



NOTICE

ISSUED
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LUC Regional Planning Commission
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LUC STAFF PERFORM ESSENTIAL GOVERNMENT FUNCTIONS.

LUC essential employees include staff members Bradley Bodenmiller, Heather Martin, and Aaron Smith.

ESSENTIAL GOVERNMENTAL FUNCTIONS.

LUC essential employees (staff) perform Essential Government Functions to support Essential Business and Operations including but not limited to:

LUC Committees.

The LUC Executive Committee is the policy and decision-making board for the Regional Planning Commission. The Executive Committee is generally a 28-member committee. There is a President, First Vice President, Second Vice President, Treasurer, and Secretary. There are two ex-officio members, those being a representative from ODOT District 6 and a representative from ODOT District 7. It's activities are Essential Government Functions.

As a result of House Bill 197, all LUC Committees could conduct public meetings (and hearings) via teleconference, video conference, or any similar electronic technology for a certain period of time. From time-to-time, other legislation may grant this type of flexibility.

Land Use.

In townships, zoning may be established in the interest of public health and safety. In municipalities, zoning may be established in the interest of public health, safety, convenience, comfort, prosperity, and/or general welfare. LUC assists its member governments in administration of zoning regulations. As of March 2020, LUC had a membership of 62 governmental organizations. This is a primary function of LUC.

Prior to an LUC Executive Committee meeting, it is customary for staff to generate a recommendation and, also, for the LUC Zoning & Subdivision Committee to meet and generate a recommendation. Statutory timelines are required to be followed.

It is not unheard of that a zoning commission, having yet to receive a recommendation from a regional planning commission, would move to continue its public hearing to a later date in order to allow time for a regional planning commission to meet and generate a recommendation. In the event there is no LUC Executive Committee quorum, both the staff and Zoning & Subdivision Committee recommendations could be forwarded to the entity requesting a recommendation from the Regional Planning Commission.



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In the event the primary staff member is unable to perform these duties due to an emergency, multiple staff members have generated reports and multiple staff members are able to take questions and resolve technical support issues. LUC Committees are comprised of local government officials with the knowledge and expertise required to generate recommendations.

Subdivision Regulations.

Subdivision regulations secure and provide for the coordination of the streets within a subdivision with existing streets and roads or with existing highways, for the proper amount of open spaces for traffic, circulation, and utilities, and for the avoidance of future congestion of populations detrimental to the public health, safety, or welfare. LUC provides technical support to incorporated areas and has platting authority in unincorporated area. As of March 2020, LUC had a membership of 20 incorporated members, 39 unincorporated members, and 3 counties. This is a primary function of LUC.

Subdivision applications are received by LUC staff. All staff members have, at one time or another, received a subdivision plat application. These applications come with a checklist the applicant is required to complete. Applications are forwarded within 5 days to reviewing agencies by LUC staff. Although it is customary to do this via hardcopy, it is possible to utilize the LUC website and email to distribute a subdivision application electronically.

According to the Subdivision Regulations, the LUC Executive Committee President or the President's designee may sign a subdivision plat. According to ORC 711, the Secretary of the Commission shall issue the Commission's decision in writing. The designated representative is the LUC Director/LUC Executive Committee Secretary. In the event of an absent Director/Secretary, the President may sign a subdivision plat or choose to designate another individual. It is preferred that the individual be either the President or Secretary.

Community Development Block Grant (CDBG).

The Community Development Block Grant (CDBG) program is a federal program, which provides communities with resources to address a wide range of unique community development needs. LUC does not receive a CDBG grant directly, but assists with administration through a contract basis. Both the grant and contracts LUC holds to administer the grant include deadlines and requirements that must be met. Penalties for noncompliance range from corrective action and administrative remedies to repayment of the grant award.

As of March 2020, LUC administered the Champaign County CDBG program through a contract. In the event the primary staff member is unable to perform these duties due to an emergency, both the Operations Manager and LUC Director have performed duties related to this grant. LUC member communities and the State's Office of Community Development are also familiar with the program and can serve as guides to any staff member filling-in.

Fair Housing.

