account the comments by Mr. Mazur and provided a draft version of the document.

- We discussed the draft from Choice One and made a few minor changes.

- Discussed whether to add a Thoroughfare Plan to the Ordinance. Such a plan is created in order to require new development to take into account and incorporate the Village's plans for future roads and streets.

- Decided that we will plan to develop and eventually add a Thoroughfare Plan to the Access Management Ordinance; but in the meantime we recommend to Council the passage of the Ordinance as we will present it.

- Solicitor Chamberlain will be asked to do a final review of the language and to put the document in proper ordinance format.

Future Agenda: Zoning Ordinance Revisions

Submitted, _____

Joe Sehlhorst

Mitch Kingsley

Village of Bluffton
Council as a Whole Committee Meeting
December 3, 2018 @ 5:30 PM

Council Members present: Mr. Cupples presiding, Messrs: Sehlhorst, Sthal, Steiner & Talavinia.
Mr. Kingsley was absent.

Mayor: Richard Johnson was present.

Mr. Steiner moved, seconded by Mr. Sehlhorst to go into executive session to interview Village Solicitor candidates at 5:30PM. Roll Call: Yeas (5) Messrs: Cupples Sehlhorst, Sthal, Steiner & Talavinia. Nays (0), motion approved.

Mr. Sehlhorst moved to adjourn executive session at 8:54PM.

Mr. Sehlhorst moved to adjourn the meeting at 8:55PM

Jerry Cupples, Council President

**RESOLUTION NO. 25 - 18
VILLAGE OF BLUFFTON, OHIO**

A RESOLUTION AUTHORIZING THE TEMPORARY APPROPRIATIONS FOR THE YEAR 2019 FOR THE VILLAGE OF BLUFFTON, OHIO.

BE IT ORDAINED by the Council of the Village of Bluffton, State of Ohio, two-thirds (2/3) of all members elected or appointed thereto concurring:

Section 1: That for the purposes of Temporary Appropriation until the Final Appropriation is completed; the Council hereby adopts the 2019 Appropriation as if fully rewritten herein to be effective up through March 31, 2019, or until such time as replaced by Final Appropriation Ordinance.

Section 2: That to protect the financial integrity of the Village, which is necessary for the protection of the health, safety, and welfare of the Village and its inhabitants.

Passed this _____ day of _____ 2018.

Mayor

Attest

Fiscal Officer

Approved

Solicitor

ORDINANCE NO. 11 - 18

**AN ORDINANCE TO ENACT A COMPREHENSIVE ACCESS MANAGEMENT PLAN
AS ATTACHED EXHIBIT 1**

WHEREAS, it has been determined by the Council of the Village of Bluffton, Ohio that the there is a need for Access Management to major roadways in the Village of Bluffton;

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF
BLUFFTON, OHIO:**

SECTION 1: That the Access Management Plan attached hereto as Exhibit 1 be and is adopted as law in the Village of Bluffton, Ohio.

SECTION 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and Adopted this _____ day of _____, 2018 by the governing body of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Noes: _____ Abstain: _____

Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

SOLICITOR

Village of Bluffton

ACCESS MANAGEMENT/ DRIVEWAYS

(1) Purpose

The purpose of these standards is to regulate access to public streets. These standards are designed to minimize safety hazards, traffic congestion, and other negative impacts which can result when land use development is not carefully coordinated with the street and roadway system.

(2) Applicability

This section shall apply to all development within the Village.

(3) Variance of Standards

(a) These standards may be varied by the Administrator or designee, in the following situations:

- (i) To accommodate unique safety or design situations; or
- (ii) If indicated by a traffic impact analysis (see 154.10(G)).

(b) The applicant shall be responsible for providing sufficient information to the Administrator or designee, to document a need for such modification.

(c) The standards in this section shall not be used to totally prohibit access to a site that meets all other standards for development under the provisions of this section; however, any access point which is permitted shall meet these access control standards to the maximum extent possible and shall meet all minimum design specifications for access points on arterials.

Permit Application Process

Application for permit for access to roadways within the Village will be completed with the submission of the required Application for Zoning & Building Permit which may be obtained from the Village Administration.

