

## **MINUTES**

**December 4, 2018**

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: Phil Stringer, President

Present: Betsy Alt, Zack DeLeon, Todd Edwards, Craig Getz, Charles Hockman, Kent Huston, Darrin Monhollen, Carol Moore, Jennifer Morgan, Mitch Noland, Jerry Rainey, Ira Weiss, Kevin Yeamans, Dave Levacy (County Commissioner), Carri Brown (County Administrator), Rick Szabrak (County Economic Development Director), Loudan Klein (Executive Director), James Mako (Assistant Director), and Gail Beck (Adm. Asst.).

### **ITEM 1. MINUTES**

The Minutes of the November 6, 2018, Fairfield County Regional Planning Commission meeting were presented for approval. Ira Weiss made a motion for approval of the minutes. Kent Huston seconded the motion. Motion passed.

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

Phil Stringer welcomed everyone to the meeting.

### **ITEM 3. PRESENTATION**

Rick Szabrak, Economic Development Director, gave an update on the Workforce Development Program.

### **ITEM 4. SUBDIVISION ACTIVITIES**

James Mako presented the following report:

**ITEM 4a). Applicant:** Paul and Deborah Boster

**Owner/Developer:** Paul and Deborah Boster

**Location and Description:** The property (Parcel# 036-00223-20) is located in Violet Township with frontage on Busey Road. The existing parcel is 5.58 acres in size with an existing office and parking area. The applicant wishes to split the back of the existing parcel and create a new +/-4.18 acre parcel with no road frontage with the remainder being +/-1.40 acres in size with 177.50' of road frontage. Section 2.3 of the Fairfield County Subdivision Regulations requires a minimum of 125' of road frontage for non-exempt lot splits.

**SUBDIVISION REGULATIONS COMMITTEE RECOMMENDATION:** The Subdivision Regulations Committee recommends approval with the following comments:

1. The variance shall be approved with the proposed lot split having 60' of frontage on Busey Road with a minimum of 60' of depth. The new lot can then be narrowed down to 30' of width along the existing driveway.
2. A condition of the variance will require a permanent access easement and property maintenance agreement over the existing drive to allow for shared access for the proposed lot split and remainder. The access easement shall be shown on a survey and be described when the lot split application is submitted for RPC review.
3. Per Section 2.7.1 (B.) of the Fairfield County Subdivision Regulations, The Fairfield Department of Health shall review/approve all minor subdivisions. The applicant will have to comply with all requirements set by the Department of Health in order for the lot split to be approved.

A motion was made by Ira Weiss to approve the Subdivision Regulations Committee recommendation. Mitch Noland seconded the motion. Motion passed with Darrin Monhollen abstaining.

**ITEM 5. PROPOSED ZONING MAP AMENDMENTS**

James Mako presented the following report:

**ITEM 5a). APPLICANT:** INT Business Company LLC

**LOCATION & DESCRIPTION:** The properties proposed to be rezoned are located east of Fairfield Beach and consists of two parcels (parcel #s 0480241430 and 0480241420). The combined parcels total 25.138 acres in size. The properties are bounded by Rosewood Drive on the west and Custer's Point Road on the east. Crescent Cove Avenue stubs into the property from the north.

**EXISTING ZONING:** The property is currently zoned R-R Rural Residential: The purpose of this district is to provide for single family homes on large tracts within areas suitable for agricultural production, and to control indiscriminate urban development in such areas. Areas within this district will not normally be served by public water and sewer.

**EXISTING LAND USE:** Agricultural

**PROPOSED REZONING:** R-2 (One and Two Family Residential District) The R-2 District is established to provide for an area for one and two-family dwelling units on smaller lots adjacent to urban areas where central water and sewer are provided. Permitted uses with the R-2 district shall operate: One detached single-family dwelling per lot, including permanently sited manufactured home contains a minimum livable floor area of one thousand three hundred square feet. Secondly two-family dwellings provided each dwelling unit contains a minimum of six hundred fifty square feet of livable floor area.

