

MINUTES

November 4, 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: Ira Weiss, First Vice-President

Present: Josh Anders, Mike Berry, Joe Ebel, Jennifer Henery, Charles Hockman, Kent Huston, Jarrod Mahaffey, Jeff Porter, Brian Randles, Jeff Williamsen, Tiffany Wilson, Jason Wolfe and Commissioner Dave Levacy.

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

ITEM 1. MINUTES

The minutes of the October 7, 2025, Fairfield County Regional Planning Commission meeting, were presented for approval. Kent Huston made a motion for approval of the minutes. Charles Hockman seconded the motion. Motion passed.

ITEM 2. PRESIDENT'S REPORT

Ira Weiss welcomed everyone to the meeting.

ITEM 3. ZONING MAP AMENDMENT

Nicholas Eastham presented the following report:

APPLICANT: 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

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.

A motion was made by Kent Huston to approve the RPC staff recommendation. Jeff Porter seconded the motion. Holly Mattei explained this would be spot zoning and that a variance would be more appropriate. After discussion, the motion passed.

ITEM 4. RPC 2026 FINAL BUDGET

Holly Mattei presented the 2026 Final Budget for approval by the board.

A motion was made by Jarrod Mahaffey to approve the RPC 2026 Final Budget. Jennifer Henery seconded the motion. The motion passed.

ITEM 5. RFQ FOR PROFESSIONAL AND TECHNICAL SERVICES

A request for qualifications for professional and technical services was posted. It was recommended to approve the proposal received from Crossroads Community Planning LLC for January 2026 to December 2026 at \$12,000 a month.

A motion was made by Brian Randles to approve the contract for Crossroads Community Planning, LLC. Kent Huston seconded the motion. The motion passed.

ITEM 6. MOU – VILLAGE OF MILLERSPORT

The MOU will provide plan review services for the Village of Millersport.

A motion was made by Jeff Porter to approve the Memorandum of Understanding for the Village of Millersport. Josh Anders seconded the motion. The motion passed.

ITEM 7. RPC SUBDIVISION COMMITTEE MEMBERS

A list of the 2025 Subdivision Regulations Committee Members was submitted for review by the board.

A motion was made by Jarrod Mahaffey to approve the RPC Subdivision committee members. Jennifer Henery seconded the motion. The motion passed.

ITEM 8. 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 Jennifer Henery to approve the bills for payment. Charles Hockman seconded the motion. The motion passed.

ITEM 8. OTHER BUSINESS

There being no further business, a motion was made to adjourn the meeting by Brian Randles and seconded by Jarrod Mahaffey. Motion passed.

Minutes Approved By:

Ira Weiss, First Vice-President

Kent Huston, Secretary