(4) Street Access

(a) Permitted Access

(i) All residential uses are permitted to take direct access to local access streets or minor collector streets.

(ii) Nonresidential uses in a residential zoning district may be permitted direct access to a local access street only if such access would, in the opinion of the Administrator or designee, improve traffic safety, as, for example, on sites located at the intersection of a local access and any type of collector street, or if a traffic impact analysis conducted pursuant to the provisions of 154.10(G) indicates that such use would have no negative impact on the residential street.

(iii) Where a new use will be located on a corner lot, the Administrator or designee shall have the authority to determine where the driveway may access the adjacent street system.

(iv) If there are single-family or two-family dwellings located on a corner lot as of the effective date of this code that have driveway access to a major collector, such use is encouraged to

relocate the driveway access to a lower volume side street (e.g., to a local access street or minor collector street), closing off the driveway that accesses the major collector wherever possible.

(b) Alignment and Separation of Driveways

(i) Driveways shall either be directly opposite other driveways or street intersections or shall be offset by the minimum driveway spacing distances shown in Table 154.10-5, except in locations where there is a raised median in the street.

(ii) A driveway shall intersect a cross-street at, or nearly at, a right, 90 degree angle. In no case shall any intersection have an angle less than 75 degrees.

(iii) The spaces established in Table 154.10-5 shall be measured from edge of pavement to edge of pavement between the 2 closest edges of the driveways. See Figure 154.10-E.

(iv) Single-family and two-family residential uses shall be exempt from this provision

TABLE 154.10-5: MINIMUM DRIVEWAY SPACING	
Posted Speed Limit (Miles Per Hour)	Minimum Driveway Spacing (Feet)
25	105
30	125
35	150
40	185
45	230
50	275

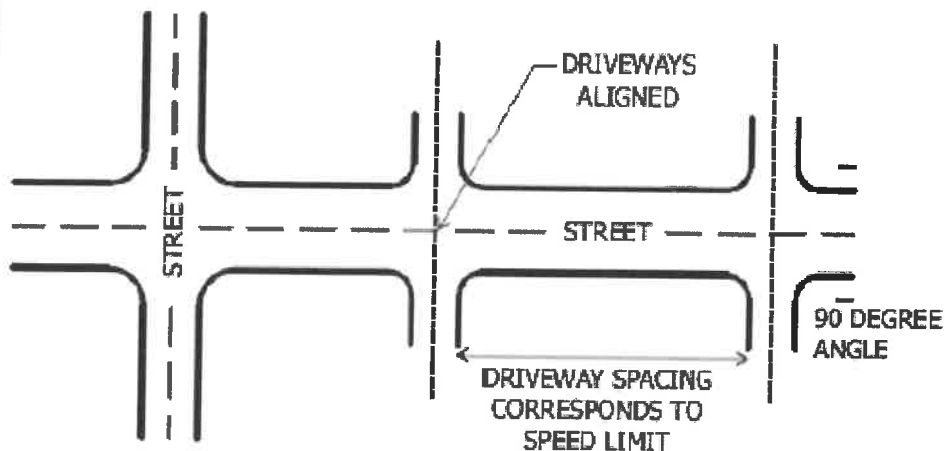


Figure 154.10-E: Illustration of minimum driveway spacing requirements.

(c) Driveway Setbacks

- (i) Driveways for residential dwellings shall be set back a minimum of 3 feet from all shared lot lines.
- (ii) Driveways for nonresidential uses shall be set back a minimum of 10 feet from all shared lot lines unless shared parking or joint parking arrangements are made. This setback shall be increased to 25 feet if the use is adjacent to a lot in a residential zoning district.
- (iii) All driveways that access vehicular use areas where there is parking for 5 or more vehicles shall be set back a minimum of 100 feet from any stop sign as measured from the sign pole to the closest edge of the driveway pavement.

(d) Dimensions of a Driveway

(i) Multi-Family Dwellings and Nonresidential Uses

- A. All driveways shall have a minimum five-foot flare.
- B. In no case shall any driveway exceed 30 feet in width.

(ii) Single-Family Dwellings

- A. All driveways shall have a minimum width of 8 feet and a minimum three-foot flare.
- B. In no case shall a driveway exceed 30 feet in width along its full length with the exception of any turnaround areas used for maneuverability.