**ADJACENT ZONING**

NORTH	R-2 One and Two Family Residential
	B-2 Commercial Business District
EAST	Perry County
WEST	R-2 One and Two Family Residential
SOUTH	R-R Rural Residential

**ADJACENT USE**

Single-Family House (Crescent Cove Subdivision)
Buckeye Lake Winery
Perry County
Single-Family House (Fairfield Beach)
Agricultural

**RPC STAFF RECOMMENDATION:**

RPC Staff recommends approval of the rezoning with the following comments:

1. The proposed zoning district is the same as the Crescent Cove Subdivision and appears to be consistent with the existing land uses in the area. Increasing the housing density is desirable assuming centralized sanitary sewer service is available to this location.
2. Any future development of the site which includes public roadway improvements or extension of public utilities will need to be processed as a major subdivision. If the rezoning is approved by the township, RPC Staff would recommend that the developer/owner contact the RPC staff as soon as possible to begin the major subdivision approval process.

A motion was made by Ira Weiss to approve the RPC staff recommendation. Jerry Rainey seconded the motion. Motion passed.

James Mako presented the following report:

**ITEM 5b): APPLICANT:** Walter Beatty

**LOCATION & DESCRIPTION:** The applicant proposes to rezone 2.439 acres of parcel # 014-00967-00 located at 1491 Lancaster-Kirkersville Road (State Route 158) in Greenfield Township, Section 26, Township 15, Range 19. This parcel is 34.20 acres in total area.

**EXISTING ZONING:** The property is zoned R-1 (Rural Residential District). The R-1 District is established to provide areas for the continuance of agriculture as well as large lot single family residential development reflecting very low density and a rural lifestyle. Such development may occur as a transitional area between agricultural and urban areas, and is typically not served by public water or sewer systems.

**EXISTING LAND USE:** Single Family Residential

**PROPOSED REZONING:** PRB (Planned Rural Business District) The Planned Rural Business District is established to apply to new development that includes limited business activity that will be located where commercial activity as permitted in the HB District would be inappropriate. Generally, the district will allow a higher level of activity than would typically be permitted as a home occupation. The district permits the property owner to design a business environment which may meet his/her general objectives, while providing a suitable level of protection for present and future owners of adjacent property.

**PROPOSED LAND USE:** Self Storage Facility

**ADJACENT ZONING**

NORTH R-1 Rural Residential District  
EAST R-1 Rural Residential District  
WEST City of Lancaster  
SOUTH City of Lancaster

**ADJACENT USE**

Single Family Home  
Single Family Home  
Tarhe Trail Elementary School  
River Valley Highlands Subdivision

**RPC STAFF RECOMMENDATION:**

RPC Staff recommends disapproval to the rezoning request with the following comments:

1. RPC Staff does not believe that proposed zoning/ land use fits into the residential character of the neighborhood. RPC staff is concerned that the proposed commercial use would not blend with the existing character of the area.
2. RPC Staff has concerns about access to the site. The proposed development would limit the connectivity of the River Valley Highlands subdivision by creating a cul du sac where Rolling Hills Street currently ends. In addition, it is unknown who will be responsible for the long term maintenance of the road if it is extended.
3. RPC Staff also has concerns about the proposed development being able to meet the public improvement standards such as storm water detention, cul de sac right of way dimensions and future easements for sanitary sewers.

4. RPC Staff has received comments from the City of Lancaster indicating that they also have concerns about the proposed development/rezoning.

A motion was made by Zack DeLeon to approve the RPC staff recommendation. Rick Szabrak seconded the motion. The applicant, Walter Beatty, was present at the meeting and asked to speak. Mr. Beatty discussed his plans for the proposed rezoning stating that he felt it would help the residents of River Valley Highlands with their storage needs. In response to staff's concern over spot zoning, Mr. Beatty replied that he can show the RPC members 15 different storage facilities, 13 of which are adjacent to residential properties. Discussion followed amongst the members regarding access. Staff had concerns that the access to the site would be solely from the River Valley Highlands subdivision, in comparison to other storage facilities in the County located along main thoroughfares. After discussion, a vote was taken, and the motion passed with Kevin Yeamans abstaining.

