

**City of Fairfield
Minutes
Regular Meeting of City Council
February 14, 2022**

Council-Manager Briefing

Planning & Zoning Code Update; See-Click-Fix Presentation

Mayor Rhodus called the briefing to order at 6:00 PM. Councilmembers present: Leslie Besl, Dale Paullus, Terry Senger, Tim Meyers, Matt Davidson and Gwen Brill.

Staff members present: Scott Timmer, Greg Kathman, Erin Lynn, Samantha Brandenburg, Tiphannie Mays, Steve Maynard, Steve Wolterman, Lee Rosato, Ben Mann, Jake Burton, Adam Sackenheim, Carol Mayhall and Alisha Wilson.

Planning Manager Erin Lynn presented an update on the Planning & Zoning Code re-write. Neighborhood Development Manager Samantha Brandenburg presented the See-Click-Fix overview and demonstration. See attached slides.

Business Meeting Call to Order

Mayor Rhodus called the meeting to order at 7:00 PM.

Prayer/Pledge of Allegiance

Councilmember Abbott led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Tim Meyers	Councilmember, At-Large	Present	
Matt Davidson	Councilmember, At-Large	Present	
Gwen Brill	Councilmember, At-Large	Present	
Leslie Besl	Councilmember, 1st Ward	Present	
Dale Paullus	Councilmember, 2nd Ward	Present	
Terry Senger	Councilmember, 3rd Ward	Present	
Tim Abbott	Councilmember, 4th Ward	Present	
Mitch Rhodus	Mayor	Present	

Agenda Modifications

None.

Executive Session Requests

Councilmember Abbott, seconded by Councilmember Paullus, moved for Executive Session to discuss negotiations with other political subdivisions regarding economic development assistance and collective bargaining with public employees regarding their compensation and other terms and conditions of their employment. Motion carried 7-0.

Special Presentations and Citizen Comments

a. Oath of Office - Scott Timmer, City Manager

Mayor Rhodus administered the oath of office to City Manager Scott Timmer and welcomed him back to the city.

Public Hearing(s)

None.

Approval of Minutes

The Special Meeting Minutes of January 15, 2022 and Regular Meeting Minutes of January 24, 2022 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Community & Public Relations Committee

Leslie Besl, Chair; Gwen Brill, Vice Chair; Tim Abbott, Member

Development Services Committee

Matt Davidson, Chair; Terry Senger, Vice Chair; Dale Paullus, Member

Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1141.02, the City of Fairfield, Ohio, Zoning Map by approving the concept plan for the 5846 Pleasant Avenue Planned Unit Development.

Recommendation:

It is recommended that City Council have a first reading on this item at the December 13, 2021 meeting and set the joint public hearing date for January 10, 2022.

The second reading of this ordinance was held pending a decision by the application regarding how to proceed.

RESULT:	TABLED [UNANIMOUS]	Next: 2/28/2022 7:00 PM
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott	

Parks, Recreation and Environment Committee

Gwen Brill, Chair; Matt Davidson, Vice Chair; Leslie Besl, Member

Public Safety Committee

Tim Meyers, Chair; Dale Paullus, Vice Chair; Leslie Besl, Member

Public Works Committee

Terry Senger, Chair; Tim Meyers, Vice Chair; Matt Davidson, Member

Resolution declaring necessity of repairing sidewalks (including aprons).

Recommendation:

It is recommended that City Council authorizes and directs the preparation of a Resolution of Necessity for the sidewalk/driveway apron repairs.

Councilmember Senger presented the third reading of this resolution.

RESOLUTION NO. 4-22. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Terry Senger, Councilmember, 3rd Ward
SECONDER:	Tim Abbott, Councilmember, 4th Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Public Utilities Committee

Dale Paullus, Chair; Tim Abbott, Vice Chair; Tim Meyers, Member

Finance & Budget Committee

Tim Abbott, Chair; Gwen Brill, Vice Chair; Terry Senger, Member

NEW BUSINESS

Motion to read all New Business by title only.

Development Services Committee

Matt Davidson, Chair; Terry Senger, Vice Chair; Dale Paullus, Member

Motion to Suspend Second and Third Readings

Councilmember Davidson presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Matt Davidson, Councilmember, At-Large
SECONDER:	Gwen Brill, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Ordinance to authorize the City Manager to enter into an amended contract with West Chester Township and City of Springdale for the West Chester Township JEDD-1 Project.

Recommendation:

It is recommended that Council suspend the second and third readings and pass the Ordinance authorizing the City Manager to execute the Amendment.

