

TO: Fairfield County Regional Planning Commission

FROM: Holly R. Mattei, AICP
Interim Director

DATE: August 25, 2026

SUBJECT: Meeting Notice and Agenda

There will be a meeting of the Fairfield County Regional Planning Commission on **Tuesday, September 1, 2026, 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 – August 4, 2026
2. President's Report
3. Subdivision Activity
 - a) Robert Irwin – Variance Request
Walnut Township
4. Public Hearing – Amendments to the Fairfield County Subdivisions Regulations
5. Building Department Applications Under Review for Building Permits
6. Bills
7. Other Business

Holly R. Mattei, AICP
Interim Director

www.co.fairfield.oh.us/rpc



138 West Chestnut St.
Lancaster, OH 43130
(740) 652-7110

8. Adjourn

Holly R. Mattei, AICP
Interim Director

www.co.fairfield.oh.us/rpc

MINUTES

August 4, 2026

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, President

Present: Josh Anders, Mike Berry, Vince Carpico, Amanda Everitt, Jeff Hildreth, Charles Hockman, Kent Huston, Robert Laveck, Jarrod Mahaffey, Mark Matthews, Darrin Monhollen, Jennifer Morgan, Becky Shonebarger-Bell, Dan Singer, Jason Smith, Carly Sparrow, Tony Vogel, Jeff Williamsen, Mike Wolfe, Commissioner Fix and Commissioner Levacy.

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

ITEM 1. MINUTES

The minutes of July 7, 2026, Fairfield County Regional Planning Commission meeting, were presented for approval. Jennifer Morgan made a motion for approval of the minutes. Kent Huston seconded the motion. The motion passed.

ITEM 2. PRESIDENT'S REPORT

Ira Weiss welcomed everyone to the meeting.

ITEM 3. SUBDIVISION ACTIVITY

Josh Hillberry presented the following report:

ITEM 3a. VIOLET COMMERCE CENTER – FINAL PLAT

OWNER/DEVELOPER: CW Industrial LLC & The Ugly Mug Bar & Grill LLC

ENGINEER/SURVEYOR: John Brumbaugh / 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 15.608 acres and is zoned M2/C2/CEDA – Limited Manufacturing/Limited Commercial 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:

The Subdivision Regulations Committee recommends **approval** of the Final Plat for Violet Commerce Center, subject to the following conditions:

1. The plat needs to include an instrument number for the recorded storm water maintenance agreement with Violet Township.
2. An access easement is needed to the basin and storm easements for inspection purposes.
3. Water Easement needs to be extended to the east property line.
4. Technical comments from the Fairfield County Engineers' Office and the Fairfield County Utilities Office.
5. Construction assurances, a development agreement, inspection fees, and recreation fees will need to be submitted prior to the recording of the Final Plat.
6. Other Agency Comments

A motion was made by Commissioner Fix to approve the Subdivision Regulations Committee recommendation. Amanda Everitt seconded the motion. After discussion, the motion passed with Mark Matthews and Darrin Monhollen (Violet Township) abstaining.

ITEM 3b. FAIRFIELD COUNTY SUBDIVISION REGULATIONS AMENDMENTS

Holly Mattei informally introduced proposed revisions to the Fairfield County Subdivision Regulations. A public hearing on the proposed revisions will be held on September 1st at the regularly scheduled meeting.

ITEM 4. ZONING MAP AMENDMENTS

Nicholas Eastham presented the following reports:

ITEM 4a. 5880 NM LLC (JEFFREY HILDRETH)

LOCATION & DESCRIPTION: The property proposed to be rezoned is located at 4016-4028 Old Columbus Road, Carroll, OH 43112 in Greenfield Township. The parcel number for this address is 0130050811, which according to the Fairfield County Auditor's website, is a 1.340-acre lot.

EXISTING ZONING: This parcel is currently zoned as R-1 Rural Residential.

EXISTING LAND USE: Commercial use (residential and commercial rentals).

PROPOSED REZONING: HB- Highway Business District. According to the Greenfield Township Zoning Code, the purpose of the Highway Business District is "established to provide areas for a diverse range of commercial, retail, and business activity within specific

areas of Greenfield Township, while controlling the adverse impacts of the development on nearby residential districts.”

PROPOSED LAND USE: To maintain the existing commercial uses, while also being permitted to place a commercial sign on the property.

STAFF RECOMMENDATION:

Staff recommend **approval** of the proposed rezoning with the following recommendations:

1. All proposed uses must comply with the permitted and conditional uses within this district.
2. The Fairfield County Building Department would need to be contacted for review/permitting if a commercial sign is proposed.

A motion was made by Commissioner Fix to approve the RPC Staff recommendation. Mark Matthews seconded the motion. The motion passed with Jeff Williamsen abstaining.

ITEM 4b. CIRBA SOLUTIONS US INC.

LOCATION & DESCRIPTION: The property proposed to be rezoned is located at 8090 Lancaster-Newark Rd, Baltimore, OH 43105. The parcel number for this address is 0490254300, which according to the Fairfield County Auditor’s website, is one lot that contains 13.36-acres.

EXISTING ZONING: The property is currently zoned B-3 Intensive and Motorist Services Business District. According to the Walnut Township Zoning Code, the intent of this district is to include “activities which because of their nature, such as their tendency to encourage traffic congestion and parking problems, storage problems, or certain other inherent dangers create special problems and are, therefore, best distinguished from other commercial activity.”

EXISTING LAND USE: The site is currently used for “receiving, sorting, storing batteries”

PROPOSED REZONING: I-2 General Industrial District. According to the Walnut Township Zoning Code, the intention of this district is to, “provide areas for general industrial and warehousing uses free from the encroachment of residential, retail, and institutional uses.”

PROPOSED LAND USE: The site proposes to maintain its current, existing use.

