

TO: Fairfield County Regional Planning Commission

FROM: Holly R. Mattei, AICP
Interim Director

DATE: October 28, 2025

SUBJECT: Meeting Notice and Agenda

There will be a meeting of the Fairfield County Regional Planning Commission on **Tuesday, November 4, 2025, 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 – October 7, 2025
2. President's Report
3. Zoning Map Amendments
Jason & Michelle Wolfe
A (Restricted Agricultural District) to R-1 (Single-Family Residential District)
Pleasant Township
4. Approval of the RPC 2026 Final Budget
5. RFQ for Professional and Technical Services
Approval of Contract - Crossroads Community Planning, LLC
6. Memorandum of Understanding – Village of Millersport

Holly R. Mattei, AICP
Interim Director

www.co.fairfield.oh.us/rpc

7. Approval of the Regional Planning Subdivision Committee Members
8. Building Department Applications Under Review for Building Permits
9. Bills
10. Other Business
11. Adjourn

MINUTES

October 7, 2025

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: Jennifer Morgan, President

Present: Josh Anders, Tara Bebinger, Tim Bebinger, Mike Berry, Vince Carpico, Amie Cohen, David Denniston, Joe Ebel, Amanda Everitt, Randy Fries, Greg Groves, Jonett Haberfield, Annet Hix, Charles Hockman, Kent Huston, Jarrod Mahaffey, Steven Marincic, Joe Palmer, Mark Powers, John Rowland, Michele Rowland, Christoph Schmolmueller, Lisa Schwingshandl, Dan Singer, Carly Sparrow, Tony Vogel, Ira Weiss, Rod Williams, Jeff Williamsen, Tiffany Wilson, Commissioner Jeff Fix and Commissioner Dave Levacy.

RPC Staff: Holly Mattei, Josh Hillberry, Nicholas Eastham and Sharlene Bails.

ITEM 1. MINUTES

The minutes of the September 2, 2025, Fairfield County Regional Planning Commission meeting, were presented for approval. Amanda Everitt made a motion for approval of the minutes. Commissioner Fix seconded the motion. Motion passed.

ITEM 2. PRESIDENT'S REPORT

Jennifer Morgan welcomed everyone to the meeting.

ITEM 3. SUBDIVISION ACTIVITY

Josh Hillberry presented the following reports:

ITEM 3a. VIOLET COMMERCE CENTER – PRELIMINARY PLAN

OWNER/DEVELOPER: Robert Leveck/CW Industrial LLC & Gregory Groves/Ugly Mug Bar & Grill, LLC

ENGINEER/SURVEYOR: Randolph Fries/Brumbaugh Engineering & Surveying, LLC

LOCATION AND DESCRIPTION:

The proposed development is located along the south side of Basil-Western Road in Violet Township. This site will contain 16.072 acres and is zoned Agriculture/PBID – Planned Business and Industrial District within Violet Township zoning. Access is proposed from Basil-Western Road. Water and sanitary sewers will be provided by Fairfield County Utilities.

SUBDIVISION REGULATIONS COMMITTEE COMMENTS:

1. The Subdivision Regulations Committee recommends approval of the Preliminary Plan for Violet Commerce Center subject to the following conditions:
 - a. The application will need to be revised to show the 'Name of Applicant' as both CW INDUSTRIAL LLC and THE UGLY MUG BAR & GRILL LLC and both entities will need to sign the application (*submitted during the Subdivision Regulations Meeting on September 29*).
 - b. The proposed 60' shared use easement does not make sense in terms of its alignment and the proposed paved access across the easement and its service to Lot #1 and Lot #2.
 - c. All main water and sewer lines need to be in an easement.
 - d. Please note, a long-term maintenance agreement with Violet Township for the post construction water quality BMP will need to be executed. Access will need to be provided to and around the basin.
 - e. Other Agency Comments

A motion was made by Commissioner Fix to approve the Subdivision Regulations Committee recommendation. Dan Singer seconded the motion. Commissioner Fix asked what the proposed development will be, a speculative warehouse. The motion passed.

ITEM 3b. MEADOWMOORE RESERVE, SEC. 3 – FINAL PLAT

OWNER/DEVELOPER: John Donely

ENGINEER/SURVEYOR: Jonathon Phelps, P.S. / Advanced Civil Design

LOCATION AND DESCRIPTION:

The proposed development is located along the west side of Ault Road in Violet Township. This site will contain 28.782 acres, will create 55 new residential lots, and is zoned PD – Planned Residential District within Violet Township zoning. Access is proposed from Ault Road. Water and sanitary sewers will be provided by Fairfield County Utilities.