ORDINANCE NO. 15-22. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Davidson, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Public Safety Committee

Tim Meyers, Chair; Dale Paullus, Vice Chair; Leslie Besl, Member

Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of Bob Evans Restaurants LLC dba Bob Evans Restaurant 358, 510 Kolb Drive, Fairfield, OH 45014 (Permit Class D1, D2 & D6).

Recommendation:

It is recommended that City Council request, by simple motion, that **no hearing be held** on the liquor permit application in the name of Bob Evans Restaurants LLC dba Bob Evans Restaurant 358, 510 Kolb Drive, Fairfield, OH 45014 (Permit Class D1, D2 & D6).

SIMPLE MOTION NO. 5-22. APPROVED 7-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tim Meyers, Councilmember, At-Large
SECONDER:	Tim Abbott, Councilmember, 4th Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Motion to Suspend Second and Third Readings

Councilmember Meyers presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Meyers, Councilmember, At-Large
SECONDER:	Matt Davidson, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Ordinance to adopt New Sections 301.183, 371.13 and 371.14, Repeal Section 533.07 and amend various other sections of the Traffic and General Offenses Codes of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Recommendation:

It is recommended that Council adopt an ordinance to update the Traffic and General Offenses Codes.

ORDINANCE NO. 16-22. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Meyers, Councilmember, At-Large
SECONDER:	Matt Davidson, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Public Works Committee

Terry Senger, Chair; Tim Meyers, Vice Chair; Matt Davidson, Member

Ordinance to authorize the City Manager to enter into a one (1) year contract with Prus Construction of Cincinnati, Ohio for the 2022 Sidewalk/Apron Replacement Program.

Recommendation:

The staff recommends that City Council authorize the City Manager to enter into a one (1) year contract with Prus Construction of Cincinnati, Ohio for the 2022 Sidewalk/Apron Replacement at the unit prices indicated. The recommendation to exercise the year 2 option is to be determined.

It is further recommended that City Council authorize and direct the preparation of legislation for the appropriation of funding in the amount of \$137,000.00 from the General Fund for the 2022 portion of this project.

Councilmember Senger presented the first reading of this ordinance.

RESULT:	FIRST READING	Next: 2/28/2022 7:00 PM
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Motion to Suspend Second and Third Readings

Councilmember Senger presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Terry Senger, Councilmember, 3rd Ward
SECONDER:	Tim Abbott, Councilmember, 4th Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Ordinance to authorize the City Manager to enter into a three (3) year contract with Davey Tree Expert Company for Landscaping Maintenance.

Recommendation:

It is recommended that City Council direct the legislation authorizing the City Manager to enter into a contract with the Davey Tree Expert Company for a three (3) year term. Funding is requested in the amount of \$69,235.00 from the Capital Improvements Fund for the first year of the contract.

ORDINANCE NO. 17-22. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Terry Senger, Councilmember, 3rd Ward
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Finance & Budget Committee

Tim Abbott, Chair; Gwen Brill, Vice Chair; Terry Senger, Member

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Councilmember, 4th Ward
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Ordinance to amend Ordinance No. 148-21 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2022, and ending December 31, 2022.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 18-22. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Councilmember, 4th Ward
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Councilmember, 4th Ward
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Ordinance to amend Ordinance No. 148-21 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2022, and ending December 31, 2022.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 19-22. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Councilmember, 4th Ward
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger, Abbott

Meeting Schedule

Clerk Wilson read the following meeting schedule:

- A. Monday, February 28th - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM
- B. Monday, March 14th - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM
- C. Monday, March 28th - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

Executive Session of Council (if needed)

Council recessed to Executive Session at 7:25 PM.

14. ADJOURNMENT

The Regular Meeting adjourned at 8:30 PM.

ATTEST:

Clerk of Council

Mayor's Approval

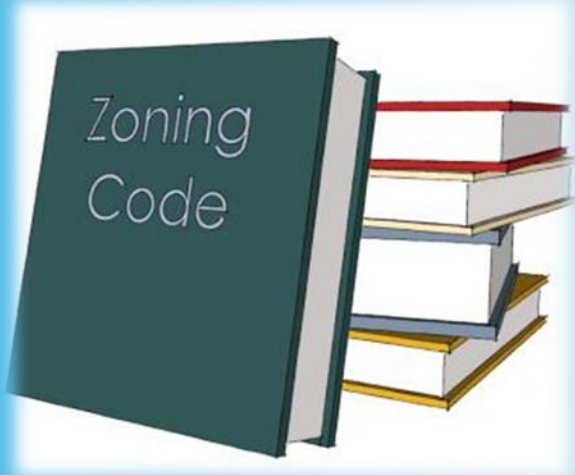
Date Approved_____

Planning and Zoning Code Update

Council-Manager Briefing
February 14, 2022



What is a Planning & Zoning Code?