STAFF RECOMMENDATION:

RPC Staff recommends **approval** of the proposed rezoning for the following reasons:

1. The existing and proposed use appears to be permitted within the I-2 District, unlike the existing B-3 District.

2. The B-3 Zoning District is no longer actively being used for new parcels (see page 82 of the Walnut Township Zoning Resolution).
3. The proposed use would be appropriate based on providing employment opportunities outlined in the Village Growth Area in the 2024 Comprehensive Plan Future Land Use Map (page 77).

A motion was made by Commissioner Fix to approve the RPC Staff recommendation. Kent Huston seconded the motion. The motion passed.

ITEM 5. APPROPRIATION OF FUNDS

Appropriations are needed for an account transfer for Fringe Benefits and Supplies for the Regional Planning office.

A motion was made by Commissioner Fix to adopt Resolution 2026-2. Jennifer Morgan seconded the motion. 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>\$12,000.00</u>
		TOTAL	\$12,000.00

A motion was made by Commissioner Fix to approve the bills for payment. Jennifer Morgan seconded the motion. The motion passed.

ITEM 8. OTHER BUSINESS

None

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

Minutes Approved By:

Ira Weiss, President

Jarrold Mahaffey, Secretary

SUBDIVISION/REQUEST: Minor Subdivision Variance to Section 2.3 – Jaeger Road –
Walnut Township

OWNER/DEVELOPER: Robert Irwin

ENGINEER/SURVEYOR: S.A. England Surveying

DATE: Tuesday, September 1, 2026

LOCATION AND DESCRIPTION: This property is located off of a private drive accessing the privately owned portion of Jaeger Drive in Walnut Township. According to the Auditor's Office's website, this parcel contains 6.910-acres and has no public road frontage. The applicant is requesting a variance to Section 2.3 (Frontage Requirements) to split a buildable, 2.28-acre parcel with no public road frontage. The applicant has already received an approved variance through Walnut Township. In this attached variance, the applicant also explains that the reason for the variance is due to the unique location of the parcel, and its current status of not having public road frontage.

SUBDIVISION REGULATIONS COMMITTEE COMMENTS: The Fairfield County Engineer's Office and the Fairfield Soil and Water Conservation District had concerns on the parent parcel's existing lack of any public road frontage, as well as the creation of another parcel without public road frontage. The Engineer's Office also mentioned that they did not find that the applicant met the hardship requirement to seek relief from a variance. Other agency comments are also attached for review.

In reviewing the three criteria to approve a variance, RPC Staff had the opinion that the application did not meet Criteria 1, Criteria 2, or Criteria 3 of the application. RPC Staff agreed with the Engineer's Office's assessment that a hardship was not identified for Criteria 1. For Criteria 2, RPC Staff believed that the existing property had reasonable permitted uses already, and that the variance was being requested to enable an additional development opportunity. Lastly, RPC Staff had the opinion that the relief from any public frontage requirement would be an impairment to the intent of the Fairfield County Subdivision Regulations, as frontage is regulated for reasons of public health, safety, and welfare. This impairment would then not meet the requirements for Criteria 3.

Therefore, the Subdivision Regulations Committee recommends disapproval of the variance.

**APPLICATION FOR VARIANCE TO FAIRFIELD COUNTY
SUBDIVISION REGULATIONS**

Contact information

Name of Applicant : Robert T Irwin
Mailing Address: 41710 Jaeger Dr NE Thornville Ohio 43076
Phone Number: Home : 740-467-3315 Business : 941-544-3415 *

Site Location

Road 4500 Jaeger Dr Parcel No. 0460031300
Section _____ Township No. _____ Range 18 Township _____

Regulations Governing Variance Requests

Variance Requests are reviewed first by the Subdivision Regulations Committee, which makes a recommendation to the Regional Planning Commission. In granting a variance these bodies examine each case for the following conditions:

1. Due to exceptional topographic or other physical conditions, strict compliance with the subdivision regulations would result in extraordinary and unnecessary hardship.
2. The special conditions do not result from the previous actions of the applicant and the requested variance is the minimum variance that will allow a reasonable use of the land or buildings.
3. Granting variance will not result in any detriment to the public interest and will not impair the intent of Fairfield County subdivision Regulations or Comprehensive Plan.

Nature of Variance - Please provide a brief description of the nature of the variance request, taking into consideration the previous section. **Also, Provide the specific section and text from the Fairfield County Subdivision Regulations, from which you are requesting a variance, attach additional sheets if necessary.**

To sell off one late front lot to reduce
property taxes. Variance from Walnut
Twp approved

In addition to this sheet, you must provide us copy of plan, drawn to scale, which shows the dimensions and shapes of the lot, the size and the locations of the existing and proposed buildings, the location of any adjoining property owned by the applicant, and any natural and topographic peculiarities of the lot in question.

I certified the information contained in this application and its supplements is true and correct.

Applicant:  Date: 7-21-26



S.A. ENGLAND & ASSOCIATES

Professional Land Surveying
5179 Walnut Road • P.O. Box 1770
Buckeye Lake, Ohio 43008



E-mail: www.surveyohio.com

Phone: 740-928-8680

Fax: 740-928-9565

Ohio Phone: 1-800-551-5844

Exhibit "A"
Legal Description
Sanitary Sewer Easement
part Robert C. Irwin, ETAL parcel: (Deed Volume 643, Page 640)

Situated in the Township of Walnut, County of Fairfield, State of Ohio, and being a part of Section 23, Township 17N, Range 18W, and being more particularly described as follows;

Being a 10 foot wide sanitary sewer easement across a parcel conveyed to Robert C. Irwin, as recorded in Deed Volume 643, Page 640, in the Fairfield County Deed Records, with the following described centerline;

Commencing at a 5/8" o.d. iron pin found marking the Northeast corner of said parcel conveyed to Irwin, ETAL of which this easement is a part;

Thence, S 82°14'04" W 5.05 feet with the North line of said parcel conveyed to Irwin, ETAL, to the centerline of an existing sanitary sewer line, and being the PRINCIPLE PLACE OF BEGINNING of the easement centerline herein to be described;

Thence, S 00°10'46" W 405.01 feet with the centerline of an existing sanitary sewer line across said parcel conveyed to Irwin, ETAL, of which this easement is a part, to an angle point;

Thence, S 83°41'51" W 704.61 feet continuing with the centerline of said existing sanitary sewer line across said parcel conveyed to Irwin, ETAL, to the terminus point of this easement.

