

Mitch Rhodus
Mayor

Tim Meyers
Councilmember, At-Large

Matt Davidson
Councilmember, At-Large

Gwen Brill
Councilmember, At-Large



Leslie Besl
Councilmember, 1st Ward

Dale Paullus
Councilmember, 2nd Ward

Debbie Pennington
Councilmember, 3rd Ward

Adam Kraft
Councilmember, 4th Ward

**City of Fairfield City Council
Regular Meeting Agenda
Monday, October 27, 2025 7:00 PM
5350 Pleasant Avenue, Fairfield, OH 45014**

Guidelines for Citizen Comments: Thank you for your interest and participation in city government. Fairfield City Council's Guidelines for Citizen Comments describe the rules for addressing City Council. The guidelines are posted in the Council Chambers.

ADA Notice: The City of Fairfield is pleased to provide accommodations to disabled individuals or groups and encourage full participation in city government. Should special accommodations be required, please contact the Clerk of Council at 867-5383 at least 48 hours in advance of the meeting.

Council-Manager Briefing

5:30 PM - 2026 Operating Budget

Business Meeting Call to Order

Mayor Mitch Rhodus

Prayer/Pledge of Allegiance

Councilmember Adam Kraft

Roll Call

Agenda Modifications

Executive Session Requests

Special Presentations

None.

Citizen Comments

Council Reports

Public Hearing(s)

None.

Approval of Minutes

1. Regular Meeting Minutes - October 14, 2025

Old Business

1. Development Services - Councilmember Adam Kraft

- a. Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.
- Legislation - Hold Second Reading pending Planning Commission recommendation

New Business - Motion to Read All New Business by Title Only

1. Development Services - Councilmember Adam Kraft

- a. Ordinance to authorize the City Manager to execute a Community Reinvestment Area Agreement and a Community Reinvestment Area School Compensation Agreement, which will provide property tax incentives for Image Solutions Apparel, Inc. to include an expansion to its campus by means of renovating and enlarging an existing building on Port Union Road, and declaring an emergency.
- Legislation - First Reading
 - Motion - Suspend Second and Third Readings
 - Motion - Adoption

2. Public Safety - Councilmember Dale Paullus

- a. Ordinance to adopt the 2025 Emergency Operations Plan for the City of Fairfield.
- Legislation - First Reading
- b. Ordinance to authorize the City Manager to execute the Firehouse Subs Grant Application and Agreement for a portable fire safety education prop and declaring an emergency
- Legislation - First Reading
 - Motion - Suspend Second and Third Readings
 - Motion - Adoption
- c. Ordinance to authorize the City Manager to execute an agreement for indigent legal representation for 2026 in the Fairfield Municipal Court with the Butler County Public Defender Commission/Butler County Board of Commissioners and declaring an emergency.
- Legislation - First Reading
 - Motion - Suspend Second and Third Readings
 - Motion - Adoption

3. Finance & Budget - Councilmember Tim Meyers

- a. Ordinance to amend Ordinance No. 158-24 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, 2025, and ending December 31, 2025.”

- Non-Contractual Appropriations: \$36,000 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

\$36,000 - 2025 Parking Lot Paving Repairs for Community Arts Center (Public Works)

Meeting Schedule

Monday, November 10: Council-Manager Briefing, 5:30 PM; Regular Meeting, 7:00 PM

Monday, November 24: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Monday, December 8: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Executive Session of Council (if Needed)

Adjournment

[MEET_FOOT]

**City of Fairfield Minutes
Regular Meeting of City Council
October 14, 2025**

Council-Manager Briefing

5:30 PM - Public Safety Operations

Mayor Rhodus called the briefing to order at 5:30 PM. Councilmembers present: Leslie Besl, Dale Paullus, Debbie Pennington, Adam Kraft, Tim Meyers, Matt Davidson and Gwen Brill. Staff members present: Scott Timmer, Steve Maynard, Tom Lakamp, Alisha Wilson, Steve Wolterman, Adam Sackenheim, Laurie Murphy, Diana Davenport, Greg Kathman, Amy Mays, Becky Ervin, Greg Valandingham, Randy McCreadie, Steve Conn, Chad Cooper, Ben Mann, Jason Hunold, Tami Moore.