- Primary tool used to guide development throughout the city
- Set of regulations as to how land can be used
 - Lot coverage & building placement
 - Land use
 - Signage, landscaping and parking requirements
 - Subdivision layout standards
 - Stormwater management
 - Source water protection
 - Cell towers
- NOT: Property Maintenance

Zoning vs. Property Maintenance

Zoning

- What you can or cannot do with your property
- Examples:
 - Size of storage shed
 - Height of building
 - Location of a swimming pool

Property Maintenance

- What your property looks like
- Examples:
 - Litter or debris on front porch
 - Tall grass
 - Dilapidated fence or swimming pool

What is a Comprehensive Plan?



- Adopted in 2019
- A vision for future development of the community
- Collection of goals, policies and strategies to implement the vision
- **Strategy LUZ-1** – conduct a comprehensive overhaul of the city zoning code to implement the future land use plan and other policies of this plan
- Extensive public outreach



Recommendations

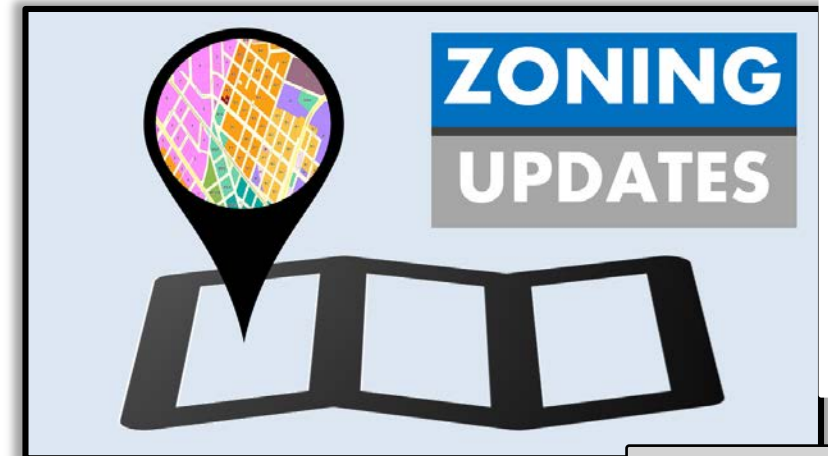


- Enhanced landscaping and buffering standards
- Revise parking regs to prevent excessive parking lots
- Address sign height and sign clutter
- Greater design standards
- Encourage new developments to incorporate public gathering places or pocket parks



Why Update?

- The city's code was adopted in the early 1980's and has undergone piecemeal updates throughout the years.
- Recently adopted Fairfield Forward.
- Difficult to use for city staff, residents, business owners and developers.
- Inconsistent and outdated regulations (need to ensure a legally sound Code)



Update Process

1. Project Initiation
2. Code Diagnosis and Outline
3. Drafting of the Regulations
 - a) Module 1: Zoning Districts and Uses
 - b) Module 2: Development and Design Standards
 - c) Module 3: Subdivision Standards
 - d) Module 4: Administration, General Provisions, Review Procedures, and Definitions
4. Adoption and Final Production

We are her



- Work Sessions with Consultant
- Advisory Committee Meetings
- Board of Zoning Appeals (BZA)
- Planning Commission