The Fair Housing program affirmatively furthers Fair Housing, an act prohibiting discrimination against any person because of race/color, national origin/ancestry, gender, disability, religion, familial status, or military status. It includes outreach, training, and a toll-free number for residents to file a complaint to provide support for people who feel they've been discriminated against. This program is a requirement

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for communities receiving CDBG grants, which includes each county and the City of Marysville. Contracts lay-out the timing of required actions by LUC.

As of March 2020, LUC administered 3 county Fair Housing programs and 1 municipal program.

The Analysis of Impediments (AI) is a required document of the Fair Housing Program. Existing AIs can serve as a model for other staff members in the event of an emergency.

All staff members have been involved, in one way or another, in providing Fair Housing trainings, the creation of AIs, and receiving Fair Housing calls.

Land Bank.

Land banks provide counties with the much-needed ability to quickly acquire foreclosed and vacant property. Land banks can safely hold distressed property, clean its title, and prepare it for a better day. The goal is to secure vacant properties—which would otherwise attract crime, lower neighboring home values, and incur public services costs—so that they can be put to better use in the future.

LUC assists with administration of the Logan County Land Bank through a contract basis. The Board works with multiple attorneys and LUC has worked with the Board to establish policies and procedures and it could function, although not as well, on its own. In the event the primary staff member is unavailable, other staff members have assisted the Land Bank in the past and are familiar with blighted properties and land banks generally.

Census.

LUC has a long history of involvement with the United States Census. Phases of the Census require input and responses by established deadlines. Failure to act results in less input from local stakeholders on the Census.

As of March 2020, LUC participated in Complete Count Committees (CCCs) and all 3 Participant Statistical Area Programs (PSAP). CCC meetings are able to be performed telephonically. CCCs are able to operate without staff and all 3 PSAP submittals occurred during 2019.

Administrative Functions.

Administrative functions are a requirement of any office environment. Receiving invoices, paying bills, purchasing, payroll, and other similar functions require prompt attention and timely responses. Failure to meet administrative deadlines results in outstanding debts and an unpaid workforce. As of March 2020, LUC administered estimated expenses of \$350,057.50. This is a primary function of LUC.

In the future, LUC's plan is to do cross-training. In the meantime, it is possible for the LUC Director or LUC Treasurer to reach-out to the County administration department for assistance in the event the Operations Manager is unable to act.

Area-Wide Grant Clearinghouse.

LUC acts as an Area-Wide Grant Clearinghouse for applicants who request federal and state assistance for selected projects. These programs require prompt attention and timely responses. Failure to meet these deadlines may create a deficiency in applications.

As of March 2020, LUC continued to act as an Area-Wide Clearinghouse. Action on applications requires Executive Committee action.

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RTPO.

In 2016 LUC was designated by Governor Kasich as one of five rural agencies in the state known as a Regional Transportation Planning Organization (RTPO). This program allows LUC to participate in transportation planning, somewhat mirroring the process that currently happens in major metropolitan areas through the designated Metropolitan Planning Organizations (MPO's). LUC achieved the first main goal of the RTPO by completing and adopting a Transportation Plan for Logan and Champaign Counties. Union County is part of a different and emerging RTPO.

These organizations receive transportation planning monies from the State. The stipulations and contract associated with an RTPO include deadlines, deliverables, and requirements that must be met. Penalties for noncompliance range from corrective action and administrative remedies to repayment of the grant award.

As the Logan and Champaign County RTPO continues to evolve from a pilot to permanent program, LUC realizes it needs to build its capacity as a transportation planning agency while continuing to deliver its core land-use related services. A partnership has been entered between LUC and the Clark County-Springfield Transportation Coordinating Committee (TCC) to accomplish this. You can learn more about TCC here: <http://www.clarktcc.com/> LUC retains its identity and local decision making as an RTPO while TCC is contracted to perform transportation planning activities and interface with the Ohio Department of Transportation and the Federal Highway Administration.

The LUC Director is generally familiar with the requirements of this program and there are multiple staff members at TCC who assist LUC in administering this program. The LUC Executive Committee is the policy and decision-making board for the RTPO.

ATTACHMENTS INCORPORATED.

The current COOP is hereby incorporated into this document.