(e) Additional Standards

- (i) All Driveways shall be constructed to the latest versions of the Ohio Department of Transportation design and construction standards, and shall be approved by the Village Administrator or designee prior to drive construction.
- (ii) Driveways shall be set back from an intersection of 2 roadways to the maximum extent feasible.

(5) Intersection Visibility

- (a) In order to provide a clear view to the motorist there shall be a triangular area of clear visibility that is free of any obstructions where there is an intersection of 2 or more streets and/or where a driveway intersects with a street.

- (b) Where a street intersects with another street, the triangular areas shall be defined by measuring 35 feet from the intersection of the extension of the front and side street curb lines (or the edge of pavement where there is no curb) and connecting the lines across the property. See Figure 154.10-F.

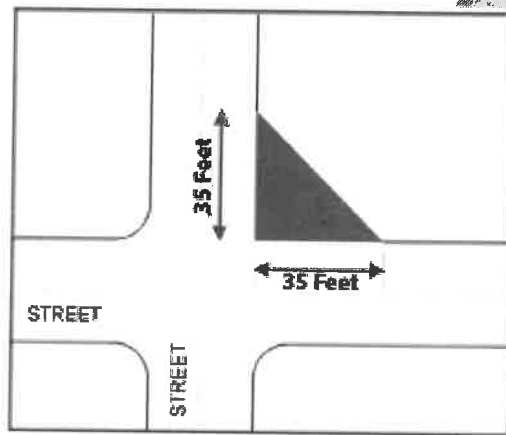


Figure 154.10-F: Intersection visibility area for 2 intersecting streets.

- (c) Where a driveway intersects a street, the triangular areas shall be defined by measuring 25 feet from the edge of the driveway along the street and 20 feet along the driveway, perpendicular from the street. See Figure 154.10-G.

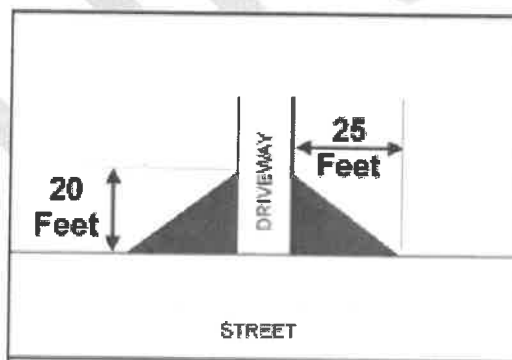


Figure 154.10-G: Traffic safety visibility triangle for driveway and street intersections.

- (d) Section 5(c) shall not apply to driveways for single-family or two-family dwellings.
- (e) The Administrator or designee may reduce the distance requirement where it is determined that a narrow parcel frontage would excessively reduce buildable area.

- (f) No structure, sign, or landscape element shall exceed 36 inches in height, measured from the top of the curb, within the area established above, unless approved by the Administrator or designee. Trees may be located within these areas provided they are pruned and/or the canopy is trimmed to provide clear visibility (with the exception of the tree trunk) up to 10 feet above the top of the curb.
- (g) Where no curb exists, the height shall be measured from the top of the pavement.

TRAFFIC IMPACT ANALYSIS (TIA)

(1) Intent

A Traffic Impact Analysis (TIA) is intended to identify the transportation impacts which are likely to be generated by a proposed use and to identify improvements required to ensure safe ingress to and egress from a proposed development, maintenance of adequate street capacity, and elimination of hazardous conditions.

(2) Applicability

A TIA shall be required in the following cases:

- (a) Any use, re-use, expansion, or new development that at its access point will generate, or add more than 60 peak hour trips.
- (b) The development is expected to reduce the level of service (LOS) on adjacent roadways and/or intersections to below a level of service below D, as noted or defined in the Highway Capacity Manual; as determined by the Village Administrator or Designee.
- (c) Any use that due to its size, density, traffic generation rates, or location can reasonably be expected to create traffic issues, as determined by the Administrator or designee are required to submit a TIA. As determined by the Village Administrator or Designee.

(3) Contents of a TIA

The TIA shall be prepared and certified by a professional engineer and shall include, at a minimum, the following data and information. Information and statistics required by this section may, when available, be obtained from the Village.