Advisory Committee

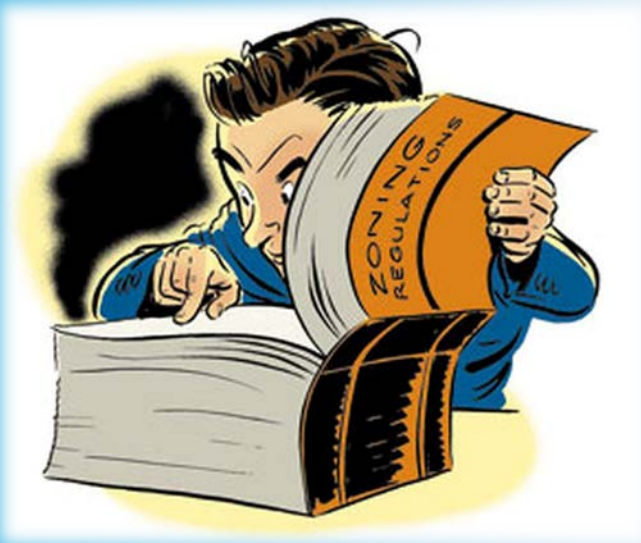


- Matt Davidson – City Council & Planning Commission
- Steve DeSalvo – Design Review Committee
- Don Hassler – Planning Commission
- Scott Lepsky- Planning Commission & BZA
- Missy O’Brien – Planning Commission
- Dale Paullus – City Council
- Kert Radel – Fairfield Chamber
- Tony Rawe – BZA
- Erin Simons – BZA
- Terry White – Fairfield Forward Committee
- Bill Woeste – Resident (former City Council member)
- Steve Wolterman – Law Department
- Staff: Greg Kathman, Nathaniel Kaelin, Erin Lynn, Lee Rosato

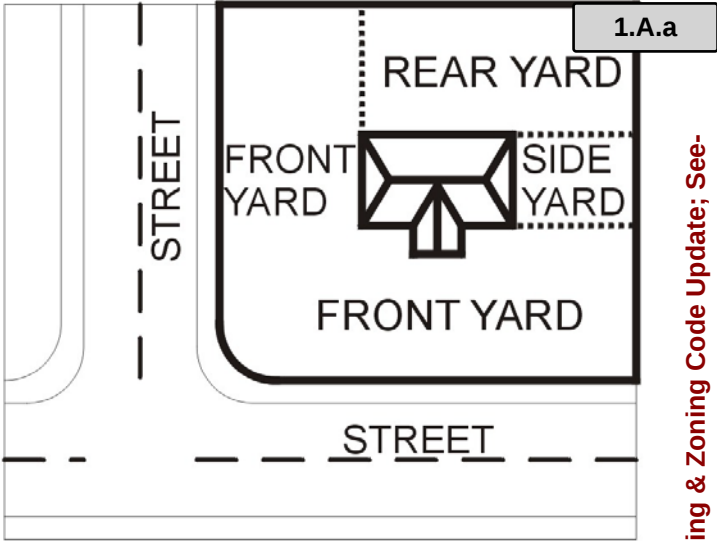
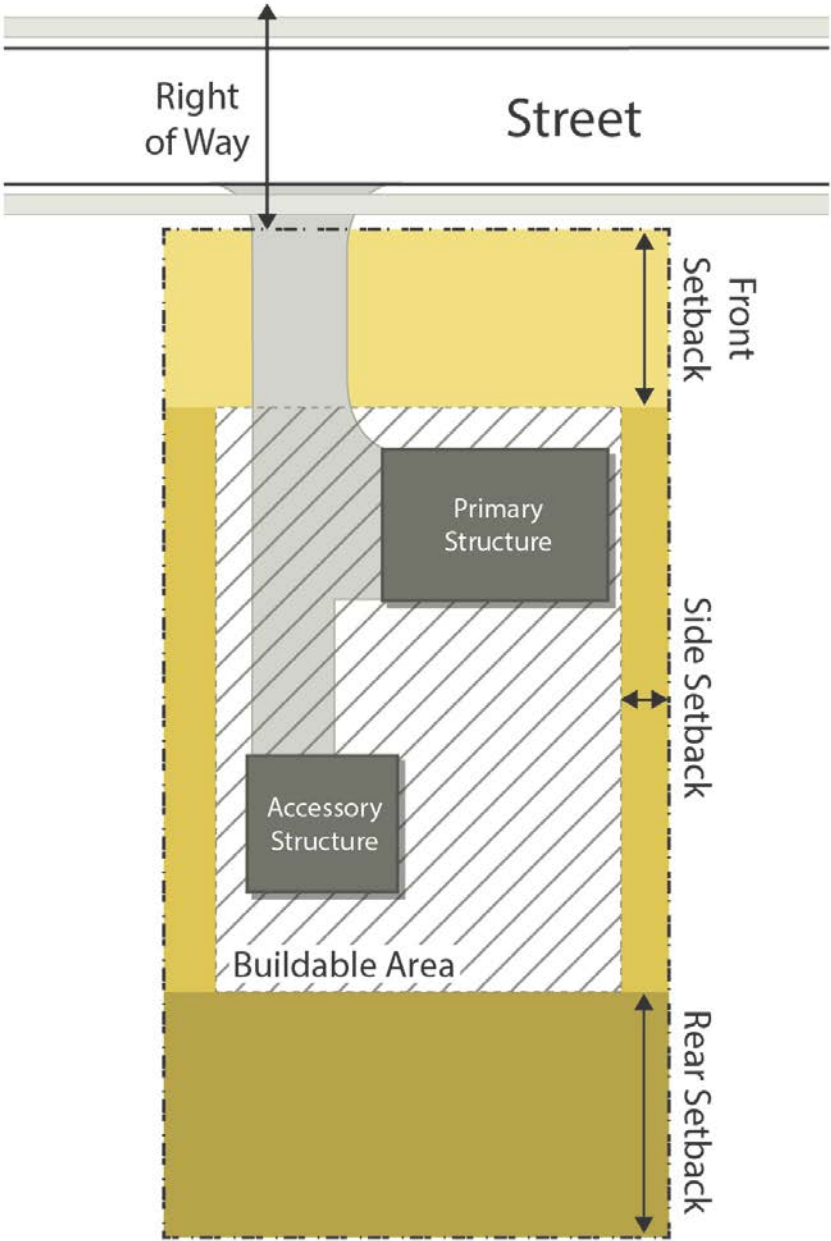
Code Diagnosis & Outline