SUBDIVISION REGULATIONS COMMITTEE COMMENTS:

1. The Subdivision Regulations Committee recommends approval of the Final Plat for Meadowmoore Reserve, Section 3 subject to the following conditions:
 - a. Lots 155-157 the Sanitary easement is exclusive and the 15" sidewalk easement cannot be inside the sanitary easement.
 - b. The Sanitary easement needs to be extended across lot 30 and 31.
 - c. Technical comments from the Fairfield County Engineer's Office
 - d. Other Agency Comments

A motion was made by Commissioner Fix to approve the Subdivision Regulations Committee recommendation. Josh Anders seconded the motion. The motion passed.

Nicholas Eastham presented the following reports:

ITEM 4. ZONING MAP AMENDMENT

APPLICANT: Bart Overly, Blostein/Overly Architects

LOCATION & DESCRIPTION: The property proposed to be rezoned is located at Old Columbus Rd NW, Carroll OH 43112. The parcel numbers for this address include 0130053700, 0130053760, 0130053781, 0130053782, and 0130053783, which according to the Fairfield County Auditor’s website are 22.35-acre, 1.02-acre, 1.12-acre 1.32-acre, and 1.45-acre lots, for a total of 27.26-acres.

EXISTING ZONING: Five of the six affected parcels are currently zoned as R-1 Rural Residential District. One of the parcels is already zoned R-3 Urban Density District.

EXISTING LAND USE: Open Area

PROPOSED REZONING: R-3 Urban Density District. According to the Greenfield Township Zoning Code, the purpose of the R-3 District is “established to accommodate a variety of housing types suited to the various lifestyles of individuals and families, including single and multiple-family residences. The objective is to provide for a diversity of housing opportunity and choice within Greenfield Township.”

PROPOSED LAND USE: Residential – 32 townhomes and a 50-space parking lot (with 82 spaces overall)

ADJACENT ZONING		ADJACENT USES
NORTH	R-1 Rural Residential District/ B-1 Business District	Residential/Commercial
EAST	R-1 Rural Residential District/ B-1 Business District	Residential/Commercial
WEST	R-1 Rural Residential District	Agricultural
SOUTH	R-1 Rural Residential District	Agricultural

STAFF RECOMMENDATION:

As mentioned in the previous December 2024 RPC report, the location of the proposed Township homes is an appropriate area adjacent to Employment Center on the future land use map. RPC staff’s main concern is the potential impact to the existing natural and environmentally sensitive areas including the existing wetlands and floodplain. The previous rezoning application to rezone to PUD – Planned Unit Development District would have allowed Greenfield Township additional involvement to plan for those environmental issues compared to the proposed R-3 rezoning. A straight zoning designation does not provide the township with the ability to impose conditions of approval to address these environmental concerns. Overall, RPC staff continue to find the proposed use appropriate for the area; however, staff recommends

revising the application to the originally proposed PUD designation, which would allow the approval to be subject to additional environmental controls.

A motion was made by Joe Palmer to approve the RPC staff recommendation. Kent Huston seconded the motion. Amanda Everitt asked for clarification regarding the reduction in the units and the increase in parking. Holly Mattei explained the staff's opinion, to revise the application to the originally proposed PUD designation and Commissioner Fix agreed. After discussion, all voted aye, except Amanda Everitt voted no. The motion passed with Jeff Williamsen, Greenfield Township, abstaining.

ITEM 5. ZONING TEXT AMENDMENT

APPLICANT: Berne Township

Berne Township has submitted several proposed changes to its zoning code. The proposed changes add "Short-Term Rental/Transient Housing Compliance and Performance Standards" to its Zoning Code. A summary of these changes is summarized below.

SUMMARY OF CHANGES

The bullet points below summarize the proposed additions to the Berne Township Zoning Resolution. Exhibit A shows a complete copy of the proposed additions.

- a) Purpose
 - 1) Introduces regulations for short-term rental housing
 - 2) Adds a permitting system for conditional uses
- b) Definitions
 - 1) Adds definition for hosted short-term rental/transient housing
 - 2) Adds definition for un-hosted short-term rental/transient housing
- c) Process for application and registration
 - 1) Lists required documents
 - 2) Adds a permitting system for conditional uses
- d) Requirements for registration
 - 1) Specifies general standards for structures
 - 2) Specifies parking requirements
 - 3) Adds procedure for Zoning Inspector review and enforcement

ANALYSIS

The Fairfield County Prosecutor's Office has reviewed several drafts of the proposed Berne Township Short-Term Rental regulations and has continually expressed concerns regarding the enforceability of certain provisions. Specifically, the Prosecutor's Office has indicated that it does not believe an annual renewal fee may be imposed, nor that a Conditional Use Permit (CUP) may be revoked. The Prosecutor's Office has provided a proposed set of regulations that they are comfortable enforcing. This version is based on the Short-Term Rental regulations contained in the Fairfield County Model Zoning Code and includes additional provisions tailored to Berne Township. The Prosecutor's Office recommends that Berne Township adopt a

version of the Short-Term Rental General Standards derived from the Fairfield County Model Code, as reviewed and revised by their office, and presented as Exhibit B.

