FAIRFIELD COUNTY
REGIONAL PLANNING COMMISSION

138 West Chestnut St.
Lancaster, OH 43130
(740) 652-7110

TO: Fairfield County Regional Planning Commission

FROM: Holly R. Mattei, AICP
Interim Director

DATE: November 24, 2026

SUBJECT: Meeting Notice and Agenda

There will be a meeting of the Fairfield County Regional Planning Commission on **Tuesday, December 1, 2026, at 6:00 p.m.** The meeting will be held at the Fairfield County Records Center, 138 West Chestnut Street, Lancaster, Ohio. Please be aware that members must be physically present at the meeting to vote. If you would rather attend remotely, please utilize the links below:

Join on your computer, mobile app or room device:
Click here to join the meeting
Meeting ID: 272 173 827 586
Passcode: aDxSfN
Download Teams | Join on the web
Or call in (audio only)
+1 917-809-8575,,85445372# United States, New York City
+1 872-704-2343,,85445372# United States, Chicago
Phone Conference ID: 854 453 72#

The tentative agenda will be as follows:

1. Approval of Minutes – November 3, 2026

2. President's Report

3. Approval of the Regional Planning 2027 Final Budget

4. Proposed Meeting Dates and Deadlines for 2027

5. RFQ for Professional and Technical Services
   Approval of Contract – Crossroads Community Planning, LLC

6. Building Department Applications Under Review for Building Permits

7. Bills

Holly R. Mattei, AICP
Interim Director

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8. Other Business

9. Adjourn

Holly R. Mattei, AICP
Interim Director

www.co.fairfield.oh.us/rpc

MINUTES

November 3, 2026

The minutes of the Regional Planning Commission meeting held at the Fairfield County Records Center, 138 West Chestnut Street, Lancaster, Ohio, and via livestream and conference call.

Presiding: Ira Weiss, President

Present: Josh Anders, Mike Berry, Vince Carpico, Tim Cordle, Jim Cotugno, Todd Edwards, Gail Ellinger, Amanda Everitt, Charles Hockman, Alayna Hoop, Kent Huston, Lonnie Kosch, Mark Matthews, Rachel McCandlish, Darrin Monhollen, Jennifer Morgan, Jeff Porter, Austin Reid, Dan Singer, Carly Sparrow, Brian Thaxton, and Tony Vogel.

RPC Staff: Holly Mattei, Nicholas Eastham, Kelsey Miller and Sharlene Bails.

ITEM 1. MINUTES

The minutes of October 6, 2026, Fairfield County Regional Planning Commission meeting, were presented for approval. Dan Singer made a motion for approval of the minutes. Mark Matthews seconded the motion. The motion passed.

ITEM 2. PRESIDENT'S REPORT

Ira Weiss welcomed everyone to the meeting. An update was given on the Public Hearing for the Subdivision Regulations Revisions.

Nicholas Eastham presented the following report:

ITEM 3. ZONING MAP AMENDMENT

APPLICANT: Wagon Wheel Event Center LLC

LOCATION & DESCRIPTION: The property proposed to be rezoned is located on Baltimore-Somerset Rd NE, Baltimore, OH 43105. This lot has a parcel number of 0490263460, and according to the Fairfield County Auditor's Office is a single lot that contains 13.103-acres.

EXISTING ZONING: The property is currently zoned B-3 Intensive and Motorist Services Business District. According to the Walnut Township Zoning Code, the intent of this district is to encourage higher traffic uses that require larger swaths of parking and/or storage space. Having a designated district for these uses helps ease traffic flow for other commercial districts that bring less traffic congestion.

EXISTING LAND USE: The site is currently vacant

PROPOSED REZONING: R-3 Multi-Family Residential District. According to the Walnut Township Zoning Code, "the intent of this district is to provide an area for multi-family development while maintaining site plan review over the higher density apartments through the conditional use process."

PROPOSED LAND USE: The site is proposed to have an apartment complex, while also incorporating a new road to create a major subdivision.

STAFF RECOMMENDATION:

RPC Staff recommends **approval** of the proposed rezoning with the following recommendations:

1. To clarify the number of proposed units to determine if a conditional use permit is required through Walnut Township and/or a building permit is required for the Fairfield County Building Department.

2. If a public road is proposed, prior to the submission of a major subdivision application, RPC staff recommend submitting a sketch plan for review.

A motion was made by Amanda Everitt to approve the RPC Staff recommendation. Jeff Porter seconded the motion. The motion passed.

ITEM 4. BUILDING DEPARTMENT APPLICATIONS

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

ITEM 5. BILLS

Holly Mattei presented the following bills for payment:

530000	Contractual Services		$12,000.00
		TOTAL	$12,000.00

A motion was made by Jennifer Morgan to approve the bills for payment. Kent Huston seconded the motion. The motion passed.