Detailed documentation of the strengths and weaknesses of the current City of Fairfield Planning and Zoning Code

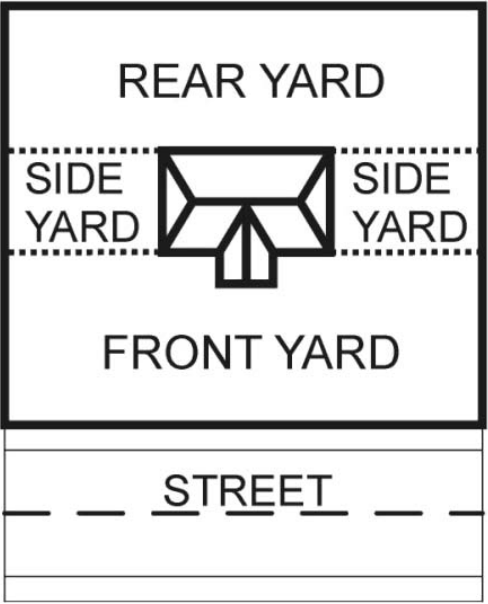
- *Analysis of the Current Regulations*
- *Proposed Code Outline*



Illustrate Key Concepts



CORNER LOT



INTERIOR LOT

Modernize and Improve Development Regulations



Parking Lots

- Right Size (max/min) parking requirements
- Adding landscaping requirements



Signage

- Sign code compliance with “content neutral” laws
- Update standards for signs in the city including type, dimensions, and electronic messages



Next Steps

1. Initiation
2. Code Diagnosis and Outline
3. Drafting of the Regulations
 - a) Module 1: Zoning Districts and Uses
 - b) Module 2: Development and Design Standards
 - c) Module 3: Subdivision Standards
 - d) Module 4: Administration, General Provisions, Review Procedures, and Definitions
4. Adoption and Final Production

We are her



Public Outreach

- Online information and engagement
 - www.fairfieldzoning.com
- Online surveys
- Stakeholder interviews
- Public meetings
- Newsletter articles
- Facebook posts
- City website



QUESTIONS OR COMMENTS

Community Engagement Application for Citizens



FAIRFIELD

February 14, 2022
Council-Manager
Briefing

FAIRFIELD + Citizen Request Tracker

1.A.b

Create an Account - Increase your productivity, customize your experience, and engage in information you care about.