#### **ITEM 6. APPROVAL OF 2019 FINAL BUDGET**

Loudan Klein presented the 2019 Final Budget for approval:

**2019 FINAL BUDGET  
 FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION  
 2019 PROJECTED RECEIPTS**

2017 Member Assessments		
County Commissioners (includes Building Department Administration)	\$	150,000
Other Member Assessments	\$	35,100
Subdivision Review and Permit Fees	\$	60,000
CDBG Administration	\$	20,000
Parks and Recreation (Pass Thru)	\$	8,000
Cash Reserves	\$	4,680
Building Department Contribution	\$	6,000
	\$	<b>283,780</b>

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**FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION  
 2019 FINAL BUDGET**

*\*Bold are Major Expenditure Object Categories*

<b>Personal Services</b>	\$	186,000
<b>Fringe Benefits</b>	\$	68,360
PERS		
Worker's Compensation		
Medical/Hospitalization Insurance		
Life Insurance		
Unemployment		
<b>Materials and Supplies</b>	\$	1,000
<b>Contract Services</b>	\$	25,400
Contract Services - Other		
Contract-Repair		
Travel and Expenses		
<b>Capital Outlay</b>	\$	2,500
<b>Other Expenses</b>	\$	520
<b>BUDGET</b>	\$	<b>283,780</b>
Projected 2019 Carryover		\$214,000

A motion was made by Todd Edwards to approve the 2019 Final RPC Budget by major expense object categories. Kent Huston seconded the motion. Motion passed.

Loudan Klein presented the following report:

**ITEM 7. RESCINDING THE RPC PERSONNEL MANUAL AND ADOPTING THE COUNTY PERSONNEL MANUAL**

Loudan Klein discussed the need to rescind the RPC Personnel Manual because of it being outdated. Mr. Klein recommended that the RPC adopt the County's Personnel Manual which is regularly reviewed and kept up to date. The following resolution was proposed:

**RESOLUTION #2018-02**

**A RESOLUTION TO RESCIND THE RPC PERSONNEL MANUAL AND ADOPT THE FAIRFIELD COUNTY PERSONNEL POLICY MANUAL AND RPC STAFF CELL PHONE POLICY**

**WHEREAS**, the RPC personnel manual has become outdated and has since been continually revised to adopt many policies within the Fairfield County Personnel Manual; and

**WHEREAS**, the Fairfield County Board of Commissioners have approved many new changes to the County manual recommended by the County's Recruitment and Retention Committee;

**WHEREAS**, RPC staff has consulted with both the Executive Committee and the Fairfield County Human Resources Department regarding rescinding the RPC manual;

**WHEREAS**, in order to adopt those changes and further changes in the coming years, it's been recommended to move forward with rescinding the current manual and adopting the County's; and

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**NOW THEREFORE, BE IT RESOLVED BY FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION, STATE OF OHIO:**

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**Section 1.** That this board approves rescinding the RPC personnel manual and adopting the Fairfield County Personnel Manual and RPC Staff Cell Phone Policy effective January 1, 2019.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
that the resolution be adopted was carried by the following vote:

YEAS: \_\_\_\_\_ NAYS: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_

Adopted: December 4, 2018

\_\_\_\_\_  
Phil Stringer, President  
Fairfield County Regional Planning Commission

A motion was made by Todd Edwards to approve rescinding the RPC Personnel Manual and adopting the County's Personnel Manual. Ira Weiss seconded the motion. Motion passed.

**ITEM 8. REVIEW OF 2019 MEETING DATES AND DEADLINES.**

**MAJOR SUBDIVISION DEADLINE GUIDE  
 REVISED NOVEMBER 5, 2018**

<b>RPC MEETING DEADLINE</b>	<b>TECH REVIEW MEETING</b>	<b>SUB REGS COMM. MEETING</b>	<b>RPC MEETING</b>
11-30-18	12-17-18	12-21-18 Fri.	1-2-19 Wed.
1-4-19	1-21-19	1-28-19	2-5-19
2-1-19	2-19-19 Tues.	2-25-19	3-5-19
3-1-19	3-18-19	3-25-19	4-2-19
4-5-19	4-22-19	4-29-19	5-7-19
5-3-19	5-20-19	5-28-19 Tues.	6-4-19
5-31-19	6-17-19	6-24-19	7-2-19
7-5-19	7-22-19	7-29-19	8-6-19
8-2-19	8-19-19	8-26-19	9-3-19
8-30-19	9-16-19	9-23-19	10-1-19
10-4-19	10-21-19	10-28-19	11-5-19
11-1-19	11-18-19	11-25-19	12-3-19
12-6-19	12-23-19	12-30-19	1-7-20