ITEM 6. OTHER BUSINESS

Holly Mattei said the CDBG grant for the Village of Carroll was awarded but the Village of Thurston was not awarded.

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

Minutes Approved By:

_____	_____
Ira Weiss, President	Jarrod Mahaffey, Secretary

Fairfield County Regional Planning Commission
Final Budget 2027

Estimated Receipts	
County Commissioners Allocation	$200,000
Other Member Assessments	$30,000
Subdivision and Review Fees	$125,000
CDBG Administration	$79,000
Parks and Recreation (Pass Through)	$14,000
Building Department Contribution	$6,100
	$454,100

Final RPC Budget	
Personnel Services	$188,500
Fringe Benefits	
PERS	$26,390
Worker's Compensation	$3,000
Medical/Hospitalization	$58,400
Medicare	$2,750
Life Insurance	$350
Unemployment	$10
Materials and Supplies	$1,200
Contract Services	$150,000
Other	$14,000
Repairs	$1,200
Travel and Expenses	$1,200
Capital Layout	$6,500
Other Expenses	$600
	$454,100

Projected Carryover	$	314,500

Fairfield County Regional Planning Commission

Estimated Receipts	**Proposed 2027**	**Final 2026**
County Commissioners Allocation	$200,000	$ 200,000
Other Member Assessments	$30,000	$ 30,000
Subdivision and Review Fees	$125,000	$ 125,000
CDBG Administration	$79,000	$ 75,000
Parks and Recreation (Pass Through)	$14,000	$ 14,000
Building Department Contribution	$6,100	$ 6,100
	$454,100	$ 450,100
Final RPC Budget		
Personnel Services	$188,500	$ 188,500
Fringe Benefits		
PERS	$26,390	$ 26,400
Worker's Compensation	$3,000	$ 3,000
Medical/Hospitalization	$58,400	$ 43,000
Medicare	$2,750	$ 2,735
Life Insurance	$350	$ 350
Unemployment	$10	$ 15
Materials and Supplies	$1,200	$ 1,200
Contract Services	$150,000	$ 148,000
Other	$14,000	$ 30,000
Repairs	$1,200	$ 1,200
Travel and Expenses	$1,200	$ 1,200
Capital Layout	$6,500	$ 3,500
Other Expenses	$600	$ 1,000
	$454,100	$ 450,100

MAJOR SUBDIVISION DEADLINE GUIDE FOR 2027

RPC MEETING DEADLINE	SUB REGS MEETING 2:00 PM	RPC MEETING 6:00 PM
12-04-26	12-28-26	01-05-27
01-04-27	01-25-27	02-02-27
02-01-27	02-22-27	03-02-27
03-05-27	03-29-27	04-06-27
04-02-27	04-26-27	05-04-27
05-03-27	05-24-27	06-01-27
06-04-27	06-28-27	07-06-27
07-02-27	07-26-27	08-03-27
08-06-27	08-30-27	09-07-27
09-03-27	09-27-27	10-05-27
10-01-27	10-25-27	11-02-27
11-05-27	11-29-27	12-07-27
12-03-27	12-27-27	01-04-28

REZONING APPLICATIONS

RPC MEETING	DEADLINE
01-05-27	12-14-26
02-02-27	01-11-27
03-02-27	02-08-27
04-06-27	03-15-27
05-04-27	04-12-27
06-01-27	05-10-27
07-06-27	06-14-27
08-03-27	07-12-27
09-07-27	08-16-27
10-05-27	09-13-27
11-02-27	10-11-27
12-07-27	11-15-27
01-04-28	12-13-27

TECH REVIEW AND ACTIVE TRANSPORTATION COMMITTEE

MEETING DATE	TECH REVIEW TIME	ATC TIME
01-19-27 Tues.	9:00 a.m.	2:30 p.m.
02-16-27 Tues.	9:00 a.m.	2:30 p.m.
03-22-27	9:00 a.m.	2:30 p.m.
04-19-27	9:00 a.m.	2:30 p.m.
05-17-27	9:00 a.m.	2:30 p.m.
06-21-27	9:00 a.m.	2:30 p.m.
07-19-27	9:00 a.m.	2:30 p.m.
08-23-27	9:00 a.m.	2:30 p.m.
09-20-27	9:00 a.m.	2:30 p.m.
10-18-27	9:00 a.m.	2:30 p.m.
11-22-27	9:00 a.m.	2:30 p.m.
12-17-27 Fri.	9:00 a.m.	2:30 p.m.