Bearings of the above description are based on the South line of a parcel conveyed to Robert C. Irwin, ETAL, as recorded in Deed Volume 643, Page 640, in the Fairfield County Deed Records, as being S 89°14'47" E, and is an assumed Meridian used to denote angles only.

All iron pins set are 5/8" o.d. iron pins 30" long with red caps labeled "S.A. ENGLAND #S-7452".

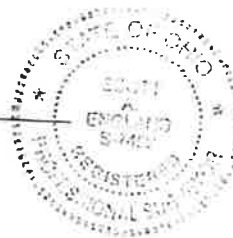
The above description was prepared by S.A. England & Associates, under the direct supervision of Scott A. England, Ohio Registered Surveyor #S-7452 in February of 2007.

Dated

9/12/07

HAPPYACRESSANEAS

Scott A. England P.S.
Ohio Registered Surveyor #7452



Sanitary Sewer Easement

Walnut Township, Fairfield County, State of Ohio
part Section 23, Township 17N, Range 18W.

ROBERT C. IRWIN, ETAL
DEED VOLUME 643, PAGE 640

PLACE OF COMMENCEMENT:
NE Corner Irwin Parcel

Place of
Beginning

S 82°14'04" W
5.05'

405.01'

10.0'

S 00°10'46" W

existing sanitary
sewer line

704.61'

S 83°41'51" W

10'01"

terminus
point

Tract #16

Tract #15

Tract #14

Tract #13

Tract #12

Tract #11
0.213 Acres

Tract #10
Green Area

Graphic Scale

0 50 100 200

1 Inch = 100 Feet

PREPARED FOR:

Skip Irwin
Millersport, Ohio

PROPERTY LOCATION:

SITUATED IN THE TOWNSHIP OF WALNUT,
COUNTY OF FAIRFIELD, STATE OF OHIO, AND
BEING A PART OF SECTION 23, TOWNSHIP 17N,
RANGE 18W.

BEING A SURVEY OF A SANITARY SEWER
EASEMENT ALONG AN EXISTING SEWER LINE
ACROSS A PARCEL CONVEYED TO ROBERT C.
IRWIN, ETAL, AS RECORDED IN DEED
VOLUME 643, PAGE 640, IN THE FAIRFIELD
COUNTY DEED RECORDS.

THE BEARINGS OF THIS PLAT ARE BASED ON
THE SOUTH LINE OF SAID PARCEL CONVEYED
TO ROBERT C. IRWIN, ETAL (DEED VOLUME
643, PAGE 640), AS BEING S 89°14'47" E, AND IS
AN ASSUMED MERIDIAN USED TO DENOTE
ANGLES ONLY.

LEGEND

- - 5/8" o.d. Iron Pin Found
- ⊙ - Iron Pin Set
- ⊙ - 3/8" Rober with a Yellow Cap
Labeled S.A. England #7452
- x - x - - existing fence line
- △ - Mag Nail Set
- - Stone Found

PREPARED BY:

S.A. ENGLAND & ASSOCIATES
Professional Land Surveying
P.O. Box 1770/5179 Walnut Road
Buckeye Lake, Ohio 43008
740-928-8680 FAX 740-928-9565
WWW.SURVEYOHIO.COM

I hereby certify that an actual survey of the premises
was made, and that this plat is correct to the
best of my knowledge.