Sign In



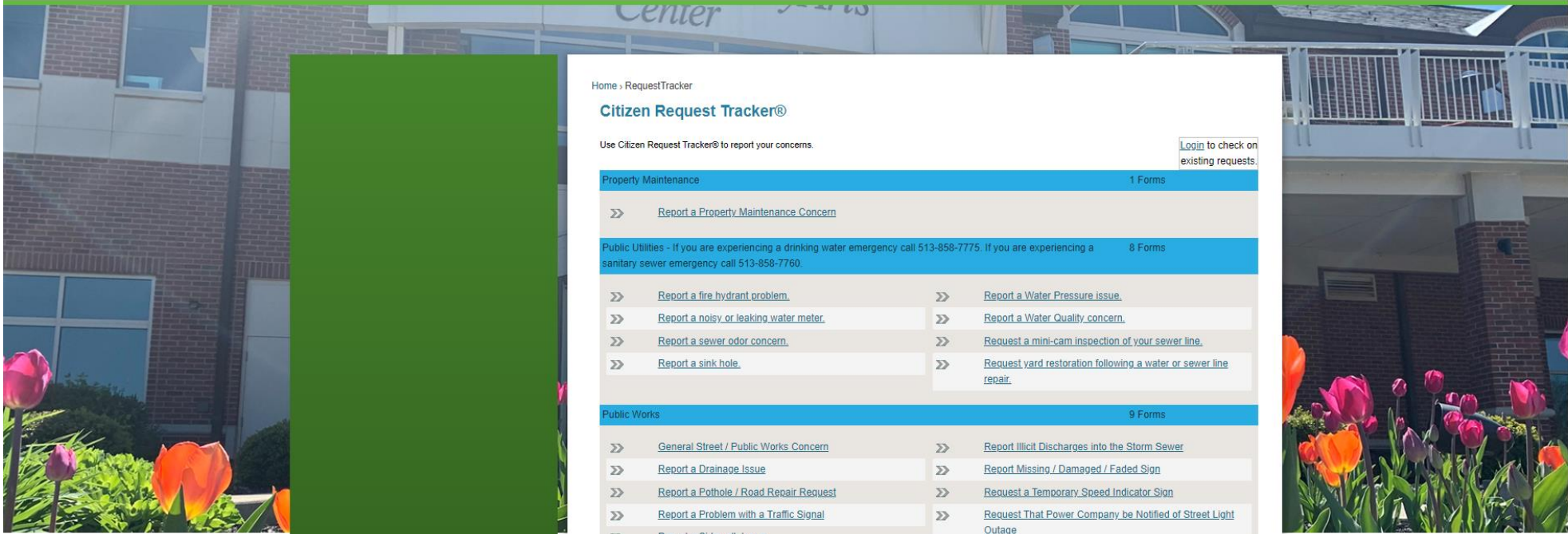
GOVERNMENT

CITY SERVICES

DOING BUSINESS

HOW DO I...

SEARCH...



Home > RequestTracker

Citizen Request Tracker®

Use Citizen Request Tracker® to report your concerns.

[Login](#) to check on existing requests.

Property Maintenance 1 Forms

>> [Report a Property Maintenance Concern](#)

Public Utilities - If you are experiencing a drinking water emergency call 513-858-7775. If you are experiencing a sanitary sewer emergency call 513-858-7760. 8 Forms

>> Report a fire hydrant problem.	>> Report a Water Pressure issue.
>> Report a noisy or leaking water meter.	>> Report a Water Quality concern.
>> Report a sewer odor concern.	>> Request a mini-cam inspection of your sewer line.
>> Report a sink hole.	>> Request yard restoration following a water or sewer line repair.

Public Works 9 Forms

>> General Street / Public Works Concern	>> Report Illicit Discharges into the Storm Sewer
>> Report a Drainage Issue	>> Report Missing / Damaged / Faded Sign
>> Report a Pothole / Road Repair Request	>> Request a Temporary Speed Indicator Sign
>> Report a Problem with a Traffic Signal	>> Request That Power Company be Notified of Street Light Outage
>> Report a Sidewalk Issue	

Select Language



10:48 AM
1/20/2022

Attachment: JanBriefing_SeeClickFix (3106 : Planning & Zoning Code Update; See-Click-

FAIRFIELD + Citizen Request Tracker

1.A.b



Attachment: JanBriefing_SeeClickFix (3106 : Planning & Zoning Code Update; See-Click-

