

## **MINUTES**

**December 2, 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, Vince Carpico, Amanda Everitt, Jennifer Henery, Charles Hockman, Kent Huston, Jarrod Mahaffey, Mitch Noland, Dan Singer, Carly Sparrow, Tony Vogel, Jeff Williamsen, Ira Weiss, and Tiffany Wilson.

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

### **ITEM 1. MINUTES**

The minutes of the November 4, 2025, Fairfield County Regional Planning Commission meeting, were presented for approval. Ira Weiss made a motion for approval of the minutes. Jennifer Henery seconded the motion. The motion passed with Jennifer Morgan abstaining.

### **ITEM 2. PRESIDENT'S REPORT**

Jennifer Morgan welcomed everyone to the meeting.

### **ITEM 3. SUBDIVISION ACTIVITY**

Nicholas Eastham presented the following report:

**SUBDIVISION:** Havensport – Variance to Section 2.3

**OWNER/DEVELOPER:** Kristopher & Amy Smith

**ENGINEER/SURVEYOR:** A&E (Wayne A. Knisley)

**LOCATION AND DESCRIPTION:** This property is located at 4175 Canal Street in Greenfield Township. The applicant is requesting a variance to Section 2.3 (Frontage Requirements) to perform a 0.944-acre lot split between two parcels (013-00737.00 and 013-00752.00), with 66.00' of frontage from Canal Street and 33.00' of frontage from Columbus Street. The remainder of the lot split would also have 53.85' from Canal Street and 33.00' from Main Street. The applicant has already received written approval from Greenfield Township that this proposed lot split would comply with their Zoning Code. In this

attached variance, the applicant also explains that the reason for the variance is due to the unique lots that followed the development patterns within the Unincorporated Village of Havensport.

**SUBDIVISION REGULATIONS COMMITTEE COMMENTS:** The Subdivision Regulations Committee recommended approval of the variance, while acknowledging that the Fairfield Soil and Water Conservation District wanted the applicant to be mindful of any potential/possible utility easements on the lot that could affect its layout.

A motion was made by Amanda Everitt to approve the Subdivision Regulations Committee recommendation. Ira Weiss seconded the motion. The motion passed with Jeff Williamsen abstaining.

**ITEM 4. PROPOSED MEETING DATES AND DEADLINES FOR 2026**

Holly Mattei presented the 2026 proposed meeting dates and deadlines for approval by the board.

A motion was made by Ira Weiss to approve the RPC 2026 meeting dates and deadlines. Kent Huston seconded the motion. The motion passed.

**ITEM 5. BUILDING DEPARTMENT APPLICATIONS**

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

**ITEM 6. 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. Dan Singer seconded the motion. The motion passed.

**ITEM 7. OTHER BUSINESS**

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

Minutes Approved By:

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Jennifer Morgan, President

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Kent Huston, Secretary