Dated: 9/12/17

Scott A. England, P.S.
Ohio Registered Surveyor #7452



Exhibit G

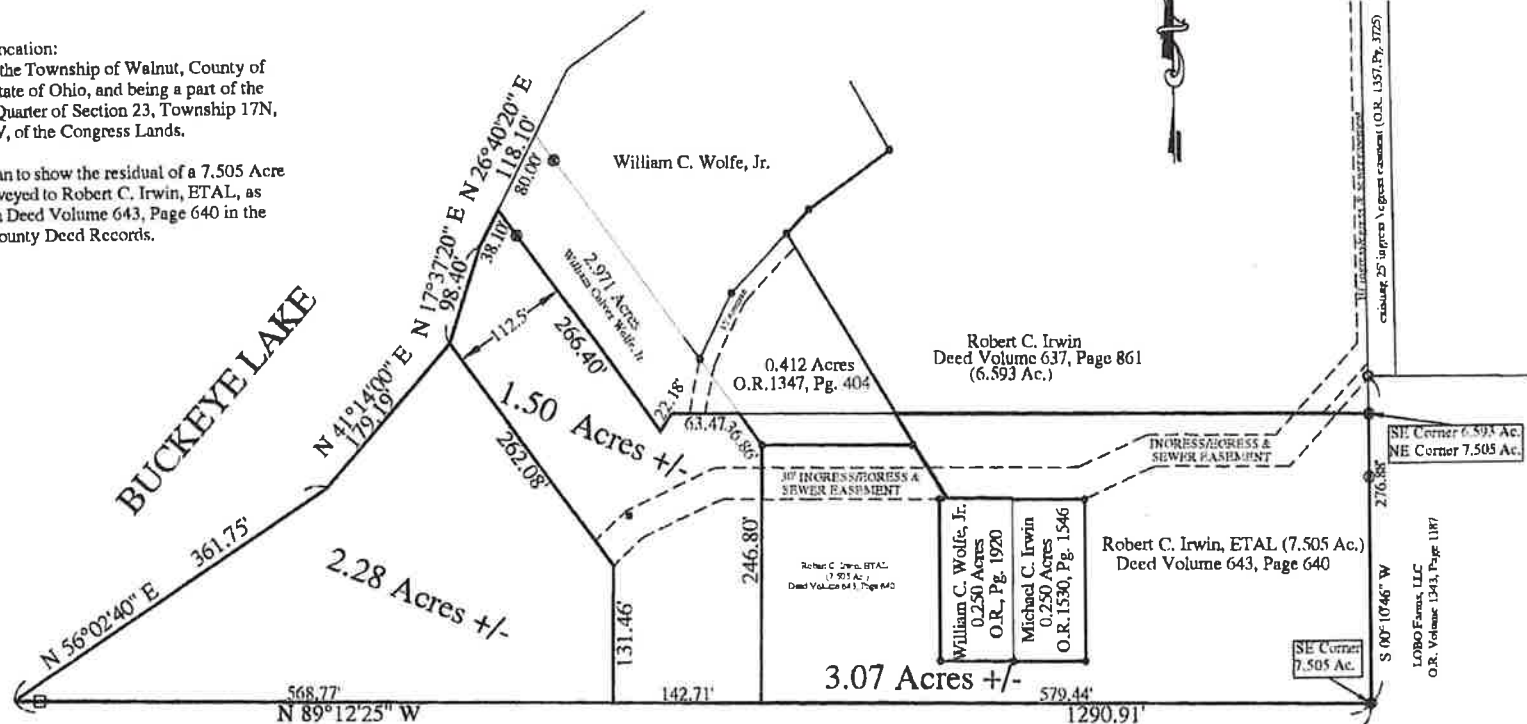
Plot Plan

Walnut Township, Fairfield County, State of Ohio,
part Section 23, Township 17N, Range 18W.

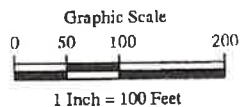
Property Location:

Situated in the Township of Walnut, County of
Fairfield, State of Ohio, and being a part of the
Southeast Quarter of Section 23, Township 17N,
Range 18W, of the Congress Lands.

Being a Plan to show the residual of a 7.505 Acre
Parcel conveyed to Robert C. Irwin, ETAL, as
recorded in Deed Volume 643, Page 640 in the
Fairfield County Deed Records.



LOBO Farms, LLC
O.R. Volume 1343, Page 1187



Prepared By:

S.A. ENGLAND SURVEYING
Professional Land Surveying
P.O. BOX 803
BUCKEYE LAKE, OHIO 43008
PH: 740-323-0644

WALNUT
Township
Fairfield County, Ohio

Board of Zoning Appeals
11420 Millersport Rd. NE
Millersport, OH 43046

Exhibit A

26-88
Application #

Previous BZA Permit if applicable # _____

APPLICATION FOR ZONING

VARIANCE

The undersigned applies for a Zoning Variance for the purpose stated. The requested Zoning Variance is issued on the basis of the information contained within this application. The Applicant hereby certifies that all information and attachments to this application are true and correct. Further, the Applicant understands this Variance if approved, allows the applicant to later apply for a Zoning permit for the work the variance is addressing.

1. Name of Property Owner/Applicant:

Robert Irwin
Mailing address: 4710 Jaeger Dr NE Thornville Ohio 43076
Phone number: Home: 740-767-3344 Mobile: 514-544-3444 Business: _____
Email Address: CaptIraci@hotmail.com

2. Physical address of property for this application:

4501 Jaeger Dr NE Thornville
Subdivision Name: _____ Parcel No. 0460031300
Section: _____, Range: 18, Lot No.: _____, Zoning District: R2-LF
(If parcel is not located in a platted subdivision, a legal description must be attached)

3. Has a Variance been applied for this property before? No ☒ Yes ☐ if yes, Permit/BZA # _____

4. When was the property purchased? Inherited 1998

5. Each application is to contain the following attachments (with date and project address):

- Scaled Site Plan: 1) Show property lines, bearings and distances of lot/parcel 2) Exact size & location on lot of proposed building, addition or alteration, **clearly indicate the roof eave/overhang on the plan** 3) Dimensions of front, rear and side set-backs 4) Street frontage 5) Exact sizes and locations of other buildings 6) Easements 7) Right-of-ways 8) Any unique or peculiar topographic or natural features that support the request for a Variance.

IMPORTANT: It is imperative the applicant understands the **setback** is measured from the lot line (property line) to the roof eave/roof overhang, **NOT the walls** and that line is clearly noted and dimensioned on the site plan. Failure to do so will result in a delay in your application.

- On all residential lots of R-1, R-2, R-3, R1-LF and R2-LF on the site plan, indicate the exterior wall and eave location and dimensions of the nearest house or building on either side and rear of this property.

- (6) Attach a list of neighboring Property Owners, their mailing address, within contiguous to, and directly across the street from the lot described above (with date and project address):

7. **Justification of Variance:** The board will make their decision based on considerations described in full in the Zoning Resolution Section 7.2(B)(1-4). In short, an applicant must show that:

- A. There are special conditions or circumstances unique to their land or buildings that do not pertain to neighboring property. These special conditions are such that enforcement of the District as zoned causes

APPLICATION FOR ZONING - **Variance**

Application # 26-88

an unnecessary hardship OR enforcement of the size, area, and/or height requirements of the Zoning Resolution causes a practical difficulty in the use of the land or buildings.

