

## **MINUTES**

**August 6, 2024**

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, Ron Baker, Alan Bruny, Amie Cohen, Dave DeLong, Pam DeLong, Bob Deter, Joe Ebel, Gail Ellinger, Jennifer Henery, Charles Hockman, Anthony Iachini, Rich Hogle, Kent Huston, Jarrod Mahaffey, Darrin Monhollen, Carol Moore, Mitch Noland, Dan Singer, Bill Skibba, Bob Slater, Carly Sparrow and Andy Wright.

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

### **ITEM 1. MINUTES**

The minutes of the July 2, 2024, Fairfield County Regional Planning Commission meeting, were presented for approval. Dan Singer made a motion for approval of the minutes. Jarrod Mahaffey seconded the motion. Motion passed.

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

Jennifer Morgan welcomed everyone to the meeting. She introduced the new Regional Planning Planner Nicholas Eastham.

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

Josh Hillberry presented the following report:

#### **ITEM 3a. WINDING CREEK – PLAT EXTENSION**

**OWNER/DEVELOPER:** Bambauer Deter Enterprise, LLC/Bob Deter

**ENGINEER/SURVEYOR:** EMH&T

**LOCATION AND DESCRIPTION:** The proposed development is located along the west side of Milnor Road in Violet Township. This site will contain 27.550 acres and is zoned PD – Planned Residential District within Violet Township zoning. Access is proposed from Milnor Road. Water and sanitary sewers will be provided by Fairfield County Utilities.

A preliminary plan for Winding Creek (269 lots) was approved by the Regional Planning Commission in January 1996. The Regional Planning Commission conditionally approved the

Winding Creek Sec. 5, Pts 1 and 2 Final Plats on November 4, 2003. Section 5, Pt 1 Final Plat has been recorded.

The Final Plat approval for Section 5, Pt 2 plat has been extended by the Commission to August 16, 2024. The developer is requesting a 180-day extension, until February 12, 2025.

**SUBDIVISION REGULATIONS COMMITTEE COMMENTS:**

The Subdivision Regulations Committee recommend approval of the final plat extension request subject to the requirements of:

- a. Technical Review Committee
- b. Fairfield County Engineers' Office
- c. Fairfield County Utilities
- d. Fairfield Soil and Water Conservation District
- e. Fairfield County Health Department
- f. Violet Township Zoning
- g. Hunter's Run Conservancy

A motion was made by Kent Huston to approve the Subdivision Regulations Committee recommendation. Josh Anders seconded the motion. Jarrod Mahaffey amended the motion to remove the Hunter's Run Conservancy District from the recommendation. Josh Anders seconded the motion. The amended motion passed with Darrin Monhollen abstaining. After discussion, the motion passed with Darrin Monhollen abstaining.

**ITEM 3b. THE RESERVE AT FARMS CREEK – PRELIMINARY PLAN**

**OWNER/DEVELOPER:** Edward and Michelle Sommer/Stone Haven (Alan Bruny)

**ENGINEER/SURVEYOR:** Sands Decker

**LOCATION AND DESCRIPTION:** The proposed development is located along the south side of Carroll-Southern Road in Greenfield Township. This site will contain 23.9 acres and is zoned R1 Rural Residential within Greenfield Township zoning. Access is proposed from Carroll-Southern Road. Water and sanitary sewers will be provided by on-lot systems.

**SUBDIVISION REGULATIONS COMMITTEE COMMENTS:**

1. The Subdivision Regulations Committee recommend approval of the preliminary plan and variance subject to the requirements of:
  - a. Technical Review Committee
  - b. Fairfield County Engineers' Office
  - c. Fairfield County Utilities

- d. Fairfield Soil and Water Conservation District
  - e. Fairfield County Health Department
  - f. Greenfield Township Zoning
2. That the applicant establishes a drainage maintenance district.
  3. That the applicant provides a preliminary plan revised preliminary plan per the RPC's conditions of approval prior to submitting a final plat and/or construction drawings.
  4. As motioned in the July 29th Subdivision Regulations Review Committee meeting, the applicant shall apply for a Variance to Section 4.10.2(D) of the Fairfield County Subdivision Regulations, relating to the number of lots allowed on a Cul-de-Sac.

A motion was made by Darrin Monhollen to approve the Subdivision Regulations Committee recommendation. Carly Sparrow seconded the motion. Dave DeLong said he lives next to the proposed project and has several concerns regarding water drainage, wells, and the leach fields. Mitch Noland discussed the drainage concerns and offered to meet with Mr. DeLong after the meeting to discuss his concerns further. The motion passed with Gail Ellinger voting no.