Agreement for Professional Services

This Agreement for Professional Services is made and entered into this _____ day of _____ , 2026 by and between the Fairfield County Regional Planning Commission, Fairfield County, Ohio ("the RPC") located at 138 W. Chestnut St., Lancaster, Ohio 43130 and Crossroads Community Planning, LLC ("Crossroads") located at 49 Stoney Bluff Way, Lithopolis, Ohio 43136.

It is hereby agreed as follows:

A. Scope of Services

1) Budgeting, Administrative Planning Services: Crossroads will work with Executive Committee to ensure that the following services are provided:

- **Rezoning Reviews:** Crossroads will assist the RPC staff with reviewing and processing rezoning reviews submitted by the townships in accordance with ORC 519.12. This includes assisting with the writing of staff reports and providing staff recommendations for consideration by the RPC at its monthly meetings.

- **Subdivision Reviews:** Crossroads will assist the RPC staff with the processing of minor and major subdivisions in accordance with the Fairfield County Subdivision Regulations.

- **Daily Administration, Meetings & Hearings, Budgeting:** Crossroads will be available for RPC staff to contact for questions regarding phone calls, emails or other inquiries from developers, residents, or other stakeholders to ensure that an accurate response is provided within a reasonable period of time. Crossroads will attend meetings and serve as a representative of the County and will attend all RPC Board meetings to provide staff reports for various applications submitted to the RPC. Crossroads will be available to attend County Commissioner staff meetings as needed. Crossroads will also work with the Executive Committee to prepare the yearly RPC budget.

- **Floodplain Regulations:** Crossroads will assist the RPC staff with administering the County's Flood Damage Prevention Regulations. Holly has experience with the Fairfield County floodplain regulations and can administer them effectively.

2) CDBG and Fair Housing Services: Crossroads will assist with CDBG administration on behalf of the County, excluding environmental services. Crossroads will continue to ensure that all requirements and milestones are being met throughout this contract. Crossroads will work with communities to provide grant writing services and post-award administration and monitoring. The firm will also help train staff on CDBG, helping the RPC to rebuild its capacity for providing these services to the County. Additionally, Crossroads will administer the Fair Housing program on behalf of the County, including fielding and reviewing complaints and providing referrals to the public.

3) Long Range Planning: Fairfield County recently adopted a new Comprehensive Plan. Various townships and villages are working with the RPC to implement either the entire plan or applicable portions for their communities. Crossroads will assist with these ongoing efforts to ensure Fairfield County's communities are set for the anticipated growth in the coming years.

4) Zoning Code Updates: Crossroads has worked with Fairfield County to complete a model zoning code which was adopted in December of 2024. Crossroads will work with the individual townships and villages to adopt the entire model zoning code or applicable portions for their communities.

B. RPC Designee

The RPC shall designate one person to communicate, coordinate and provide directions to Crossroads on the services being provided under this contract. The RPC Designee shall be _____.

C. Time Frame

The term of this contract shall be from January 1, 2027 to December 31, 2027.

D. Fee for Services

- The RPC shall pay a monthly lump sum fee of $12,500 for the services described in Section A.

- The RPC shall pay a weekly lump sum fee of $1,000 for each week that the RPC is not the RPC current staff level. The RPC current staff level is defined as two Planners and one Administrative Assistant. This does not include the current RPC employees taking paid time off.

E. RPC Responsibilities

The RPC shall be responsible for the advertisement and notification of all public meetings and ensuring the distribution of meeting notices is in accordance with the State of Ohio Sunshine Laws. The RPC is also responsible for all costs related to preferred and/or required advertisements including, but not limited to the costs for printing and mailing of fliers/mailers, legal notices within the newspaper, or other similar advertising activities.

F. Independent Contractor

Crossroads is to serve as an independent contractor for the RPC, and neither Crossroads, its employees, or any other person or entity through which Crossroads performs its responsibilities under this Agreement shall be considered an employee of the RPC.

G. Invoices and Reimbursement

- Payment – Payment to Crossroads shall be made payable within thirty (30) days of receipt of the invoice.

- Suspension – Should the RPC fail to make payment due Crossroads for services and/or expenses within thirty (30) days after receipt of the invoice, Crossroads may suspend services and withhold work product under this Agreement until any and all outstanding and/or delinquent invoices have been paid in full for all amounts due for services, expenses and charges performed under this Agreement. Crossroads shall have no liability to the RPC for any costs or damages as a result of such suspension caused by any breach of this Agreement by the RPC. Upon payment of all amounts due by the RPC, Crossroads shall resume services under this Agreement.

- Timelines – If the RPC fails to make payment to Crossroads in accordance with the payment terms set forth in this Agreement, such failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by Crossroads.