- B. The variance requested is the minimum variance that would be required to enjoy the use of the land or buildings.
- C. The variance requested is in harmony with the Zoning Resolution and will not injure or change the characteristics or be detrimental to the safety and welfare of the surrounding neighborhood. This consideration will take into account traffic conditions and number of persons living or working within the buildings or land.
- D. That the condition or intended use of the property is not such that would justify rezoning the district in question.
8. Nature of Variance: Describe the nature of the variance. Cite sections of the Zoning Resolution you want to vary from. Use the space below or provide an attachment with the question repeated above the response. Identify each page with the Variance address.

This variance is being requested because of no current road nor 200ft of frontal road exists to the proposed lot split (see Plot Plan). The latter half of Jaeger Drive is private (much like Ballard Lane - north of Millersport) so this property is serviced by the private road portion of Jaeger Drive. We the owners (Robert C. David R. & Timothy H. Irwin) own the property ~~leading~~ leading to the proposed lot split where the private road will be extended to the lot. We already have a cleared road bed and a sewer line running right to the proposed lot. We also have all the equipment necessary and we are also soliciting land clearing quotes.

Ultimately we are seeking this lot split to be able to sell a lot of approx 2.25 acres in the shape of a triangle at the far western side of our existing lot. All the needed clearances (County engineer, Health Dept, and Township zoning)

have been received. Jaeger Dr services two existing water front homes.

9. Describe why the variance is justified (see *Justification of Variance* above): Use the space below or provide an attachment with the question repeated above the response. Identify each page with the Variance address.

(1) Unique Physical Conditions - The 'parent' parcel located on the privately-owned section of Jaeger Drive. Therefore it would not meet the public road access nor the 200ft of required continuous road frontage. The 'proposed split' parcel already has a cleared road bed extension off the private portion of Jaeger. It also has sewer service installed to the lot and ready for tapping in.

(2) Practical Difficulty + Lack of Beneficial Use - Strict adherence to the 200ft road frontage standard makes a lot split impossible, permanently landlocking the rear or 'split' parcel acreage. This creates a severe practical difficulty as we the owners would be completely barred from making reasonable residential use of the rear portion of the property.

APPLICATION FOR ZONING - Variance

Application # 26-88

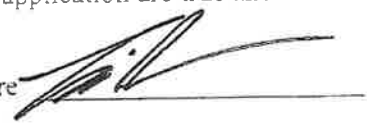
(3) Minimum Variance Necessary - This request is the minimum variance necessary to grant access. No new public roads are requested here, instead, access to the newly split lot will be fully secured by a permanent legally-recorded private ingress/egress easement and a shared driveway configuration over the conforming front lot.

(4) Preservation of Neighborhood Character - This proposed variance will not alter the essential rural residential character of the existing neighborhood. To ensure continued public safety, the private access driveway will be constructed to meet all township and county width and weight-bearing requirements for emergency vehicle turn-around, guaranteeing zero impact on local traffic conditions or municipal service delivery.

Important Information:

- Township Zoning District Map is located: http://www.co.fairfield.oh.us/rpc/pdf/wa_Zoning_sep_13.pdf
- Walnut Township Zoning Resolution/Code can be found at: www.walutownship.com
- Variances are covered in the Zoning Resolution under Section 7.2 "Procedures and Requirements for Appeals and Variances"

The Applicant hereby certifies that all information and attachments to this application are true and correct and will comply with all aspects of this Variance and the Zoning Resolution:

Property Owner (only): Timothy H. Huin date 6/25/26 signature 

For Zoning Office

Date Application received 25 JUN 26 \$ 1,000.00 fee received, check # _____

Date and time of Hearing: 9 JULY 2026 Zoning Inspector: 

Scaled Site Plan: [☒] Neighboring Property Owners list: [☒]

BZA Decision, approved: [☒] denied: [☐] date: 9 JUN 26 Zoning Inspector: 

From: [Noland, Mitch A](#)
To: [Eastham, Nicholas P](#)
Cc: [May, Kristopher Todd](#)
Subject: Re: Variance Application - Walnut Twp
Date: Tuesday, August 18, 2026 10:49:26 AM

Nicholas,

I am following up on the Technical Review Committee meeting discussion that we had yesterday.

The Fairfield County Engineer's Office comments regarding this variance request are as follows:

1.) It is the opinion of the FCEO that the proposed variance request with no frontage does not meet the intent of the variance request. It is the opinion of the FCEO that the applicant does not show a hardship of the condition/situation. In fact, the creation of another lot with zero frontage simply exacerbates the current condition. RPC shall review its own rules/regulations and determine if this variance request meets the intent of a hardship. *(As a side note: If this variance request is granted in this specific situation, does this open pandora's box for other lot splits around the county for variance requests for "no frontage"?)*

2.) Has the Walnut Township emergency services (Fire Dept.) commented on the access that currently exists and/or is being proposed? I'm assuming RPC is coordinating those efforts through Walnut Twp Fire Department or any other services that may need to access this private driveway.

Thank You,
Mitch Noland P.E., S.I.
Deputy Engineer
740-652-2373

From: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>
Sent: Tuesday, July 21, 2026 2:35 PM
To: Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>; Zoning Inspector <zoninginspector@walnuttownship.com>
Cc: hollym <hollym@crossroadscommunityplanning.com>

Subject: Variance Application

Hello,

Today we received an application requesting a variance to Section 2.3 of the Fairfield County Subdivision Regulations. The applicant is proposing a lot split in Walnut Township involving a parcel that currently does not have road frontage and would result in an additional lot without public road frontage. The application, proposed lot split sketch, sanitary sewer easement survey, and Walnut Township's approved variance is included for your review.

Please provide comment no later than **07/31**

Please also let me know if you have any questions.

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/>



Fairfield Soil and Water Conservation District

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

Telephone: (740) 653-8154

Date: July 29, 2026

To: Nicholas Eastham
Regional Planning Commission

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

Subject: **Irwin Variance Application**
Section 2.3

Please note the following comments on the Irwin Variance Application:

1. There is no road frontage associated with the lot split. Therefore, our office recommends disapproval of the variance request.