The Fairfield County Health Department did not express concerns over these regulations.

No other technical agency provided comment.

STAFF RECOMMENDATION

RPC Staff recommends disapproval of the proposed regulations outlined in Exhibit A due to the concerns raised by the Fairfield County Prosecutor's office. Staff also recommends Berne Township to follow the revisions listed by the Fairfield County Prosecutor's Office for short-term rental standards as presented in Exhibit B.

Nicholas Eastham said comments were received from the public and were distributed to the board members.

A motion was made by Commissioner Fix to approve the RPC staff recommendation. Kent Huston seconded the motion. Holly Mattei explained the opinion from the Prosecutor's office. The board members discussed and commented and then President Morgan opened it up for public comment.

Mr. Steven Marincic provided his comments and explained his opinion regarding the proposed changes to the Berne Township Zoning Code. Tara Bebinger wanted to make sure her comments would be included with the recommendation from the commission to the township. After public comments, the motion passed.

ITEM 6. BUILDING DEPARTMENT APPLICATIONS

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

ITEM 7. BILLS

Holly Mattei presented the following bills for payment:

530000	Contractual Services	<u>\$11,650.00</u>
	TOTAL	\$11,650.00

A motion was made by Amanda Everitt to approve the bills for payment. Tony Vogel seconded the motion. Motion passed with Joe Palmer abstaining.

ITEM 8. OTHER BUSINESS

A resolution authorizing to appropriate from unappropriated funds for Health Insurance was presented for approval.

A motion was made by Carly Sparrow to adopt Resolution 2025-3. Amanda Everitt seconded the motion. The motion passed.

There being no further business, a motion was made to adjourn the meeting by Commissioner Fix and seconded by Dan Singer. Motion passed.

Minutes Approved By:

Jennifer Morgan, President

Kent Huston, Secretary

Pleasant Township Map Amendment

APPLICANTS: Jason & Michelle Wolfe

LOCATION & DESCRIPTION: The property proposed to be rezoned is located at 3265 Elder Road NE, Lancaster, OH 43130. It consists of one parcel (parcel # 0280165900), which is 6.00-acres.

EXISTING ZONING: The property is currently zoned A – Restricted Agricultural District. According to the Pleasant Township Zoning Code, this district’s purpose is “to provide large tracts of land for present agricultural activity, to protect this land from urban encroachment, and to provide adequate areas for future agricultural activity.”

EXISTING LAND USE: Residential

PROPOSED REZONING: R-1 – Single – Family Residential District. According to the Pleasant Township Zoning Code, this district’s purpose is “to establish areas for single – family residential development adjacent to municipal or village boundaries where suburban type development can be found.”

PROPOSED LAND USE: Residential

ADJACENT ZONING		ADJACENT USES
NORTH	A – Restricted Agricultural District	Residential
EAST	A – Restricted Agricultural District	Residential
WEST	A – Restricted Agricultural District	Agricultural
SOUTH	A – Restricted Agricultural District	Residential

Land Use, Environmental, and Regulatory Issues:

1. The applicant is looking to maintain the existing residential use of the parcel. However, they have expressed wanting to rezone in order to perform a lot split to construct a new home. In the existing A – Restricted Agricultural District Zoning, neither the proposed 2.00-acre split nor the 4.00-acre remainder have enough lot size or frontage to comply with its existing zoning.
2. The 2024 Fairfield County Comprehensive Plan shows that this area is in a Traditional Agricultural Area (p. 65), which according to the plan, “include areas where agriculture and working farms predominate, along with agricultural-related businesses, homesteads, very low density, single-family home sites, and civic uses. Smaller scale retail, such as farm markets, wineries, and garden centers are appropriate as well” (p.66).

3. The Fairfield County Health Department did not have concerns with the proposed rezoning. They previously provided approval for a proposed lot split for the parcel.
4. The Fairfield Soil and Water Conservation District shared not having any comments for the rezoning.