**REZONING APPLICATIONS  
 Revised November 5, 2018**

<b>RPC MEETINGS</b>	<b>DEADLINES</b>
1-2-19 Wed.	12-10-18
2-5-19	1-14-19
3-5-19	2-11-19
4-2-19	3-11-19
5-7-19	4-15-19
6-4-19	5-13-19
7-2-19	6-10-19
8-6-19	7-15-19
9-3-19	8-12-19
10-1-19	9-9-19
11-5-19	10-14-19
12-3-19	11-8-19 Friday
1-7-20	12-16-19



REVIEW OF 2019 MEETING DATES AND DEADLINES – Continued

**ACTIVE TRANSPORTATION SUBCOMMITTEE MEETINGS**

**2019**

**(meetings held the third Monday of the month)**

**2:30 P.M.**

January 14, 2019 (second Monday)  
February 11, 2019 (second Monday)  
March 18, 2019  
April 15, 2019  
May 20, 2019  
June 17, 2019  
July 15, 2019  
August 19, 2019  
September 16, 2019  
October 21, 2019  
November 18, 2019  
December 16, 2019

A motion was made by Carri Brown to approve the 2019 Meeting Dates and Deadlines. Zack DeLeon seconded the motion. Motion passed.

Loudan Klein presented the following report:

**ITEM 9. MEETING TIME CHANGE DISCUSSION AND VOTE**

On November 6<sup>th</sup> the Regional Planning Commission Executive Committee met to discuss several items. One of those items was to evaluate the current time slot of the RPC meeting. In that meeting the executive committee and myself reviewed our current meeting time in comparison to other County planning commissions throughout the State. In the 21 counties reviewed, the average meeting time was 4:45 PM or 5 PM. Times ranged from as early as 12:00 PM to three other Counties sharing the 7:30 PM slot. The committee agreed on presenting the RPC with two different time slots to vote on in December (which would take effect in 2019), **2:00 PM or 6:00 PM.**

There were several discussion points that have initiated the change in time. The first being the burden it puts on staff in addition to a cost for the RPC. With the work day ending at 4:00 PM staff will typically remain at the office accruing comp time which is required to be taken within that pay period. Alternatively, if staff would choose to return home, the RPC would be paying mileage for the trip there and back. The idea of scheduling presentations was also discussed.

MEETING TIME CHANGE DISCUSSION AND VOTE – Continued

Many presenters are located outside of Fairfield County, and as a result scheduling a meeting that late in the evening can be difficult for them. And lastly, many members of the RPC are there on behalf of their work. In conversations in recent weeks with a number of those individuals, they would be able to attend the meeting during the day as it would be part of work.

The RPC members present at the meeting voted on their preference of the meeting time. Votes were also being accepted through email from other RPC members. The new meeting time will be announced prior to the January 2019 meeting.

**ITEM 10. BUILDING DEPARTMENT APPLICATIONS UNDER REVIEW FOR BUILDING PERMITS**

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

Loudan Klein presented the following bills for payment:

**ITEM 11. BILLS**

561000	OFFICE SUPPLIES	\$ 40.86
558000	TRAVEL & EXPENSES	<u>\$ 154.34</u>
	TOTAL	\$ 195.20

A motion was made by Todd Edwards to approve the bills for payment. Jerry Rainey seconded the motion. Motion passed.

**ITEM 12. OTHER BUSINESS**

Carri Brown announced that the Commissioners Hearing Room and also the RPC Office will be getting new carpeting and paint in the next month.

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

Minutes Approved By:

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Phil Stringer, President

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Kent Huston, Secretary