(a) Study Area

(i) The minimum study area shall include all proposed and existing site access locations and major intersections (signalized and unsignalized) adjacent to the site. Depending on the overall size of the development, as well as the nature of the development, the Administrator may require that additional areas be included in the study, based upon, but not limited to, local or site-specific issues, local policy, and impacts that are likely to occur to residential areas. Final determination of the study area shall be agreed upon by the Administrator and the developer.

(b) Existing Conditions

The report shall contain information clearly describing, in written or graphic form, the existing and proposed conditions including:

- (i) The proposed land use of the site and anticipated stages of construction;
- (ii) The existing street system including major intersections, ingress and egress locations, roadway and right-of-way widths, traffic signals and traffic control devices and public transportation facilities;
- (iii) Any proposed changes in the street system; and
- (iv) The highest average peak hour volume for any weekday hour between 3:00 p.m. and 6:00 p.m.

(c) Development Impact

The report shall include information on the average weekday trip generation rate (trip ends) and the highest average hourly weekday trip generation rate between 3:00 p.m. and 6:00 p.m. for the proposed use as determined from figures provided by a professional engineer.

(d) Determination of the Capacity of the Roadway

- (i) Data and procedures contained in the Ohio Department of Transportation's Access Management Manual (latest edition) and ITE Trip Generation Manual (latest edition) shall be utilized to calculate the level of service of roadways as required for this TIA. Roadway service volumes shall be calculated at level of service D for roads identified as collectors.
- (ii) All collector roadways operating below level of service D (inclusive of levels E and F) shall be identified as congested locations.

(e) Conclusions

The projected total future peak hour traffic demand shall be calculated for all roads fronting on a proposed site and all intersections within the study area. This demand shall consist of an assumed normal increase of traffic volume of 1 % per year (or the Lima Allen County Regional Planning Commission projections, whichever is less) and the anticipated traffic that will be generated by the proposed development. An analysis shall be undertaken to determine if roadways and intersections will operate at the appropriate level of service following completion of the development, given the future peak hour traffic that will be generated by the proposed development. This analysis consists of the comparison of the total future peak hour intersection and roadway traffic demand with the service volumes for level D computed in 154.10(G)(3)(d) above. All roadways and intersections that would operate below the required level of service following completion of the development shall be considered deficient.

(4) Mitigating Traffic Impacts

If the TIA results in the conclusion that the level of service of adjacent roadways and/or intersections is or will become deficient prior to the proposed development and will not be able to accommodate the increased traffic load generated by the proposed development, any or all of the following mitigating steps may be required, at the developer's expense, by the Administrator or designee. The Administrator or designee shall make their determination prior to approval of a site plan or zoning permit.

- (a) Limitation of the number and/or location of access points;
- (b) Design of access points to prevent certain turn movements;
- (c) Dedication of and/or improvement to the right-of-way abutting the development of improvements in the immediate vicinity of the development to add turn lane, through traffic lanes or allow redesign of intersections or access points to accommodate additional traffic or turning movements;
- (d) Installation of traffic signals or other traffic control devices as may be warranted by the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- (e) Development of the site at a lower intensity than originally proposed.

(5) Responsibility for Improvements

The Developer shall be responsible for all proposed improvements. The responsibility includes (but not limited to) planning, financial commitment, and construction of the proposed improvements. Additionally, the Developer will be required to provide a performance bond in the amount of the proposed project's final engineers estimate plus a minimum of twenty percent (total amount of performance bond shall be a minimum of 120% of project estimate). Furthermore, right-of-way dedication shall be required in all cases.

(6) Appeals Procedure

Any and all appeals from the Village Administrator's decision may be taken by any person aggrieved by any decision of the Administrator or designee to the Village of Bluffton, Ohio's Board of Building and Zoning Appeals.

Such appeal shall be taken within 20 days after the decision, by filing with the Village of Bluffton, a written notice of appeal specifying the grounds thereof and otherwise comply with the appeals process set forth in Article 26 of the Zoning Ordinance.