Utility and Service Issues

1. Fairfield County Utilities shared that the site does not have services, and they do not oppose the split.

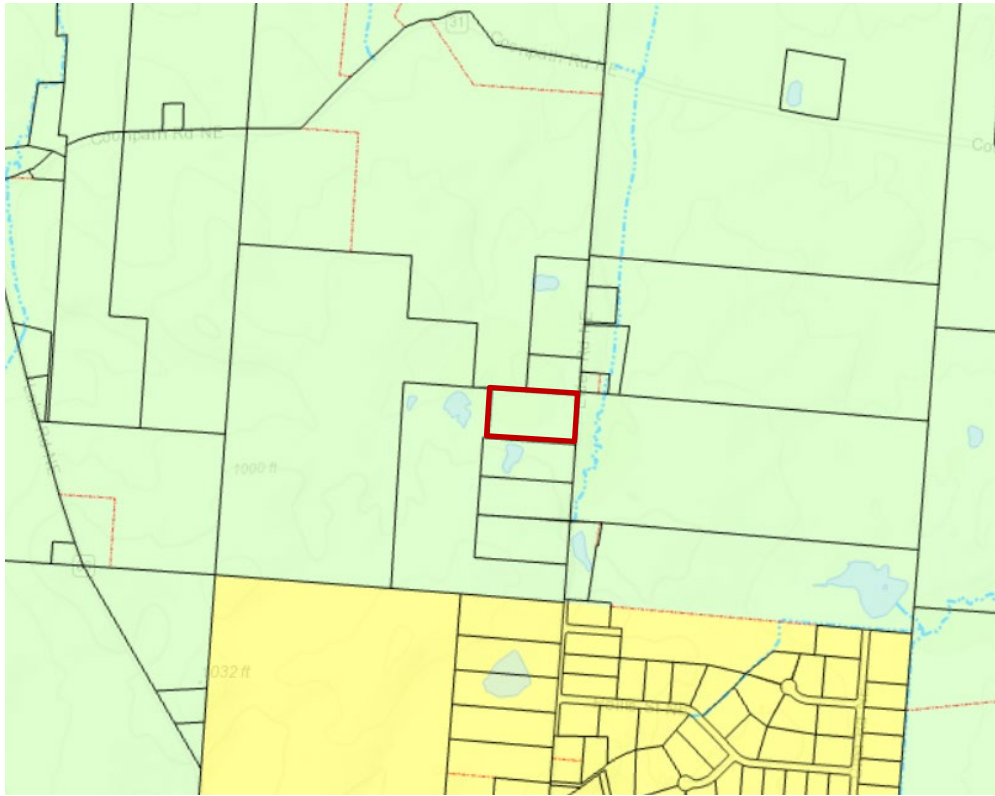
Transportation and Access Issues:

1. The Fairfield County Engineer's Office shared that the existing drive met sight distance standards, and the shared drive meets their recommendations for shared driveway easements. They had no concerns with the rezoning.

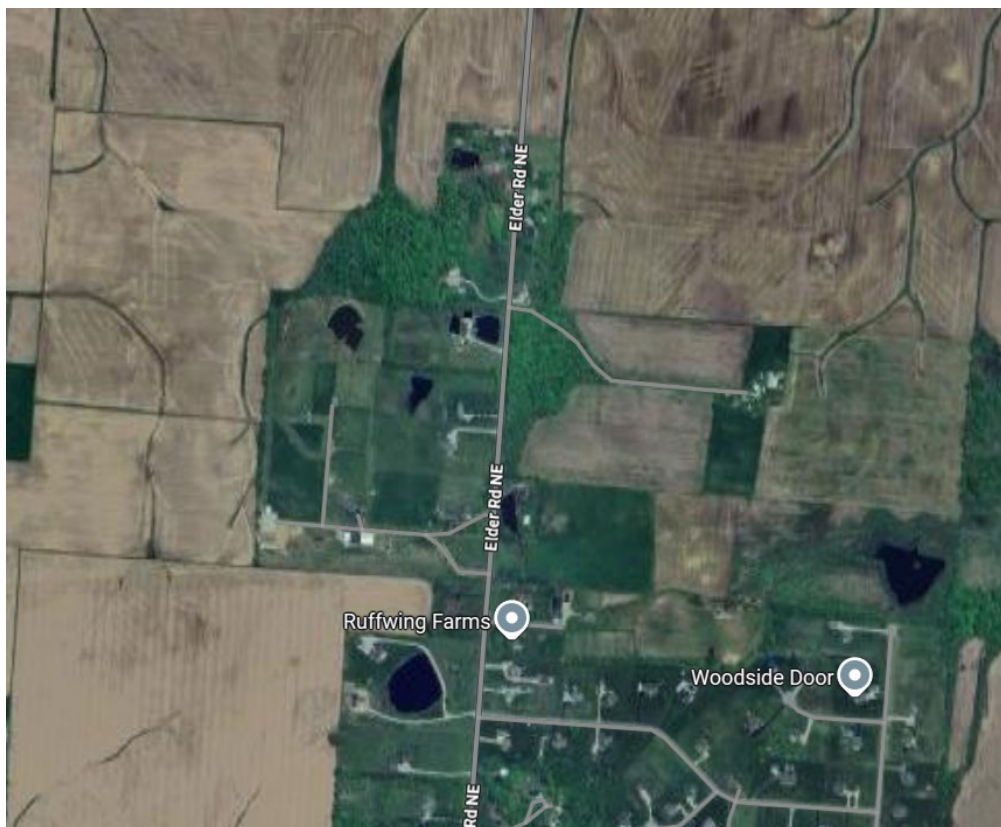
STAFF RECOMMENDATION:

Staff recommends disapproval of the proposed rezoning for the following reasons:

- The Pleasant Township's A – Restricted Agricultural District identifies this district as an area to preserve the agricultural use and regulate “urban encroachment.” The Future Land Use Map in the 2024 Fairfield County Comprehensive Plan also notes that the Traditional Agricultural Areas should make “Efforts to conserve farmland,” and have them “concentrated in these areas” (p. 69). While the immediate surrounding uses are also residential in nature, the surrounding areas appear to be agricultural in use.
- The site's current and proposed use are compliant within the existing zoning code. With the surrounding parcels and larger region being zoned as A – Restricted Agricultural District, this rezoning could be an instance of spot zoning.
- Technical review agencies have not expressed concerns with the applicant performing a lot split, and RPC staff recognizes that the proposed lot split and remainder would be compliant with Fairfield County Subdivision Regulations requirements. In order to be compliant with Pleasant Township's Zoning Code requirements, it would be more appropriate for the applicant to apply for a variance from the township's lot size and frontage requirements.



(Fairfield County GIS Department, 2025)



(Google Maps, 2025)

**APPLICATION FOR ZONING AMENDMENT
PLEASANT TOWNSHIP**

Application # _____

The undersigned, owner(s) of the following legally described property hereby request the consideration of change in zoning district classification as specified below:

Name of Applicant Jason & Michelle Wolf

Mailing Address 3265 Elder Rd Lancaster OH

Home Phone 740-605-2120 Business Phone _____

Location Description: Subdivision Name _____

Section _____ Township Pleasant Range _____

Block _____ Lot No. 0280165900
(If not located in a subdivision attach Legal Description)

Existing Use Residential Single family

Present Zoning District Agricultural Restricted

Proposed Use Residential Single family

Supporting Information. Attach the following items to the application:

- A vicinity map showing property lines, streets, existing and proposed zoning.
- A list of all property owners and their mailing addresses within, contiguous to, and directly across the street from the proposed zoning.
- A statement of how the proposed rezoning relates to the comprehensive plan.
- The proposed amendment to the zoning map or text resolution.

Applicant Signature _____

Date 10-15-2025

**For Official Use Only
Pleasant Township Zoning Commission**

Date Filed _____
Fairfield County Regional Planning Commission

Date Filed _____

Application for amendment
Jason and Michelle Wolfe
3265 Elder rd
Lancaster oh 43130
Parcel # 0280165900
6 acres in pleasant twp

To be divided into one 2 acre parcel to be transferred to
Bradley and Tiffany Wolfe
1 – 4 acre parcel to remain to Jason and Michelle Wolfe

Present use: residential single family
Proposed use: residential single family

Neighbors to the north
Barb Singer
To the South. Robert Van linge
To the East. James Ward
To the west Richard Miller

I am trying to rezone my 6 acre parcel that is currently being used as rural residential single family, as stated on my deed. After buying said property I have recently discovered that my property sits in an agricultural protection area. My survey was prepared by A and E surveying out of Somerset, Ohio, and to my knowledge was split with all township requirements. A map has recently been presented to me (that was not public online record until last year). that states that my property cannot be split due to the agricultural protection area. My split has been approved by the health department and the county. My property will never be used as agricultural use due to the fact that I have houses to the north ,south , west and east. When I purchased my property, I positioned my house to the north side of the property with full intentions of splitting the property, so my son can live on the south side. After contacting my realtor, there is no record of any kind of agricultural protection on my deed. My deed states that I live in a rural residential single-family area. I feel that if I purchased a parcel in this area that it should have been stated on my deed as agricultural protection area.



Fairfield Soil and Water Conservation District

831 College Avenue, Suite B
Lancaster, OH 43130-1081

Telephone: (740) 653-8154

Date: October 23, 2025

To: Nicholas Eastham
Regional Planning Commission

From: Chad Lucht, Urban Manager
Fairfield Soil and Water Conservation District

Subject: **Pleasant Twp Map Amendment**
Jason Wolfe Lot Split

Please note the following comments on the Pleasant Twp. Map Amendment submitted for review:

1. Our office has no comments.

From: [May, Kristopher Todd](#)
To: [Valentine, Jennifer M](#); [Eastham, Nicholas P](#); [Noland, Mitch A](#); [Lucht, Chad M](#); [Vogel, Tony J](#); [Anders, Joshua T \(Josh\)](#)
Cc: [hollym](#)
Subject: Re: Pleasant Township Map Amendment Application
Date: Wednesday, October 22, 2025 8:59:29 AM
Attachments: [Outlook-ravd1ju0.png](#)
[Outlook-htowzdod.png](#)
[Outlook-sminwcma.png](#)
[Outlook-rr3cmizh.png](#)
[Outlook-mvlt0ars.png](#)
[Outlook-ttsaq1ki.png](#)
[Outlook-vwfbmv3b.png](#)

Nicholas,

Went out and looked at the site yesterday. The proposed survey for the split shows the existing drive is to be used as a shared driveway. The existing drive meets stopping sight distance standards for the posted 45mph speed limit. The ingress & egress shared drive on the plat dated August 8, 2022 is shown as 30' in width, which also meets our recommendation for shared drive easements. Therefore, we have no issues with the proposed rezoning map amendment.



