

MINUTES

April 4, 2017

The minutes of the Fairfield County Regional Planning Commission meeting held at the Fairfield County Courthouse, 210 E. Main Street, Third Floor, Lancaster, Ohio.

Presiding: Bill Yaple, President

Present: Betsy Alt, Todd Edwards, Jim Hochradel, Charles Hockman, Kent Huston, Doug Ingram, Lonnie Kosch, Harry Myers, Larry Neeley, Jerry Rainey, Karen Roberts, Jason Smith, Phil Stringer, Ira Weiss, Jeffrey White, Carri Brown (County Administrator), Rick Szabrak (Fairfield County Economic Development Director), Holly Mattei (Executive Director), James Mako (Senior Planner), Loudan Klein (Planner), Becky Coutinho (RPC Intern), and Gail Beck (Adm. Asst.).

ITEM 1. MINUTES

The Minutes of the March 7, 2017, Fairfield County Regional Planning Commission meeting were presented for approval. Ira Weiss made a motion for approval of the minutes. Harry Myers seconded the motion. Motion passed with Betsy Alt abstaining.

ITEM 2. PRESIDENT'S REPORT

Bill Yaple welcomed everyone to the meeting. Mr. Yaple announced, with sadness and happiness for Holly Mattei, that she has accepted a position with Violet Township. He thanked Holly for her time and talent with the RPC and wished her luck in her new position.

ITEM 3. PRESENTATION

Joy Padgett and Brent Goetz with the Ohio Environmental Protection Agency, Office of Outreach and Customer Support gave a presentation.

ITEM 4. SUBDIVISION ACTIVITIES

Loudan Klein presented the following report:

ITEM 4a. SUBDIVISION: Henry Variance Request to Section 2.3 – Violet Township

OWNER/DEVELOPER: John R. Henry

SURVEYOR/ENGINEER: PLAN4LAND

LOCATION AND DESCRIPTION: The applicant is requesting variance request to Section 2.3 (Minimum Road Frontage) of the Fairfield County Subdivision Regulations. The applicant is proposing to split 1.68 acres out of Parcel#0360085220 where an existing home is located. The remainder of the lot will be tied to two additional parcels the applicant owns (#0360085240, #0360085231). The remainder along with the two additional parcels will create a flag lot of 1.99 acres with 60' of frontage along Ault Road. Section 2.3 requires 125' of continuous road frontage along an existing improved public road. The proposed 1.99 acre lot will have on-site septic and well.

SUBDIVISION REGULATIONS COMMITTEE RECOMMENDATION: The Subdivision Regulations Committee recommends approval of the variance, subject to the following conditions:

1. The applicant must comply with the requirements of the Violet Township of Zoning Appeal approval from November 17, 2016.
2. The lot split must be revised to comply with the requirements of the Technical Review Committee, the Fairfield County Engineer's Office, the Fairfield County Utilities Department, the Fairfield Soil and Water Conservation District, and Violet Township.

Ira Weiss made a motion to approve the Subdivision Regulations Committee recommendation. Phil Stringer seconded the motion. Motion passed with Harry Myers abstaining.

ITEM 5. RESIGNATION OF HOLLY R. MATTEI, AICP, EXECUTIVE DIRECTOR, EFFECTIVE APRIL 14, 2017 AND APPOINTMENT OF LOUDAN KLEIN AS EXECUTIVE DIRECTOR AND JAMES MAKO AS ASSISTANT DIRECTOR, EFFECTIVE APRIL 17, 2017

On March 16, 2017, Holly Mattei provided her resignation as the RPC Executive Director to the Executive Committee, effective April 14, 2017. The Executive Committee met on March 24, 2017 to discuss plans for Holly's replacement. After discussion, the Executive Committee decided to promote Loudan Klein to Executive Director and James Mako to Assistant Director. The Executive Committee believes the combined experience of these two individuals will carry the RPC forward. Per the By-Laws and Personnel Manual of the Fairfield County Regional Planning Commission, the selection of the Executive Director shall be ratified by the RPC.

A motion was made by Doug Ingram to ratify the selection of Loudan Klein as Executive Director. Ira Weiss seconded the motion. Motion passed. Loudan Klein said he is extremely excited to work as a team in this new position and thanked everyone for their assistance.

ITEM 6. 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 7. BILLS

561000	OFFICE SUPPLIES	\$ 30.99
530005	CONTRACT SERVICES – OTHER	\$ 887.58
543000	REPAIR AND MAINTENANCE	\$ 106.09
558000	TRAVEL & EXPENSES	\$ 277.15
574000	EQUIPMENT	\$ <u>164.01</u>
	TOTAL	\$ 1,465.82

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

ITEM 8. OTHER BUSINESS

Carri Brown gave the RPC an update on the new jail. She said there will be a ribbon cutting on Saturday, June 17, 2017. Carri also said that there will be a guided tour of the new jail on September 29, 2017 and virtual tours available.

The following Resolution for Approval of Transfer of Funds is necessary for Holly Mattei's vacation payout:

**RESOLUTION #2017-02
IN THE MATTER OF APPROVAL OF TRANSFER OF FUNDS**

WHEREAS, due to the termination of Holly Mattei, a vacation time payout is necessary by the end of April, 2017, and

WHEREAS, \$5,800.00 is requested to be transferred to the Vacation Time Payout Account No. 74703000-514010 from the Salary Account No. 74703000-511010 to do the vacation time payout, and

WHEREAS, by making this transfer, it will not be necessary to increase the overall 2017 RPC Budget. The remaining balance in the Salary Account should be sufficient to cover the salary expenses remaining for 2017, and

NOW, THEREFORE,

OTHER BUSINESS – Continued

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

1. That \$5,800.00 be transferred to the Vacation Time Payout Account No. 74703000-514010 from the Salary Account No. 74703000-511010.
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Motion by _____ seconded by _____
that the resolution be adopted was carried by the following vote:

YEAS: _____ NAYS: _____
ABSTENTIONS: _____

Approved on: April 4, 2017

William Yaple, President
Fairfield County Regional Planning Commission

A motion was made by Phil Stringer to approve the transfer of funds. Kent Huston seconded the motion. Motion passed.

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 Yaple, President

Mary K. Snider, Secretary