

**SENECA REGIONAL PLANNING COMMISSION**  
\*\*\*\*\* **REGULAR BOARD MEETING** \*\*\*\*\*

Wednesday, APRIL 2, 2025, at 5:00 PM  
RTA Building

Basement Conference Room  
109 S Washington St Tiffin, OH 44883

\*\*Agenda Subject to Change\*\*

**MEETING TO BE RECORDED FOR PURPOSES OF MINUTES**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MINUTES** – I'll accept a motion to approve the minutes from the Annual Board Meeting on Wednesday February 5, 2025.

**FINANCIAL REPORT**

- **2025 Budget Review**
  - Revenue as of 03/20/25: \$73,738.70
  - Expenses as of 03/20/25: \$21,450.94
  - Statement of Cash Position Fund 3057 General Fund: \$226,593.29  
( \$15,066.59 Encumbered Year to date)
  - Statement of Cash Position Fund 3060 Budget Stabilization: \$10,000.00

**ADMINISTRATOR'S REPORT**

- iWorq workflow for lot splits went live 2/20/25
- Two closets in RTA basement have been emptied. The records have been scanned or destroyed per records retention policy.
- Appealed Charlene Watkins unemployment request – received notice to pay 2 weeks of claims – 2/1/25 & 2/8/25 \$583 each week
- Taxpayer use of credit cards – have been unable to find any resolutions passed by Board
- HSTS files turned over to Board of Health
- Next schedule Board meeting June 4, 2025 – conflicts with Auditor's Summer Conference
- Regional Planning Vision, Direction, and Core Values was on last year's agenda – discussion?
- Revolving Loan Fund 3094: \$132,077.16 current balance
- Housing Revolving Loan Fund 3194: \$31,746.64 current balance
- Advertiser Subscription expired 3/25/25 not renewing \$204 for digital subscription
- Auditor's Office will be closed Good Friday all day, employees to take vacation or personal leave

**EXECUTIVE COMMITTEE REPORT**

**STANDING OR AD-HOC COMMITTEE REPORTS**

- |                                |                       |
|--------------------------------|-----------------------|
| ▪ Technical Advisory Committee | Jason Painter         |
| ▪ Bylaws                       | Barbara Dibble        |
| ▪ Subdivision/Land Use/Zoning  | Julie Adkins          |
| ▪ Highways and Transportation  |                       |
| ▪ Public Safety                | not listed on website |
| ▪ Parks and Recreation         | not listed on website |
| ▪ Revolving Loan Fund          | Dave Shelton          |

**OLD BUSINESS**

- Kyle Daughtery will replace John Kahler as the Tiffin City Council representative
- Regional Planning bylaws update
- Subdivision Regulation –
  - Actively reviewing proposed document for workflow and clarity – reworking Attachment C with iWorQ capability
    - SRPC and the Commissioners may hold a joint public hearing and meeting to approve/adopt the subdivision regulations need to schedule with Commissioners
    - 25 completed splits since transition
    - 2 proposed lot splits remain open from 2024
    - 5 proposed lot splits open for 2025
    - 1 inactive proposed split since transition

▪CDBG PY 2023

- Homeless Prevention is still being administered by Fostoria United Way & Regional Planning
  - 14 Households Assisted \$18,541.17
  - 1 Pending Application \$418.83
  - \$418.83 remains available to assist

▪Zoning Maps

- Pleasant Township zoning maps complete and are live on Auditor's website
- Hopewell Township is completed waiting for township review
- Jackson Township is completed waiting for township review
- Scipio Township is completed waiting for township review
- Eden Township on hold due to Zoning Inspector request
- Adams Township we haven't heard from them after outreach of phone call and email

**PUBLIC COMMENT:** Please state your name for the record

**FUTURE MEETING DATES TO BE HELD AT 5:00 P.M. IN THE RTA BUILDING, BASEMENT CONFERENCE ROOM – FIRST WEDNESDAY OF ZEVEN MONTHS UNLESS OTHERWISE INDICATED:**

- June 11, 2025 (Auditor's conference week of June 2<sup>nd</sup> to discuss at April 2<sup>nd</sup> meeting)
- August 6, 2025
- October 1, 2025
- December 3, 2025

**ADJOURN**