City Manager Timmer, along with Fire Chief Tom Lakamp and Police Chief Steve Maynard, presented an overview of Public Safety Operations. See attached slides.

Business Meeting Call to Order

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

Prayer/Pledge of Allegiance

Councilmember Pennington led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Councilmember, 1st Ward Leslie Besl
Councilmember, 2nd Ward Dale Paullus
Councilmember, 3rd Ward Debbie Pennington
Councilmember, 4th Ward Adam Kraft
Councilmember, At-Large Tim Meyers
Councilmember, At-Large Matt Davidson
Councilmember, At-Large Gwen Brill

Agenda Modifications

None.

Executive Session Requests

None.

Special Presentations

1. 2024 Butler County Elderly Services Program Annual Report - Nan Cahall, Council on Aging of Southwestern Ohio

Shawn Cowan presented the 2024 Annual Report for the Butler County Elderly Services Program and asked Council and voters to support the upcoming levy on the ballot, so the services can continue to be available to elderly residents.

Citizen Comments

Jason Hutson, 4306 Whitmore Lane, addressed Council regarding a field at the bottom of the hill near his home that is not maintained. He stated that he recently lost his dog to a coyote that was hiding in the field that he could not see because the grass was 8 ft tall. He questioned the discrepancy between the code requirements for property maintenance and an administrative agreement that the field only needs to be maintained twice a year. He said he would like to see those agreements made in writing, so residents understand why some properties are permitted to be overgrown. He also stated that the field was not maintained according to the terms of the administrative agreement because it had not been bush hogged in months. Development Services Director Kathman stated that the City would have to increase staffing to enforce the requirement of 8 inches on all the fields in the City limits, so instead, they typically ask the property owner to cut property 8–10 feet from the property line and bush hog 2–3 times per growing season, which he understands was not being done in this situation. Councilmember Paullus stated that if the property is near homes, it should be maintained more frequently. Mr. Hutson stated that the Fire Department had to ask Public Works to come out to maintain the fire hydrant because it was so overgrown. Council expressed their sympathy for the loss of the dog.

Council Reports

Councilmember Brill announced Discard Day on Saturday for residents.

Councilmember Meyers reported that individual income tax collection is up 47% since 2021, along with 27% increase in business income tax collection and withholding up 16%. He commended the Finance Department and Income Tax Division for their hard work.

Councilmember Pennington reminded residents that the comment period for Symmes Road overpass project closes on Friday.

Councilmember Besl reported that shelters 5 & 6 removed for larger shelters at Harbin Park. The tennis courts at Harbin and Good Neighbors parks are scheduled to have surface color put down, improvements to the disc golf course are complete with the exception of signage and Halloween on the Green on October 23 from 6-8 PM, the Village Green movie night is October 24 at 7 PM. Also, a reminder for the Parade of Lights sign-ups on the city's website.

1. Ordinance No. 110-25 "Ordinance to authorize the City Manager to enter into an agreement with American Structurepoint for the River, Groh and Chateau Improvements Project"
Discussion

Councilmember Meyers stated that he asked City Manager Timmer for another look at the ordinance passed on September 8. It was not passed by emergency. He asked if part of the project includes a roundabout on River Road.

Public Works Director Ben Mann and City Engineer Nick Dill presented an overview of the proposed project and how it works with the connectivity plan. The intersection in question has been identified as the point where the two trails, Pleasant Avenue Multi-Use Trail and Great Miami River Trail, will intersect. There is currently an RFD "Rapid Flashing Device," at the pedestrian crossing, which is a warning device and not a regulatory device.

These devices have been used throughout the city. Councilmember Meyers asked about the number of trucks that will use the River/Groh/Chateau roundabout. Mr. Mann stated that they will make sure the trucks can make the turns and use the apron, if necessary. Staff recommended proceeding with the approved legislation. See attached slides.