Todd May

Subdivision Engineer • Engineer's Office

📍 3026 West Fair Ave. 📞 (740) 652-2384
(t)

Lancaster, Ohio 📞 (740) 808-7475
(c)

43130 📞 (740) 652-2300
(f)

💻 <https://www.co.fairfield.oh.us/Engineer>

✉️ todd.may@fairfieldcountyohio.gov

From: Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>

Sent: Thursday, October 16, 2025 11:27 AM

To: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>; Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>
Cc: hollym <hollym@crossroadscommunityplanning.com>
Subject: RE: Pleasant Township Map Amendment Application

We have no issue with this map amendment.

Jennifer Valentine, REHS
Environmental Program Supervisor
Fairfield County Health Department
740-652-2822

From: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>
Sent: Thursday, October 16, 2025 8:59 AM
To: Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>
Cc: hollym <hollym@crossroadscommunityplanning.com>
Subject: Pleasant Township Map Amendment Application

Hello,

We received an application for a proposed map amendment in Pleasant Township. The application is to rezone a parcel in the A – Restricted Agricultural District to R-1 Single-Family Residential District. The existing use is residential, and the proposed use is also residential. In previous conversations with the applicant, they are applying for the rezoning to change lot size and frontage requirements to perform a lot split. Both the application and lot split application are included for your review.

Please provide comment no later than 10/24.

If you have any questions, please let me know.

Thank you.

From: [Valentine, Jennifer M](#)
To: [Eastham, Nicholas P](#); [Noland, Mitch A](#); [May, Kristopher Todd](#); [Lucht, Chad M](#); [Vogel, Tony J](#); [Anders, Joshua T \(Josh\)](#)
Cc: [hollym](#)
Subject: RE: Pleasant Township Map Amendment Application
Date: Thursday, October 16, 2025 11:27:45 AM

We have no issue with this map amendment.

Jennifer Valentine, REHS
Environmental Program Supervisor
Fairfield County Health Department
740-652-2822

From: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>
Sent: Thursday, October 16, 2025 8:59 AM
To: Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>
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Please provide comment no later than 10/24.

If you have any questions, please let me know.

Thank you.

Nicholas Eastham, AICP Candidate
Regional Planner | Regional Planning Commission

 138 W Chestnut St.
Lancaster, OH 43130

 740-652-7111 (t)



 <https://co.fairfield.oh.us/rpc/>

From: [Vogel, Tony J](#)
To: [Eastham, Nicholas P](#); [Noland, Mitch A](#); [May, Kristopher Todd](#); [Lucht, Chad M](#); [Valentine, Jennifer M](#); [Anders, Joshua T \(Josh\)](#)
Cc: [hollym](#)
Subject: RE: Pleasant Township Map Amendment Application
Date: Thursday, October 16, 2025 9:04:32 AM

We have no services in the area and do not oppose the split.

Tony

Tony J. Vogel, P.E.
Director of Utilities/Sanitary Engineer

 Fairfield County Utilities
6670 Lockville Road
Carroll, OH 43112

 740-652-7121 (t)
740-974-8256 (c)
740-652-7129 (f)

 fairfieldcountyohio.gov

 Tony.vogel@fairfieldcountyohio.gov



From: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>
Sent: Thursday, October 16, 2025 8:59 AM
To: Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>
Cc: hollym <hollym@crossroadscommunityplanning.com>
Subject: Pleasant Township Map Amendment Application

Hello,

We received an application for a proposed map amendment in Pleasant Township. The application is to rezone a parcel in the A – Restricted Agricultural District to R-1 Single-Family Residential District. The existing use is residential, and the proposed use is also residential. In previous conversations with the applicant, they are applying for the rezoning to change lot size and frontage requirements to perform a lot split. Both the application and lot split application are included for your review.

TO: Fairfield County Regional Planning Commission
FROM: Holly R. Mattei, AICP
DATE: October 27, 2025
SUBJECT: Final 2026 RPC Budget

Attached please find the proposed Final 2026 RPC Budget. I am also including a comparison to 2025. There is a slight increase to reflect the following:

- An increase in Subdivision line-item revenue to reflect additional development work in Millersport
- An increase in the Salary expense line item to allow for a MORPC summer intern
- An increase in the Health Insurance line item to reflect increased costs
- An increase in the Contract Services line item to cover a cost-of-living increase to the Crossroads Community Planning contract
- An increase in the Contract Services – Other line item to utilize Hicks Partners for the NRG grant.