FAIRFIELD + Citizen Request Tracker

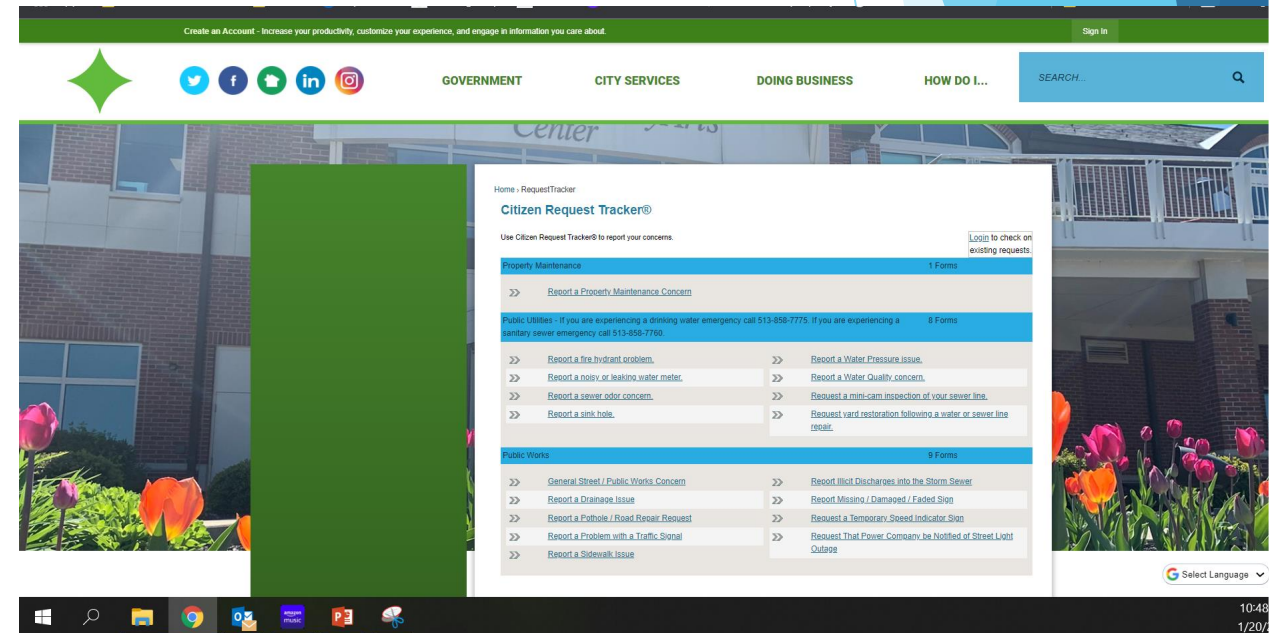
	2017	2018	2019	2020	2021
# requests	72	158	251	314	318

Year	Unique Users
2017	161
2018	767
2019	897
2020	952
2021	1172

FAIRFIELD + Citizen Request Tracker

1.A.b

Category	# request
iPhone	427
Property Maintenance	316
Public Utilities	79
Public Works	291



Attachment: JanBriefing_SeeClickFix (3106 : Planning & Zoning Code Update; See-Click-Fix)

COMING SPRING 2022!

A MOBILE APP TO "GET THINGS FIXED"
WHERE YOU LIVE AND WORK IN
FAIRFIELD!



FAIRFIELD

Attachment: JanBriefing_SeeClickFix (3106 : Planning & Zoning Code Update; See-Click-

Purpose:

1. Replacement for the old app that's sun-setting
2. Simplify communications AND provide timely metrics
3. Give residents a voice and a sense of elevated customer service and transparency between government and residents