From: [Valentine, Jennifer M](#)
To: [Eastham, Nicholas P](#); [Noland, Mitch A](#); [May, Kristopher Todd](#); [Lucht, Chad M](#); [Vogel, Tony J](#); [Anders, Joshua T \(Josh\)](#); [Zoning Inspector](#)
Cc: [hollym](#)
Subject: RE: Variance Application
Date: Friday, July 31, 2026 10:07:37 AM

The health department approved the split in the lot split program (PALS 25-185, 186).
We have no issue with the variance request.

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

From: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>
Sent: Tuesday, July 21, 2026 2:35 PM
To: Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>; Zoning Inspector <zoninginspector@walnuttownship.com>
Cc: hollym <hollym@crossroadscommunityplanning.com>
Subject: Variance Application

Hello,

Today we received an application requesting a variance to Section 2.3 of the Fairfield County Subdivision Regulations. The applicant is proposing a lot split in Walnut Township involving a parcel that currently does not have road frontage and would result in an additional lot without public road frontage. The application, proposed lot split sketch, sanitary sewer easement survey, and Walnut Township's approved variance is included for your review.

Please provide comment no later than **07/31**

Please also let me know if you have any questions.

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: [Anders, Joshua T \(Josh\)](#)
To: [Eastham, Nicholas P](#)
Subject: RE: Variance Application
Date: Monday, August 17, 2026 9:51:24 AM
Attachments: [image002.png](#)

Nicholas,

Fairfield County Utilities does not have any comments on the variance Licking County Services the area.

Thanks,



From: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>
Sent: Tuesday, July 21, 2026 2:35 PM
To: Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>; Zoning Inspector <zoninginspector@walnuttownship.com>
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138 W Chestnut St.
Lancaster, OH 43130



740-652-7111 (t)



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

From: [Brown, Ryan](#)
To: [Eastham, Nicholas P](#); [OHare Kyle](#)
Subject: [E] Re: Variance Application
Date: Thursday, August 13, 2026 7:49:13 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Nicholas,

We do have sewer there and should be fine with the lot split.

Thanks,

Ryan

Ryan Brown
Director
Licking County Water and Wastewater
740-928-0302 option 0

From: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>
Sent: Wednesday, August 12, 2026 11:08 AM
To: Brown, Ryan <RBrown@LickingCounty.gov>; OHare Kyle <kohare@LickingCounty.gov>
Subject: FW: Variance Application

Hello,

I sent this to Fairfield County review agencies, but I thought I would forward this variance application for your review as well, as this may be in your jurisdiction for wastewater services.

Please let me know if you have any questions, comments, or concerns.

Thank you.

Nicholas Eastham, AICP
Regional Planner | Regional Planning Commission

 138 W Chestnut St.
Lancaster, OH 43130

 740-652-7111 (t)



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

From: Eastham, Nicholas P

Sent: Tuesday, July 21, 2026 2:35 PM

To: Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>; Zoning Inspector <zoninginspector@walnuttownship.com>

Cc: Holly Mattei <hollym@crossroadscommunityplanning.com>

Subject: Variance Application

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 138 W Chestnut St.
Lancaster, OH 43130

 740-652-7111 (t)



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From: [Zoning Inspector](#)
To: [Eastham, Nicholas P](#); [Noland, Mitch A](#); [May, Kristopher Todd](#); [Valentine, Jennifer M](#); [Lucht, Chad M](#); [Vogel, Tony J](#); [Anders, Joshua T \(Josh\)](#)
Cc: [hollym](#)
Subject: [E] RE: [EXTERNAL]Variance Application
Date: Wednesday, July 22, 2026 9:29:10 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

One thing to remember here is, this is a Lake Front Property. When you talk frontage, (as far as Zoning)you are not talking about Road Frontage. The front of the property is on the Lake side of the property. The part he wants to split off has plenty of Lake frontage. It has a private drive going to it.

We have done this several times on West Bank. West Bank Drive is a private drive. (It's not even Platted by the County) but we still have split and tied several properties on West Bank ???

My Thoughts

Mike Berry
Walnut Township Zoning Administrator/Inspector

From: Eastham, Nicholas P <nicholas.eastham@fairfieldcountyohio.gov>
Sent: Tuesday, July 21, 2026 2:35 PM
To: Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>; Zoning Inspector <zoninginspector@walnuttownship.com>
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Regional Planner | Regional Planning Commission

 138 W Chestnut St.
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 <https://co.fairfield.oh.us/rpc/>

From: [Zoning Inspector](#)
To: [Eastham, Nicholas P](#); [Noland, Mitch A](#); [May, Kristopher Todd](#); [Valentine, Jennifer M](#); [Lucht, Chad M](#); [Vogel, Tony J](#); [Anders, Joshua T \(Josh\)](#)
Cc: [hollym](#)
Subject: [E] RE: [EXTERNAL]Variance Application
Date: Thursday, July 23, 2026 5:01:34 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Another important item is there is Sewer running to this Split too. (Licking Waster Water)

Mike Berry
Walnut Township Zoning Administrator/Inspector

From: Zoning Inspector
Sent: Wednesday, July 22, 2026 9:29 PM
To: 'Eastham, Nicholas P' <nicholas.eastham@fairfieldcountyohio.gov>; Noland, Mitch A <mitch.noland@fairfieldcountyohio.gov>; May, Kristopher Todd <todd.may@fairfieldcountyohio.gov>; Valentine, Jennifer M <jennifer.valentine@fairfieldcountyohio.gov>; Lucht, Chad M <chad.lucht@fairfieldswcd.org>; Vogel, Tony J <tony.vogel@fairfieldcountyohio.gov>; Anders, Joshua T (Josh) <josh.anders@fairfieldcountyohio.gov>
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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/>

TO: Township Trustees

FROM: Holly Mattei, AICP, Interim Director

SUBJECT: Amendments to the Fairfield County Subdivision Regulations
Section 1.4.1; Sections 2.7.1(B) and (C), + Section 12 (Definition of Frontage)

DATE: July 10, 2026

The Fairfield County Regional Planning Commission (“RPC”) will informally introduce proposed revisions to the Fairfield County Subdivision Regulations at its August 4, 2026 meeting at 6 p.m. These proposed changes, which are attached to this memo, would amend the process for driveway access review for lot splits and clarify the definition of the term “frontage”. There will be no action taken on this item by the RPC at the August RPC meeting.