I am requesting approval of the proposed 2026 Final Budget at the November 4th RPC meeting.

**Fairfield County Regional Planning Commission
Final Budget 2026**

Estimated Receipts	
Member Assessments	\$125,000
Other Member Assessments	\$30,000
Subdivision and Review Fees	\$125,000
CDBG Administration	\$75,000
Parks and Recreation (Pass Through)	\$14,000
Building Department Contribution	\$6,100
Additional Services	\$75,000
	\$450,100

Final 2026 RPC Budget

Personnel Services	\$188,500
Fringe Benefits	
PERS	\$26,400
Worker's Compensation	\$3,000
Medical/Hospitalization	\$43,000
Medicare	\$2,735
Life Insurance	\$350
Unemployment	\$15
Materials and Supplies	\$1,200
Contract Services	\$148,000
Other	\$30,000
Repairs	\$1,200
Travel and Expenses	\$1,200
Capital Layout	\$3,500
Other Expenses	\$1,000
	\$450,100

Projected Carryover \$ 360,000.00

Fairfield County Regional Planning Commission

Estimated Receipts	Proposed 2026	Final 2025
Member Assessments	\$125,000	\$ 125,000
Other Member Assessments	\$30,000	\$ 30,000
Subdivision and Review Fees	\$125,000	\$ 98,450
CDBG Administration	\$75,000	\$ 60,000
Parks and Recreation (Pass Through)	\$14,000	\$ 14,000
Building Department Contribution	\$6,100	\$ 6,000
Additional Services	\$75,000	\$ 75,000
	\$450,100	\$ 408,450
Final 2026 RPC Budget		
Personnel Services	\$188,500	\$ 178,000
Fringe Benefits		
PERS	\$26,400	\$ 25,000
Worker's Compensation	\$3,000	\$ 3,000
Medical/Hospitalization	\$43,000	\$ 35,000
Medicare	\$2,735	\$ 2,600
Life Insurance	\$350	\$ 340
Unemployment	\$15	\$ 10
Materials and Supplies	\$1,200	\$ 2,000
Contract Services	\$148,000	\$ 140,000
Other	\$30,000	\$ 14,000
Repairs	\$1,200	\$ 2,000
Travel and Expenses	\$1,200	\$ 3,000
Capital Layout	\$3,500	\$ 2,500
Other Expenses	\$1,000	\$ 1,000
	\$450,100	\$ 408,450

Agreement for Professional Services

This Agreement for Professional Services is made and entered into this _____ day of _____, 2025 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, 2026 to December 31, 2026.

D. Fee for Services

- The RPC shall pay a monthly lump sum fee of \$12,000 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, 2026 and shall remain in effect until December 31, 2026 (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:	Jennifer Morgan, 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. 85-352), 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/President

Fairfield County Regional Planning
Commission

Jennifer Morgan, President

This area has been intentionally left blank.

Memorandum of Understanding

This Memorandum of Understanding (“the MOU”) is made and entered into as of this ____ day of _____, 20__ by and among the Village of Millersport (“the Village”), the Fairfield County Regional Planning Commission (“RPC”);

Whereas, the entered into a MOU with the Regional Planning Commission for plan review services for the proposed data center;

Whereas, the Village is expecting additional spin off residential and commercial development because of the data center and the growing Columbus region;

Whereas, the Village does not have the capacity to complete zoning and subdivision plan reviews for these developments and desires to utilize the RPC’s services for this work;

Whereas, this MOU covers all proposed zoning and subdivision activity proposed within the Village of Millersport after the effective date of this agreement (excluding the data center which is covered under separate agreement);

Whereas, this MOU outlines the obligations of the parties regarding the plan review;

Now Therefore the Parties agree as follows:

1. The RPC agrees to:
 - a. Coordinate the zoning and subdivision plan review for the development of this land with all technical agencies including but not limited to Fairfield County Utilities, Fairfield Soil and Water Conservation District, Fairfield County Engineer, Village Engineer, Village Water and Sewer Superintendents, and the Ohio Department of Transportation, to ensure all applicable subdivision and zoning regulations are met.
 - b. Attend any meetings of the Village Planning Commission or Council where the plans will be considered for approval.
 - c. Attend any coordination meetings with the developer regarding the plans.
2. The Village agrees to:
 - a. Assess the zoning and subdivision fees adopted by Council on September 30, 2025 attached hereto and incorporated herein and require said payments to be made from the applicant directly to the Regional Planning Commission for said services.

The parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives as of the effective date.

