

MINUTES

June 7, 2016

The minutes of the Fairfield County Regional Planning Commission meeting held at the Fairfield County Courthouse, Commissioners' Hearing Room, 210 East Main Street, Lancaster, Ohio.

Presiding: Bill Yaple, President

Present: Betsy Alt, Todd Edwards, Rachel Elsea, Jim Hochradel, Kent Huston, Doug Ingram, Harry Myers, Larry Neeley, Mary Snider, John Snook, Phil Stringer, Ira Weiss, Jeffrey White, Dave Levacy (County Commissioner), Carri Brown (County Administrator), Rick Szabrak (Economic Development Director), Holly Mattei (Executive Director), James Mako (Senior Planner), Loudan Klein (Planner), and Gail Beck (Adm. Asst).

ITEM 1. MINUTES

The Minutes of the May 3, 2016 Fairfield County Regional Planning Commission meeting were presented for approval. Phil Stringer made a motion for approval of the minutes. Ira Weiss seconded the motion. Motion passed.

ITEM 2. PRESIDENT'S REPORT

Bill Yaple welcomed everyone to the meeting. Holly Mattei announced that the RPC will be partnering with the County Prosecutor's Office to hold a zoning training on public records requests which will be held on August 2, 2016 before the RPC meeting at the Fairfield County Utilities Office in Carroll.

ITEM 3. PRESENTATION

James Mako gave a presentation on Fairfield County's Floodplain Management Program.

Holly Mattei presented the following report:

ITEM 4. APPROVAL OF CONTRACT BETWEEN REGIONAL PLANNING COMMISSION AND THE VILLAGE OF BALTIMORE

Below is a proposed contract between the Fairfield County Regional Planning Commission and the Village of Baltimore for comprehensive revisions to the village's zoning code. The proposed lump sum fee for these services will be \$5,600. The RPC will commence services after July 15, 2016 and will complete the work by no later than April 30, 2017. The RPC staff requests that the Executive Director be authorized to execute the agreement.

Agreement for Professional Services

This Agreement for Professional Services is made and entered into this _____ day of _____, _____ by and between the Village of Baltimore Council located at 103 West Market Street, Baltimore, OH 43105 and the Fairfield County Regional Planning Commission (hereinafter RPC) located at 210 E. Main Street, Room 302, Lancaster, Ohio 43130.

It is hereby agreed as follows:

A. SCOPE OF SERVICES

1. Make Revisions to Zoning Code.

a. Review and Update Zoning Districts

RPC staff will evaluate the Village's current districts and make recommendations on proposed changes based upon our knowledge of districts within other similar sized Villages. RPC staff will place particular emphasis on the Downtown Business District, the General Business District, and the Limited Manufacturing Districts, because these have been identified by the Village as areas needing improvements.

RPC staff will work with Village officials throughout the revision process and make adjustments as needed to ensure any proposed districts reflect the goals of the community.

b. Update Supplementary District Regulations

RPC staff will work with the Village to identify the potential issues with the Supplementary District Regulations. We will review this section to ensure that all the regulations in this section are appropriate for advancing the community's goals. RPC staff will make the necessary adjustments based upon our review, including revising existing regulations, adding new regulations, deleting any unnecessary subsections, or moving regulations to a more appropriate section, as deemed necessary per our review.

c. Update Parking Section

RPC staff will review the Village's parking code section (1280) and work with the Village to identify any potential problems the Village is experiencing with this section as currently written. RPC staff will present proposed amendments to this section based upon best practices and feedback from the community.

d. Update Landscaping Section

RPC staff will review the Village's landscaping section (1299) and work with the Village to identify any potential problems the Village is experiencing with this section as currently written. RPC staff will present proposed amendments to this section based upon best practices and feedback from the community.

e. Update Conditional Use Regulations

Although not listed as a priority for the Village, RPC staff has identified this section as an area needing to be updated. RPC staff will work with the Village and the Village Solicitor to ensure this section reflects current law. Furthermore, RPC staff will review the conditional use criteria in Section 1238.06 to ensure that it reflects best practices and also includes criteria for all conditional uses within all zoning districts.

f. Update Definitions

Although not listed as a priority for the Village, RPC staff recommends that the definition section be updated. RPC staff will thoroughly review and update the definitions within the Village's Zoning Code to bring them in line with definitions used in more current codes. RPC staff will also ensure that the definitions of two or more terms do not contradict one another.