**ITEM 3c. MONOMOY CRE – FINAL PLAT**

**OWNER/DEVELOPER:** Monomoy CRE (Andrew Wright)/Fairfield Commercial Properties

**ENGINEER/SURVEYOR:** Kimely-Horn and Associates, INC./North Coast Geomatics

**LOCATION AND DESCRIPTION:** The proposed development is located along the South side of Carroll-Southern Road in Greenfield Township. This site will contain 49.69 acres and is zoned B-1 Business District within Greenfield Township zoning. Access is proposed from Carroll-Southern Road. Water and sanitary sewers will be provided by on-site services.

The applicant has proposed on-site water and sanitary sewer services; which would require Health Department or State EPA approval. The property is within the Village of Carroll service area, and if the Village declined providing services then the County could potentially service the property.

**SUBDIVISION REGULATIONS COMMITTEE COMMENTS:**

1. The Subdivision Regulations Committee recommend approval of the final plat subject to the requirements of:
  - a. Technical Review Committee
  - b. Fairfield County Engineers' Office
  - c. Fairfield County Utilities
  - d. Fairfield Soil and Water Conservation District
  - e. Fairfield County Health Department
  - f. Greenfield Township Zoning

g. Hunter's Run Conservancy

2. That the applicant executes the county's standard development agreement and submits any required inspection fees, recreation fees and construction assurance.

A motion was made by Mitch Noland to approve the Subdivision Regulations Committee recommendation. Kent Huston seconded the motion. The board discussed the on-site water and sanitary sewer services. Bob Slater asked about the no access strip and Mitch Noland said it was to limit the access in this area. After discussion, the motion passed.

**ITEM 3d. SYCAMORE PLAZA II – REPLAT**

**OWNER/DEVELOPER:** H&G LLC.

**ENGINEER/SURVEYOR:** EMH&T

**LOCATION AND DESCRIPTION:** The proposed development is located along the south side of Refugee Road in Violet Township. This site will contain 9.629 acres and is zoned C-2 Limited Commercial within Violet Township zoning. Access is proposed from Refugee Road.

**SUBDIVISION REGULATIONS COMMITTEE COMMENTS:**

1. The Subdivision Regulations Committee recommends approval of the replat subject to the following requirements:
  - a. The Fairfield County Engineer's office verifies that the required traffic study has been submitted and is acceptable prior to the August 6, 2024 meeting.
  - b. That the applicant complies with the requirements of all of the following agencies:
    - i. Technical Review Committee
    - ii. Fairfield County Engineers' Office
    - iii. Fairfield County Utilities
    - iv. Fairfield Soil and Water Conservation District
    - v. Fairfield County Health Department
    - vi. Violet Township Zoning

A motion was made by Mitch Noland to approve the Subdivision Regulations Committee recommendation. Josh Anders seconded the motion. The board discussed the traffic study that was submitted. After discussion, the motion passed with Darrin Monhollen abstaining.

**ITEM 4. ZONING TEXT AMENDMENT**

Holly Mattei presented the following reports:

**ITEM 4a. APPLICANT:** Greenfield Township

**PROPOSED TEXT**

**Tiny Home Definition**

A Tiny Home (also referred to as a Tiny House) is a living space permanently constructed on a frame or chassis, designed for use as permanent living quarters. A Tiny Home does not include trailers, semi trailers, camp trailer, recreational vehicles, mobile homes or manufactured homes.

A Tiny Home is required to have the following specifications:

1. At least 250 (two hundred fifty) square feet and does not exceed 500 (five hundred) square feet (footprint)
2. Connected to a permanent foundation
3. Connected to fully functioning utilities
4. Contain a fully functioning kitchen with ceiling height at least 6 feet 6 inches
5. Contain a fully functioning bathroom with ceiling height at least 6 feet 6 inches
6. Contain at least 1 bedroom with at least 6 feet in depth
7. Contain at least one window that meets requirements as emergency egress
8. Has at least 2 parking spaces
9. Certified by United States Department of Housing and Urban Development (HUD)
10. Complies with American National Standards Institute (ANSI) - Standart 119.5 and or National Fire Protection Association (NFPA) Standard 1192 on construction, plumbing, propane, fire, health and life safety.
11. Does not exceed dimensions permitted for operation on a public roadway.