Dave Butsch, 1834 Park Place, addressed Council regarding his concerns about this project. He stated that he was the Public Works Director for the City for 12 years, with 38 years of Public Works experience. He stated that he feels roundabouts do have a place, but he is concerned about this location. If the main objective to make a safe crossing for future users of the multi-use trail, was a study done to determine whether this was the best location or was it an internal decision? Mr. Mann responded that there was not an official study with the consultant, but they met with the Butler County Engineer's Office to make the decision and that was the County's recommendation. Mr. Butsch asked if any other alternatives were considered. Mr. Mann stated that other options were considered, including a Hawk Signal, which has even less familiarity than a roundabout, and a traffic signal but the intersection has never met the warrants for a traffic signal. Mr. Butsch stated that he feels a Hawk Signal would be a better option. He noted that he sat at the intersection for 65 minutes on October 9, 10:10-11:15 AM, and recorded 32 dump trucks, 2/3 were semi-dump trucks, excluding all City dump trucks, 6 concrete trucks, 3 tanker semi trucks for a total of 41 trucks in that time, which averages out to 1 every 90 seconds. He is concerned about slowing that many trucks down and the noise from braking. He did not observe a single pedestrian, but it was a weekday morning. He noted the cost of approx. \$2.6 million total with right-of-way acquisition. He commented that the number of accidents at that location in the last 3 years was 5 and only 2 were a result of movements in the intersection. He stated that there is a belief that roundabouts are cost-effective, but the electrical cost of intersections has been reduced significantly with new technology. The maintenance of special materials will be much higher than a regular intersection. A roundabout is roughly 20 times the cost of a hawk signal, which he feels is the next step for the intersection. He stated that there is an example in Hamilton near Flubs and shared an article in the Journal News about it in 2021. Mr. Dill explained how a Hawk signal functions. He wants to make sure this is the direction that Council wants to go before spending 1/4 million on engineering just to decide not to proceed with the roundabout. Mr. Butsch also mentioned the North Hamilton Crossing project includes two roundabouts with a multi-use path and a hawk signal that is 500 feet from the roundabout. He asked if roundabouts are the best option to cross at, why are they also spending the money on the Hawk signal? City Manager Timmer responded as someone that grew up in that area, that it has to do with the direction pedestrians are crossing due to the location of the residential areas. Mr. Butsch stated that he does not feel that there were any other options truly considered for this area and that the original council letter in 2019 states that the roundabout would serve as a focal point for the area. He understands the benefit of gateway features, as long as it does not disrupt the flow of traffic, which he feels a roundabout will do. He stated that there are other options that should be considered before spending that much money on something that is not needed.

Public Hearing(s)

1. Joint Public Hearing - Planning & Zoning Code Updates

Mayor Rhodus opened the Joint Public Hearing at 8:06 PM. Clerk Wilson called the Planning Commission roll call. All members present - Commissioner Lepsky, Commissioner Medler, Commissioner O'Brien, Commissioner Hassler, Commissioner Kraft, Commissioner Meyers and Commissioner Robertson. Clerk Wilson read the meeting notice. Planning Manager Erin Lynn presented a brief overview of the recommended changes and stated that the recommendations would be discussed in further detail at the Planning Commission meeting. See attached slides. Commissioner Lepsky presented a few questions to address prior to the Planning Commission meeting - 1) Why are sections that are not being changed still highlighted in red? Is that a typo? Planning Manager Lynn responded that the entire section is highlighted because there are modifications to that section; 2) Regarding construction equipment, he stated he's not sure that four hours is enough time to complete some home maintenance and improvement projects. Planning Manager Lynn stated that this requirement will not pertain to ongoing projects, only to business owners storing equipment at their homes. Councilmember Kraft asked if there is a time limit to a construction project at their home. Development Services Director Kathman stated that if there is an open permit and construction is ongoing, the permit stays open. If construction stops for an extended period of time, the permit can be cancelled. He stated that the zoning inspectors keep an eye on those projects and watch for progress to continue. Mayor Rhodus closed the hearing at 8:28 PM.

Approval of Minutes

1. Regular Meeting Minutes - September 22, 2025

The Regular Meeting Minutes of September 22, 2025 were approved as written and submitted.

Old Business

1. Development Services - Councilmember Adam Kraft

- a. Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Second reading was held pending Planning Commission recommendation.

2. Parks & Recreation - Councilmember Leslie Besl

- a. Ordinance to authorize the City Manager to enter into a lease agreement with Mid Ohio Golf Car, Inc for the lease of golf carts at the Fairfield Greens Golf Courses and declaring an emergency.

Assistant City Manager Adam Sackenheim presented a brief overview of the comparison between electric golf carts and gas golf carts. He recommended proceeding with the legislation as presented, and over the term of that lease, the City will explore the feasibility of electric golf carts in more depth. See attached slides.