The Administrator or designee shall review the appeal and take into consideration the grounds of the appeal. If, upon review of the grounds of the appeal, the Village Administrator or designee and the appealing party can craft a solution that addresses the appeal, then, the Village Administrator and the party appealing shall sign a document setting forth the solution and file the same with the records of the Village and the appeal shall be dismissed.

If an equitable solution to the appeal is not reached, the matter will be forwarded to the Board of Building and Zoning Appeals for hearing and decision. The Board of Building and Zoning Appeals shall conduct a public hearing on the appeal. The Board of Building and Zoning Appeals shall reduce their decision to writing signed by Chair of the said Board. Further appeals, if any, shall be had, according to law, with the Common Pleas Court of Allen County, Ohio.

Administrator's Report

To: Mayor Johnson & Council Members



12-10-18

W. Elm Improvements Project: Thank you to the residents of W. Elm St. for enduring the Water Works portion of the project!

Manhole Rehabilitation Project: Preconstruction meeting has been tentatively scheduled for Thursday, Dec. 20th.

Access Management Standards: Ordinance 11-18 - initial version has been presented for a 1st reading. Thanks to the Ordinance Committee for their work on this important issue.

SR 103 Bridge Replacement: ALL - 103 - 1.52:

Preconstruction meeting for the project will occur on December 13, 2018. Official construction/road closure dates will be known after this meeting. Eagle Bridge has been awarded the project.

2019 Jefferson St./SR 103 Projects

Jefferson St. Improvements - Phase I: The project plans are over 60% complete. This project will run from Main St. to the Norfolk Southern railroad track right-of-way and include following new items: 8" water main, catch basins and storm sewer lines, road reconstruction, curbing and sidewalks with ADA compliant curb ramps. Village projects will be coordinated with ODOT bridge replacement and Norfolk Southern crossing upgrades. Timeline is projected for bidding to occur in April and construction to begin in July.

Jefferson St. Water Main Replacement: Choice One Engineering will proceed designing the new water main location within the current roadway from Huber - Co. Line Rd.

2019 Johnny Appleseed Cooperative Park Improvement Grant Program:

A review team meeting is set for Wednesday, Dec. 12 at 6:30 pm at the Park District Office, 2355 Ada Rd. (S.R. 81). The review team consists of one representative from each applying agency. The grant amount requested was \$12,000.00 to replace the existing swing set and add other playground/recreational equipment to the facilities at the Buckeye Park. Bluffton has received over \$25,000.00 from this funding source since 2016.

Adopt-A-Family: Once again, Village employees have joined together to adopt a family through the Bluffton Community Assistance Program. We have expanded our number from one to **two families** because of the **generosity shown from Bluffton employees**. Anyone interested in assisting with this project, please feel free to contact Angie Essinger to find out what is needed. **Thanks again** to those employees and departments who have donated!

Council Committee Meetings: I would like to schedule an Executive Session to discuss contracts.



Department of Public Works
Assistant Village Administrator

12/10/2018

To: Mayor and Village Council Members

Work completed

- Lift Station maintenance
- Leaf Pickup
- Replaced residential meters
- Water Service line installation
- Insulate meters
- Fire Hydrant repair
- Meter reading
- Miss reads and re reads
- Valve turning

Upcoming projects

- Replace Large Meters (SRK)
- Manhole inspections
- Valve turning
- Map sorting
- Asset management inventory

Future planning

- Valve turning (On going)
- Large meter replacement (McDonald's, Tower, Grob)
- Catch basin cleaning
- Grading under I-75 - Triplet path & Lions path
- Manhole inspections

Leaf Pick Up

Leaf pick up is finished. If residents still have leaves place them in biodegradable bags at the curb for Wednesday brush pick up. The Brush dump is also open for Village residents to bring their yard waste.

West Elm St. waterline replacement

Is finished!!! Hohenbrink Excavating will be back in the spring to start the road reconstruction.

Large Meter Replacement

The Public works department is continuing to work on changing out large water meters. A few of the meters installed were programed incorrectly, EJP has corrected this issue.

Water Treatment Plant

EFI was in last week to weld and make repairs to some piping in our water treatment plant. Another pin hole was discovered in a fitting at the water plant.

Buckeye Park Spillway

Thank you J&D Snyder and Bluffton Stone



Department of Public Works
Assistant Village Administrator

12/10/2018