The RPC will hold a public hearing regarding the proposed revisions on **September 1, 2026 at 6:00 p.m.** at the Fairfield County Record’s Center, 138 W. Chestnut Street, Lancaster, OH. If adopted, the proposed revisions will be forwarded to the County Commissioners for a public hearing on **September 15, 2026 at 9:00 a.m.** in the Commissioners’ Hearing Room, 210 E. Main Street, 3rd Floor, Lancaster, Ohio.

Please contact the RPC office at 740-652-7110 if you have any questions.

A subdivision is the improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening, or extension of any street or streets, except private streets serving industrial structures; the division or allocation of land as open spaces for common use by owners, occupants, or lease holders or as easements for the extension and maintenance of public sewer, potable water, stormwater and drainage, electricity, telephone, telecommunications or other public facilities. (Reference ORC 711.001(B) (2))

Provided the state law should be changed which would affect the definition of "Subdivision" said change shall be made a part of these Regulations the same as if adopted by the Fairfield County Regional Planning Commission and the Fairfield County Commission. Said change shall become effective on the date the revised state law becomes effective.

A lease of a portion of a tract of land or lot for a period of more than five (5) years is considered a subdivision for the purpose of these Regulations. Said lease may be exempt from these Regulations if the Commission determines the intent is not to violate said Regulations even though it may not comply with said Regulations. (Reference ORC 711.15)

1.4 DIVISIONS OF LAND WHICH DO NOT CONSTITUTE A MINOR SUBDIVISION.

1.4.1 EXEMPT LOT SPLITS

Any subdivision of land in which all lots or parcels resulting therefrom that contain 5.01 acres or more and do not involve any new street or easement of access are exempt from subdivision regulations under ORC 711.001 (B)(1)(a) and do not constitute a minor subdivision, provided no lots containing less than 5.01 acres are created prior to the parcels being shown on the next proceeding tax roll. (It is emphasized that lots or parcels resulting therefrom that contain 5.01 acres or more and involve any new street or easement of access are subject to these Regulations and shall be considered "major subdivision".) An exempt lot split must, however, comply with the following:

A metes and bounds description of parcels containing 5.01 acres or more and an approved form of conveyance meeting the requirements for property transfer by the Fairfield County Auditor's and Engineer's Offices shall be required for RPC processing. The metes and bounds description must be accompanied by a survey and legal description certified by a professional surveyor licensed in the State of Ohio. The survey must meet the Minimum Standards for Boundary Surveys, Administrative Code 4733-37 and must be approved by the County Engineer or designee.

Parcels containing 5.01 acres or more shall meet the frontage requirements of the zoning resolution affecting said parcels, however, in no case shall said parcel have less than 60 ft. of frontage.

The County Engineer or designee shall review all parcels containing 5.01 acres or more that are proposed on a county or township road ~~or within 750 feet of any intersection.~~ The Ohio Department of Transportation shall review and approve parcels containing 5.01 acres or more that are proposed on a State Highway System. ~~Townships may request by resolution that parcels containing 5.01 acres or more proposed on township roads be~~

~~submitted to the township for access review/approval.~~ These reviews will be conducted to promote health, safety, and welfare by ensuring adequate access and sight distance are available.

Tracts containing 5.01 acres or more will not be approved as residential building sites but will be processed to determine whether or not they are exempt from the Fairfield County Subdivision Regulations, to insure that a proper survey and description are presented, and to ensure that adequate access and sight distance are available. To be exempt from the regulations, a tract must have a minimum of 5.01 acres and have frontage on a public road or frontage on an easement of record, which was recorded prior to January 1, 1974. When such tracts meet the above requirements and comply with minimum frontage requirements of the respective zoning resolution, they shall be stamped as exempt from the Fairfield County Subdivision Regulations.

Parcels containing 5.01 acres or more shall be subject to the processing fee set forth in Section 14.11.1 of Appendix B.

Any rejection by the staff of the applicant's contentions is subject to appeal to the Subdivision Regulations Committee. Appeals shall be fully documented by the applicant and shall be submitted in writing within 30 days of the staff's written decision. The filing fee set forth in Section 14.6 of the Appendix B shall be required on any appeal. This fee is not in lieu of any normal processing or filing fees, which may be required. Any decision of the Subdivision Regulations Committee may be appealed to the Regional Planning Commission without an additional fee, provided the appeal is submitted in writing within 30 days of the Subdivision Regulations Committee decision.

In determining whether or not a tract containing 5.01 acres or more is fronting on an existing public street or easement, only officially recorded documents shall be utilized. If the documents involved were not recorded on or before December 31, 1973, they shall not be considered valid except for plats with recorded public streets.

When a tract of 5.01 acres or more is transferred from an original ownership of less than 10.02 acres it is not an exempt split, because a nonexempt tract of less than 5.01 acres will be created, which shall be processed according to Title II of these Regulations.