**ANALYSIS**

1. The definition does not explain whether tiny homes are an accessory unit, primary land use, or both.
2. This amendment does not list any districts where tiny homes are a permitted or conditional use. For instance, could a tiny home be permitted on a lot with a single-family house as an accessory use? Or does it have to be a primary use on its own lot that follows the standard, single-family house requirements for that district?
3. The specifications list several requirements for tiny homes, but does not include the following common standards for land uses:
  - a. Minimum side and rear yard setbacks.
  - b. Minimum and/or maximum height.
4. Regarding point three, the term “fully functioning utilities,” is not clearly defined. RPC staff believes that instead of this term, the code should state that a tiny home should have access to central water and sewer or have an approved on-site well and septic system from the Health Department to clarify the meaning of “fully functioning utilities.”
5. Regarding point nine, RPC staff does not believe that HUD certifies tiny homes as defined. HUD does certify manufactured homes with 400 square feet of area or

more.

6. There is a spelling mistake in point ten: “standart” instead of standard.
7. Overall: The numbers are inconsistently spelled out in the amendment. For example, if the format is to spell out numbers less than 100, then all numbers less than a hundred that are not spelled out should be spelled out, and numbers above 100 should not be spelled out.

### **STAFF RECOMMENDATION**

Staff recommends for applicant to modify and answer certain questions before approval:

1. To clarify whether the tiny homes’ use is an accessory unit and/or a primary use.
2. To list all the districts where tiny homes are either a permitted or conditional use, whether as an accessory unit or primary use.
3. To list the following requirements for tiny homes. The Township could either use the same or similar standards as for the single-family housing in the code or take inspiration from other communities’ tiny home standards. Appendix A provides a list of examples.
  - a. Minimum side and rear yard setbacks.
  - b. Minimum and/or maximum height.
4. To remove the term “fully functional utilities” in point three, replacing it with a requirement that a tiny home should have access to central water and sewer or have an approved on-site well and septic system from the Health Department.
5. To remove point nine. RPC staff does not believe that HUD certifies tiny homes as defined.
6. Overall:
  - a. To revise for consistency in spelling out numbers and to ensure this format conforms with the rest of the zoning code.
  - b. To double check spelling and punctuation.

A motion was made by Gail Ellinger to approve the RPC staff recommendation. Jarrod Mahaffey seconded the motion. Charles Hockman inquired about the definition, constructed on a frame or chassis. After discussion, the motion passed.

### **ITEM 4b. APPLICANT: Liberty Township**

Liberty Township has submitted several proposed changes to its zoning code. The proposed changes affect Sections 9.5(D); 10.2(B); 10.3(D); 10.5(B)(1); 10.9(A); 10.9(B); 10.9(D)-(G); 10.13(C)-(H).

### **STAFF RECOMMENDATION**

Staff recommends modification of the proposed amendment to address the following changes and questions:

- 1) 9.5(D): To define the term limited use. However, if the term means the same as a conditional use, then we recommend changing limited use to conditional use to conform with the rest of the zoning code.
- 2) 10.2(B): To add front setback requirements for each district and to remove the phrase “for a measurement of 100 feet.”
- 3) 10.9(E): To remove the minimum requirements for accessible parking spaces, and instead redirect the reader to the ADA’s website or code for this information.
- 4) 10.9(F)3: To remove the phrase “unless otherwise approved by the zoning commission.”
- 5) 10.13(H): Revise unclear wording to clarify the meaning.
- 6) Overall: Revise for consistency in spelling out numbers and to ensure this format conforms with the rest of the zoning code.

A motion was made by Kent Huston to approve the RPC staff recommendation. Dan Singer seconded the motion. The motion passed with Jarrod Mahaffey abstaining.

**ITEM 5. FAIR HOUSING PRESENTATION**

Holly Mattei gave a presentation on Fair Housing to the board for the CDBG PY2022. A Fair Housing brochure was passed out to all who attended the meeting and additional copies were made available.

**ITEM 6. BUILDING DEPARTMENT APPLICATIONS UNDER REVIEW FOR BUILDING PERMITS**

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>\$11,000.00</u>
		TOTAL	\$11,000.00

A motion was made by Darrin Monhollen to approve the bills for payment. Dan Singer seconded the motion. Motion passed.

**ITEM 8. OTHER BUSINESS**

Holly Mattei thanked everyone for attending the meeting and their continued participation.

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

Minutes Approved By:

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Jennifer Morgan, President

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Kent Huston, Secretary