2. Attend Meetings.

a. Organizational Meetings.

The RPC staff proposes an initial kick off meeting with the Village officials to obtain direction on the suggested revisions. RPC staff would then begin the revision process based upon the feedback received at this initial meeting.*

*Prior to beginning the revision process, the Village will need to provide an electronic version of the existing zoning resolution to the RPC staff. We will utilize this electronic version to make the necessary revisions.

b. Working Sessions.

RPC staff will attend three working sessions during the code revision process. These meetings should include representatives from the Village Council, the Planning and Zoning Commission and the Board of Zoning Appeals. The first working session will be held after the initial changes are made, which will be approximately six weeks after the conclusion of the organizational meetings. The remaining working sessions will be held every 4-6 weeks thereafter. After each working session, RPC staff will make the necessary changes based upon the feedback received during these meetings. Each working session may consist of up to two, two hour meetings, if needed. RPC staff will deliver 15 copies of the latest draft of revisions to the Village no later than one week prior to each working session for distribution to the Council, Planning and Zoning Commission and Board of Zoning Appeals for review.

c. Public Hearings.

After a final draft is created, the RPC staff will assist with the public hearing process by attending any required public hearings by the Village Planning and Zoning Commission and Council to answer any questions.

B. TIME FRAME.

The RPC will commence the Scope of Services as identified in Section A no earlier than July 15, 2016 and shall complete said services by no later than April 30, 2017, unless this time frame is amended in writing by both parties.

C. PROPOSED LUMP SUM FEE.

The Village of Baltimore Council will pay a lump sum fee of \$5,600 for the above mentioned services. The fee will be paid as follows: 1) \$1,500 after the completion the organizational meeting; 2) \$2,600 after the completion of the third, two-night working session; and 3) \$1,500 after attendance at the public hearings by the Planning and Zoning Board and the Village Council.

D. CHANGES IN PROPOSED SERVICES.

Any additional changes or modifications in the proposed services and fees for services shall be mutually agreed to by the Village of Baltimore Council and the Fairfield County Regional Planning Commission.

E. TERMINATION OF AGREEMENT.

This Agreement shall terminate:

1. Upon the RPC staff's completion of the Scope of Services as identified in Section A and within the specified time frame in Section B.
2. By either party, upon written notice to the other for any reason, with or without cause.

In the event of termination, the RPC staff will be paid for all services provided to the date of termination.

F. NOTICES.

All notices under this Agreement shall be mailed to the parties hereto at the following addresses:

RPC: Fairfield County Regional Planning Commission
210 E. Main Street, Room 302
Lancaster, Ohio 43130

Village of Baltimore: Village of Baltimore
103 West Market Street
Baltimore, OH 43105

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this day and year first written above.

Fairfield County Regional
Planning Commission

Village of Baltimore
Council


MAYOR
5/9/2016

A motion was made by Doug Ingram to authorize the Executive Director to execute the agreement. Ira Weiss seconded the motion. Motion passed with Jim Hochradel abstaining. Holly Mattei presented the following report:

ITEM 5. APPROVAL OF PRELIMINARY 2017 RPC BUDGET

Below is the Preliminary 2017 RPC Budget. Most line items are at similar levels to the approved 2016 Final Budget with the exception of Contract Services – Other. In 2016, this line item included additional funds for the update to the County Development Strategy and Land Use Plan. The Preliminary 2017 RPC Budget does not include any additional funds for this activity at this time. However, the plan update will most likely not be completed by the end of 2016. A portion of the funds for this service will need to be carried over and included in the 2017 budget. We will have a better estimate on this dollar amount later in the year and will make the appropriate adjustments to the Contract Services – Other line item prior to submitting the Final 2017 Budget to the RPC at the end of the year.

The RPC Executive Committee approved this Preliminary Budget on May 3, 2016. The Executive Director is requesting approval by the RPC.