FAIRFIELD + SeeClickFix

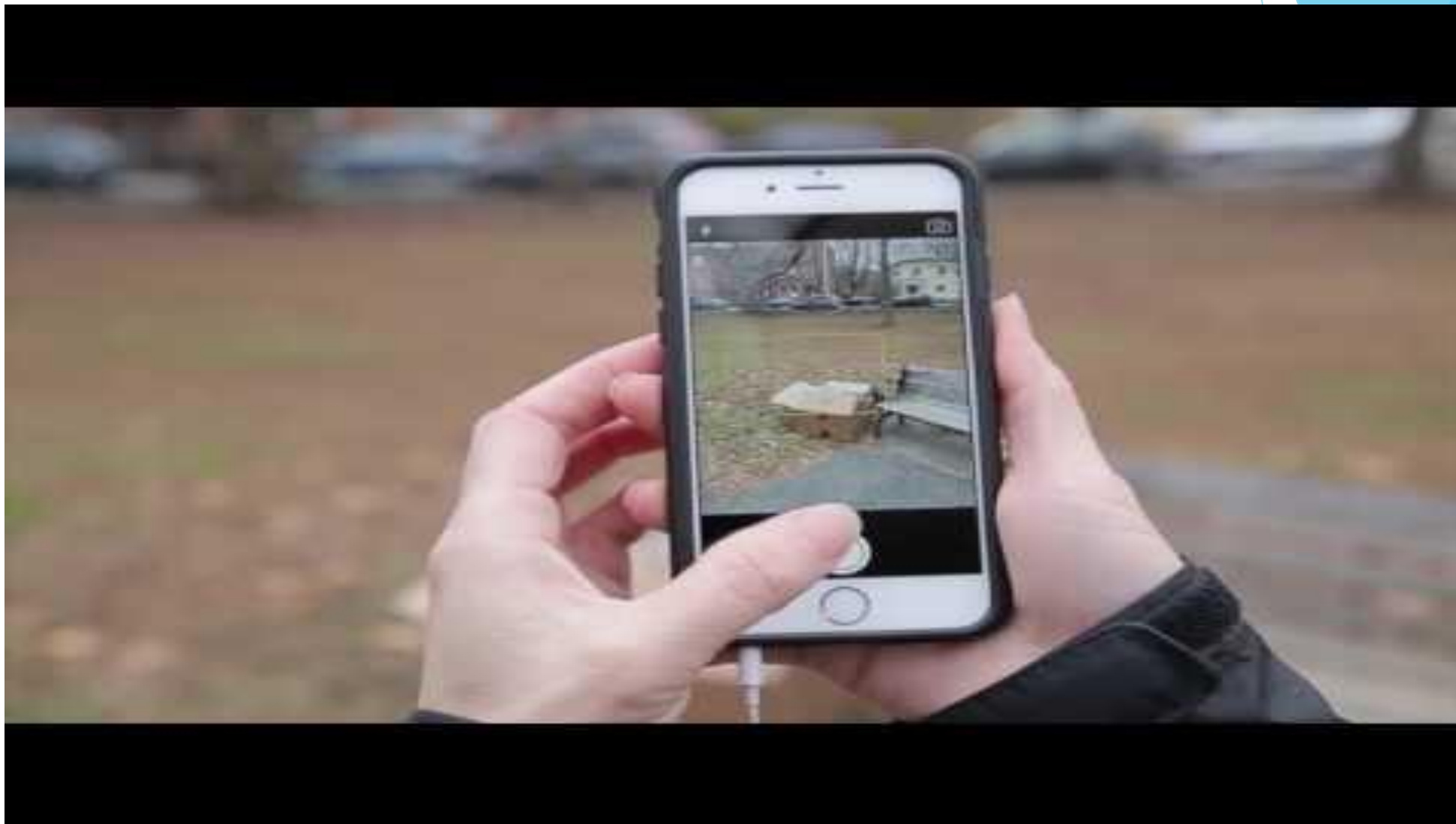
1.A.b



Attachment: JanBriefing_SeeClickFix (3106 : Planning & Zoning Code Update; See-Click-



How to...





Let's Try It....

Google Calendar

My Drive - Google

OpenGov

RequestTracker

Request Search

(1) Facebook

crm-int.seeclickfix.com/#/organizations/915/issues

AppsPartners & Benchm...NEATOpenGovZoning MapALP CodeHome - CanvaAbandoned propertyCoF Time offOther bookmarksReading list

Fairfield, OH (Sandbox)RequestsWork OrdersMapReportsNoticesNEWHelp

Search

Change StatusChange Due DateRecategorizeAssignCommentMark as DuplicatePrint

Saved Searches

Created Date

Due Date

Closed Date

SLA Percentage

Status

1-4 of 4 Results

ID	Status	Details	Work Orders	Created	Due	Media
905445	Open	Grass & Weeds 409 Nilles Rd Fairfield, OH, 45014, USA Assignee: Unassigned test with code enforcement		01/14/2022 9:07 AM		
905253	Open	Abandoned property 950 Deis Dr Fairfield, OH, 45014, USA		01/06/2022 10:07 AM	01/06/2022	

201

1:19 PM

1/14/2022

Attachment: JanBriefing_SeeClickFix (3106 : Planning & Zoning Code Update; See-Click-



Standard Operating Procedures

- Back-ups exist in every department
- 2 business day expectations for initial acknowledgement
- 5 business day expectation for service level agreements (from acknowledge to close); however, due dates can be changed with additional communication.
- All communication with residents will include:
 - Acknowledge that the request has been heard, is being address, or has been addressed
 - The staff member's plan to address/investigate/solve the request (if possible—if not possible, then this section shall include an explanation for why the request can or will not be mitigated)
 - A timeline for the resolution of the request (if applicable)
- Every request will have a minimum of 2 touch points—Acknowledgement and Closed



Metrics

Total Usage Metrics	% Usage Metrics	Satisfaction Metrics
• Monthly Submissions • App downloads • Monthly active users	• % of population • % of resident services on app • % of service requests per department	• Average time to close • Outstanding issues • Survey to follow requests

Map & Duplication

Attachment: JanBriefing_SeeClickFix (3106 : Planning & Zoning Code Update; See-Click-



FAIRFIELD
FYI

Timeline

- Research & Brainstorming
- Admin Training

NOVEMBER

- SOP Finalized
- Council Preview
- Design marketing
- Prototyping

JANUARY

LAUNCH

MARCH

DECEMBER

- Planning & Refining
- Begin SOP

FEBRUARY

- Iteration of Prototype
- Marketing begins

AUGUST &
SEPTEMBER

- Assessment
- Internal review
- Council review