H. Changes in Proposed Services

Any additional changes or modifications in the proposed services and fees for services shall be mutually agreed to in writing by the RPC and Crossroads.

I. Termination of Agreement

This Agreement shall be in full effect as of January 2, 2027 and shall remain in effect until December 31, 2027 (the "Termination Date"). This Agreement shall automatically terminate upon the Termination Date, unless otherwise renewed by mutual consent of the Parties. Notwithstanding the above, the RPC may terminate this Agreement with thirty (30) days' prior written notice to Crossroads of the intent to terminate. Crossroads may terminate this Agreement with thirty (30) days' prior written notice to the RPC of the intent to terminate. Crossroads shall be compensated for all services completed prior to the date of termination.

J. Notices

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

Crossroads:

Holly R. Mattei, AICP
Owner/President
Crossroads Community Planning, LLC
49 Stoney Bluff Way
Lithopolis, OH 43136

RPC:

Ira Weiss
President
Fairfield County Regional Planning
Commission 138 W. Chestnut Street
Lancaster, OH 43130

K. Controlling Law

- This Agreement is to be governed by the law under the State of Ohio. If any provision of this Agreement is held invalid or unenforceable to any extent by a court of competent jurisdiction, the remainder of this Agreement is not affected thereby and that provision shall be enforced to the fullest extent permitted by law. Any litigation filed in connection with or related to this agreement shall be filed only in the municipal or common pleas court located in Fairfield County, Ohio and in no other State or Federal Court.

- This Agreement and the attachments hereto shall constitute the entire Agreement between the RPC and Crossroads and no other Agreements oral or written exist between the parties pursuant to the subject hereto.

L. Provision of Training, Employment, and Business Opportunities

- The work to be performed under this Contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

- The parties to this Contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

M. Equal Employment Opportunity

In carrying out this Contract, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, familial status, or handicap. Such action shall include, but not be limited to, the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this nondiscrimination clause. The Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, handicap, or familial status. The Consultant shall incorporate the provisions of this paragraph in all subcontracts for any work covered by this contract.

N. Civil Rights Act

The Consultant agrees to comply with applicable laws of Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of

race, color, religion, sex, familial status, handicap or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which federal assistance is provided and will immediately take any measures to effectuate this assurance as applicable. The Consultant recognizes that the United States has a right to seek judicial enforcement.

O. Interest of County Official and Others

No officer, member, or employee of the County and no members of its governing body, and no other public official of the governing body of the locality or localities in which the Project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Project will participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly, interested or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

P. Assignability

The Consultant will not assign any interest in the Contract and will not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the County; provided however that claims for money due or to become due the Consultant from the County under this Contract may be assigned without such approval. Notice of any such assignment or transfer will be furnished promptly to the County.

Q. Interest of Consultant

The Consultant covenants that he presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Consultant further covenants that in the performance of this Contract no person having any such interest will be employed.

This area has been intentionally left blank.

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

Crossroads Community Planning, LLC

_____

Holly R. Mattei, Owner

Fairfield County Regional Planning Commission

_____

Ira Weiss , President

This area has been intentionally left blank.

Fairfield County Building Department Monthly Report - November 2026

Final Approved	Address	City/Village	Township	Cost Estimate	Date Received
Millersport Data Center - McGraw Trailer	2050 Refugee Street	Millersport	Walnut	100M+	09/22/26
Real Christian Academy Preschool - COO	5780 Reynoldsburg Baltimore Rd	Pickerington	Liberty	0.00	09/04/26
Short Term Rental - COO	820 Pump Station Rd SE	Sugar Grove	Berne	0.00	09/22/26
New Applications	Address	City/Village	Township	Cost Estimate	Date Received
Millersport Data Center - Sauer Group Trailers	2050 Refugee Street	Millersport	Walnut	70,000.00	10/30/26
Ashbaugh Re-Roof	110 & 112 E Main Street	Bremen	Rushcreek	40,000.00	11/03/26
Short Term Rental - COO	7541 Dupler Rd	Sugar Grove	Berne	0.00	11/04/26
Embrace Healthcare Interior Renovation	3675 Dolson Ct	Carroll	Greenfield	103830	11/13/26
Rich Hollow Stays Signage	9280 Rich Hollow Rd SW	Lancaster	Madison	None Listed	11/16/26
KidZone Fire Alarm	402 N Oak Street	Baltimore	Liberty	7,850.00	11/18/26

BILLS
REGIONAL PLANNING COMMISSION
December 1, 2026

530000	CONTRACTUAL SERVICES	
	Crossroads Community	$12,000.00
	TOTAL	$12,000.00