PRELIMINARY 2017 BUDGET			
FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION			
2017 PROJECTED RECEIPTS			
434130	2017 Member Assessments		
	County Commissioners (includes Building Department Administration)	\$	155,850
	Other Member Assessments	\$	35,100
434101	Subdivision Review and Permit Fees	\$	62,500
434000	CDBG Administration	\$	63,350
433000	Parks and Recreation (Pass Thru)	\$	14,000
	Cash Reserved for Planned 2017 Activities	\$	42,840
		\$	373,640

FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION			
2017 PRELIMINARY BUDGET			
511010	Salaries (4 employees)	\$	218,790
522000	Medicare	\$	2,555
523000	PERS	\$	24,635
526000	Worker's Compensation	\$	2,000
521000	Medical/Hospitalization Insurance	\$	67,000
521100	Life Insurance	\$	300
525000	Unemployment	\$	10
561000	Supplies	\$	2,000
530000	Contract Services (Pass Thru)	\$	13,300
530005	Contract Services - Other	\$	32,000
543000	Contract-Repair	\$	2,050
558000	Travel and Expenses	\$	4,000
574000	Equipment	\$	4,000
590000	Other Expenses	\$	1,000
	PRELIMINARY 2017 BUDGET	\$	373,640

A motion was made by Kent Huston to approve the Preliminary 2017 RPC Budget. Ira Weiss seconded the motion. Motion passed.

Holly Mattei presented the following report:

ITEM 6. REQUEST FOR TRANSFER OF FUNDS

In a review of the RPC 2016 Final Budget, a clerical error was found. In order to correct this error, a transfer of funds will be necessary. Therefore, the RPC staff is requesting approval of the following:

Transfer \$65,675.00 to the Contract Services – Other Account No. 74703000-530005 from the Contract Services Account No. 74703000-530000.

**RESOLUTION #2016-1
IN THE MATTER OF APPROVAL OF TRANSFER OF FUNDS**

WHEREAS, a clerical error was found in the RPC 2016 Final Budget, and

WHEREAS, in order correct this error, a transfer of funds will be necessary, and

WHEREAS, \$65,675.00 is requested to be transferred to the Contract Services – Other Account No. 74703000-530005 from the Contract Services Account No. 74703000-530000, and

WHEREAS, by making this transfer, it will not be necessary to increase the overall 2016 RPC Budget. The remaining balance in the Contract Services Account should be sufficient to cover any Contract Services expenses remaining for 2016, and

NOW, THEREFORE,

BE IT RESOLVED, by the Fairfield County Regional Planning Commission, State of Ohio:

1. That \$65,675.00 be transferred to the Contract Services - Other Account No. 74703000-530005 from the Contract Services Account No. 74703000-530000.
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Motion by _____ seconded by _____
that the resolution be adopted was carried by the following vote:

YEAS: _____ NAYS: _____
ABSTENTIONS: _____

Ratified on: June 7, 2016

William Yaple, President
Fairfield County Regional Planning Commission

A motion was made by Harry Myers to approve the Transfer of Funds. John Snook seconded the motion. Motion passed.

ITEM 7. BUILDING DEPARTMENT APPLICATIONS UNDER REVIEW FOR BUILDING PERMITS

RPC staff presented a list of building permit applications under review.

Holly Mattei presented the following bills for payment:

ITEM 8. BILLS

561000	OFFICE SUPPLIES	\$	21.99
543000	CONTRACT SERVICES – REPAIR	\$	116.37
558000	TRAVEL & EXPENSES	\$	341.43
574000	EQUIPMENT	\$	<u>365.00</u>
	TOTAL	\$	844.79

A motion was made by Doug Ingram to approve the bills for payment. Phil Stringer seconded the motion. Motion passed.

ITEM 9. OTHER BUSINESS

Jeff White asked if there was an update on the Norfolk Southern Railroad. Rick Szabrak responded that it has been sold to Watco and will be live again by the end of July. Holly Mattei announced that the County Commissioners have entered into a Memorandum of Understanding with MORPC for the Rural Transportation Planning Organization which is good timing with our updating the Land Use Plan.

There being no further business, a motion was made to adjourn the meeting by Todd Edwards and seconded by Ira Weiss. Motion passed.

Minutes Approved By:

William Yapple, President

Mary K. Snider, Secretary