Fairfield County Regional Planning Commission

By: Jennifer Morgan

Title: President

Date:

Village of Millersport

By: Gary Matheny

Title: Mayor

Date:

Village of Millersport Zoning and Subdivision Review Fee Schedule

Permit Type	Fee
Zoning Permit	
Single Family Residential Multi-Family Residential Commercial/Industrial	\$1,200 up to 1,500 sq. ft./\$1,500 over 1,500 sq. ft. \$750 plus \$100 per unit \$500 less than 5,000 sq. ft. \$1,000 between 5,000 - 9,999 sq. ft. \$1,500 between 10,000 sq. ft. - 14,999 sq. ft. \$2,000 for 15,000 sq. ft. and larger
Residential Addition to Existing Buliding Commercial/Industrial Addition to Existing Building	\$500 \$750
Accessory Building larger than 100 sq. ft.	\$100
Deck larger than 100 sq. ft.	\$100
Covered Porch	\$100
Fence	\$50
Sign	\$150
Demolition	\$100
Boards and Commission Reviews	
Conditional Use	\$750
Variance	\$750
Zoning Amendment (Text and/or Map)	\$1,200
Planned Unit Development Preliminary Development Plan Final Development Plan Major Modification	\$2,500 plus \$20 per disturbed acre over 20 acres \$1,500 plus \$20 per disturbed acre over 20 acres \$500
Overlay District (MU, TECO, CCRD) Development Plan Major Modification	\$1,500 plus \$20 per acre over 20 acres \$500
Subdivision Reviews	
Preliminary Plat Preliminary Plat (Commercial/Industrial)	\$2,000 plus \$85 per lot or unit \$2,000 plus \$85 per disturbed acre
Final Plat (Residential) Final Plat (Commercial/Industrial)	\$3,000 plus \$125 per lot or unit \$3,000 plus \$125 per disturbed acre
Inspection Fees Water, Sewer, Street, and Storm Erosion Control	5% of Engineer's cost estimate for improvements \$3,000 plus \$100 per lot/unit (Residential) or \$100 per disturbed acre (commercial/industrial)
Major Subdivision Variance	\$150
Replat	\$3,000
Minor Subdivision	\$200
Minor Subdivision Variance	\$100

2025 FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION
SUBDIVISION REGULATIONS COMMITTEE MEMBERS

Josh Anders	Fairfield County Utilities
Brandon Bailey	South Central Power
John Cone	South Central Power
Jonathan Ferbrache	Soil and Water Conservation District
Kent Huston	RPC/At-Large
Anthony Iachini	Fairfield County Economic Development
Doug Ingram	RPC/Industry
Chad Lucht	Soil and Water Conservation District
Todd May	Fairfield County Engineer's Office
Nicholas McConnaughey	Fairfield County Health Department
Mitch Noland	Fairfield County Engineer's Office
Kelly Sarko	Violet Township
Curtis Shonk	City of Lancaster
Charlotte Solomon	Soil and Water Conservation District
Tommy Springer	Fairfield County Park District
Jeremiah Upp	Fairfield County Engineer's Office
Jennifer Valentine	Fairfield County Health Department
Tony Vogel	Fairfield County Utilities
Rob Weinheimer	Pickerington Local School District
McCray Wooten	Fairfield County Health Department
William Yapple	Violet Township

Fairfield County Building Department Monthly Report - October 2025

Final Approved	Address	City/Village	Township	Cost Estimate	Date Received
Good Shepherd Adult Care - COO	619 County Line Rd	Bremen	Rushcreek	0.00	07/10/25
Dollar General HVAC	50 Logan-Thornville Rd	Bremen	Rushcreek	24,500.00	08/12/25
Millersport Schools - Exterior Improvements	11850 Lancaster St.	Millersport	Walnut	1,834,000.00	03/20/25
Bob Boyd Ford Body Shop Lift Power	1484 Election House Rd NW	Lancaster	Greenfield	30,000.00	07/11/25
Fairfield Career Center - Tech Lab Building	3985 Coonpath Rd NW	Carroll	Greenfield	14,300,000.00	06/28/24
New Applications	Address	City/Village	Township	Cost Estimate	Date Received
Buckeye Ridge - Change of Use	3550 Blacklick Eastern Rd NE	Millersport	Walnut	300,000.00	10/14/25
AT&T Equipment Upgrades	9265 Lancaster-Kirkersville Rd	Baltimore	Liberty	15,000.00	10/14/25
Yoga Studio	12043 Lancaster St	Millersport	Walnut	28,000.00	10/14/25
City of Lancaster SWTP Fire Alarm	4600 Sugar Grove Rd SE	Lancaster	Berne	3,225,400.00	10/15/25

BILLS
REGIONAL PLANNING COMMISSION
November 4, 2025

530000	CONTRACTUAL SERVICES	
	Crossroads Community	\$11,650.00
	TOTAL	\$11,650.00