1.4.2 EXEMPT TIED LOT SPLITS

The sale or exchange of parcels of land between adjoining property owners, whereby the original parcel is not reduced below the requirements of this or any other regulations, and in the opinion of the Regional Planning Commission a new building site is not created, shall be exempt from these Regulations. However, a metes and bounds description of the exempt tied split and an approved form of conveyance meeting the requirements for property transfer by the Fairfield County Auditor's and Engineer's Offices will be required for RPC processing. The metes and bounds description must be accompanied by a survey and legal description certified by a Professional Surveyor licensed in the State of Ohio. The survey must meet the Minimum Standards for Boundary Surveys, Administrative Code 4733-37 and must be approved by the County Engineer or designee.

The sale or exchange of parcels of land to an adjoining property owner whereby such parcel or tracts of land does not meet subdivision requirements or other applicable regulations, and which, in the opinion of the Regional Planning Commission, creates a

2.4 MINIMUM LOT SIZE.

The minimum lot size of any minor subdivision shall be thirty thousand (30,000) square feet or as required by township zoning and/or the Fairfield County Health Department, whichever is greater.

2.5 MINIMUM DEPTH OF FRONTAGE.

The required lot frontage for any parcel subject to minor subdivision regulations shall be maintained for a minimum depth of at least 60 feet from the right-of-way line.

2.6 MINIMUM WIDTH

The minimum width of any parcel subject to minor subdivision requirements shall not be less than 60 feet from the right-of-way line to the midpoint of the overall lot depth.

2.7 SUBMISSION AND REVIEW REQUIREMENTS FOR MINOR SUBDIVISIONS**2.7.1 REVIEW AGENCY APPROVAL.**

Approval from the following review agencies may be required as indicated below in order to promote the public health, safety, and welfare when subdividing land through the minor subdivision process. These agencies may have additional requirements, in addition to these Regulations, if the agency determines such requirements are necessary to promote public health, safety, and welfare.

- A. The County Sanitary Engineer or designee shall review all proposed minor subdivisions to determine whether public water and/or sewer serve or will serve the proposed lot(s).
- B. The Fairfield County Health Department shall review/approve approval all minor subdivisions where existing public water and/or sewer services are not provided to determine that the proposed lot(s) are adequate for on-site water and/or sewer system(s).
- C. The County Engineer or designee shall review/approve all minor subdivisions proposed on a county or township road ~~or within 750 feet of any intersection.~~ The Ohio Department of Transportation shall review and approve all minor subdivisions proposed along a State Highway System. ~~Townships may request by resolution that minor subdivisions proposed along township roads be submitted to the township for access review/approve prior to Regional Planning approval.~~
- D. The official approval of the township relative to compliance with zoning regulations shall be necessary where the minimum zoning requirements are in doubt.

2.7.2 ITEMS REQUIRED FOR SUBMISSION TO REGIONAL PLANNING

- A. All corners of the proposed lot(s) must be temporarily staked prior to submitting an application to Regional Planning so that the required review agencies can easily identify the location of the proposed lot(s).
- B. A completed application for a minor subdivision must be submitted to the Regional Planning Commission. An application is considered complete when it includes all approvals required in 2.7.1 and contains the following:

DEVELOPMENT

Any man-made change to improve or unimproved real estate, including, but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.

DEVELOPMENT AREA

An area owned by an individual, firm, or association being developed as a single phase or multiple phases (units) and used or being developed or redeveloped, for non-farm commercial, industrial, residential or other non-farm purposes upon which earth disturbing/land disturbance activities are planned or underway.

EARTH DISTURBANCE

Any grading, pushing, piling, throwing, unloading, or placing of fill material, composed of earth, soil, rock, sand, gravel, or demolition material.

EASEMENT

A grant by the owner of land for a specific use such as public utilities.

ENGINEER

An individual authorized to practice civil engineering as defined by Occupations-Professions of the State of Ohio, due to his or her registration in said state.

EROSION

- A. The wearing away of the land surface caused by running water, wind, ice or other geological agents, including such processes as gravitational creep.
- B. Detachment and movement of soil or rock fragments by wind, water, ice or gravity.

EXEMPTED

"Exempted" as utilized in Section 1.4.1 and 1.4.2 of these regulations shall mean that the parcel or tract being created does not constitute a minor subdivision as referenced in Section 2.1 of these regulations. However, said division of property shall be subject to normal processing by the Regional Planning Commission. Furthermore, the division of property must comply with all zoning requirements.

FINISHED GRADE

The grade or elevation of the ground surface conforming to the site grading plan.

FRONTAGE

~~Frontage shall mean the minimum frontage required by the appropriate zoning or subdivision regulations, whichever is greater, but in no case shall it be less than sixty (60) feet.~~ Frontage further means the portion of a lot or tract of land which directly abuts a public road, as measured in accordance with Section 2.3, and has access thereto (see Section 2.3).

GRADING

The stripping, cutting, filling, stockpiling, or any combination thereof of earth disturbing activities, including land in its cut or filled conditions.

Fairfield County Building Department Monthly Report - August 2026

Final Approved	Address	City/Village	Township	Cost Estimate	Date Received
Mas Vida - COO	3430 N Bank Road NE	Millersport	Walnut	0.00	05/27/26
New Applications	Address	City/Village	Township	Cost Estimate	Date Received
Millersport Data Center - ESI Vantage Trailer	0 Blacklick-Eastern Rd NE	Millersport	Walnut	None Listed	08/04/26
Short Term Rental - COO	820 Pump Station Rd	Sugar Grove	Berne	0.00	08/07/26
Millersport School Fire Alarm	11850 Lancaster St.	Millersport	Walnut	116,900.00	08/07/26
Buckeye North Cell Tower	12988 Shell Beach Rd NE	Thornville	Walnut	250000	08/19/26
Millersport Data Center - Sauer Group Trailers	2050 Refugee Street	Millersport	Walnut	70,000.00	08/20/26

BILLS
REGIONAL PLANNING COMMISSION
September 1, 2026

530000	CONTRACTUAL SERVICES	
	Crossroads Community	\$12,000.00
	TOTAL	\$12,000.00