Councilmember Leslie Besl, seconded by Matt Davidson, moved to remove from table. Motion Yes 7, No 0, Abstained 0. Councilmember Leslie Besl, seconded by Adam Kraft, moved to adopt. Motion Yes 7, No 0, Abstained 0.

ORDINANCE NO. 122-25. APPROVED 7-0.

3. Public Utilities - Councilmember Matt Davidson

- a. Ordinance to amend subsection 921.04(a), License; Bonding Requirements, subsection 921.05(f), Inspection of Meters, subsection 921.06(a), Special Meters, subsection 921.07(a), Application for Water Service; Fee, subsection 921.08 Water Rates, subsection 921.12(b), Cross-Connection Control; Water Quality Backflow Protection, and subsection 925.08(b)(1) Sewer User Rates of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Councilmember Davidson presented the third reading of this ordinance. Councilmember Matt Davidson, seconded by Gwen Brill, moved to adopt. Motion Yes 7, No 0, Abstained 0.

ORDINANCE NO. 122-25. APPROVED 7-0.

New Business - Motion to Read All New Business by Title Only

Councilmember Besl, seconded by Councilmember Pennington, moved to read all New Business by title only. Motion carried 7-0.

1. Community & Public Relations - Councilmember Gwen Brill

- a. Simple Motion: Motion to approve the December 2025 Meeting Schedule for City Council Meetings to meet only the second Monday of December, with no meeting held on the fourth Monday of the month.

Councilmember Brill, seconded by Councilmember Pennington, moved to approve the December 2025 meeting schedule. Motion carried 7-0.

SIMPLE MOTION NO. 13-25. APPROVED 7-0.

- b. Simple Motion: Motion to re-appoint Ben Mann and Don Hassler to the Butler County Transportation Improvement District effective November 13, 2025 and expiring November 13, 2027.

Councilmember Brill, seconded by Councilmember Pennington, moved to approve the re-appointment of Ben Mann and Don Hassler to the Butler County TID. Motion carried 7-0.

SIMPLE MOTION NO. 14-25. APPROVED 7-0.

- c. Simple Motion: Motion to approve the following 2025 Boards/Commissions Appointments effective October 14, 2025:

John Kinkade - Civil Service Commission, partial term expires 3/31/2026

Councilmember Brill, seconded by Councilmember Davidson, moved to approve the appointment of John Kinkade to the Civil Service Commission. Motion carried 7-0.

SIMPLE MOTION NO. 15-25. APPROVED 7-0.

2. Development Services - Councilmember Adam Kraft

- a. Ordinance affirming the designation of the Community Improvement Corporation of Fairfield as the City's agency for development in the City and authorizing a grant of \$425,000 to be made to the Community Improvement Corporation of Fairfield for public purposes, and declaring an emergency.

The Community Improvement Corporation of Fairfield ("Fairfield CIC") was established in 1967 and reorganized in 2022 to facilitate real estate-related projects within the City. The Fairfield CIC assists the City by prioritizing and executing projects within the Route 4 corridor, the Town Center, and other targeted areas for development.

The Fairfield CIC has requested a grant from the City to allow the organization to complete project implementation. Approval of this ordinance would affirm that the Fairfield CIC can act as a development agency on behalf of the City and provides a grant of \$425,000 from the Transformative Economic Development (TED) Fund.

Councilmember Kraft presented the first reading of this ordinance. Councilmember Adam Kraft, seconded by Dale Paullus, moved to suspend the second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Adam Kraft, seconded by Debbie Pennington, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

ORDINANCE NO. 124-25. APPROVED 7-0.

- b. Ordinance authorizing the City Manager to execute and submit the FY 2026 Community Development Block Grant (CDBG) application and agreement with Butler County, Ohio and declaring an emergency.

A sidewalk is proposed on the east side of Dixie Highway between Michael Lane and Holden Boulevard, including the entire frontage of Jungle Jim's International Market and the GE Credit Union. This area of Dixie Highway contains older commercial businesses that were not required to install sidewalks at the time of development. The purpose of the sidewalk is to provide a safe walking route for pedestrians who live, work or attend school in the area and travel this section of roadway. Once completed, the proposed sidewalk section will complete a missing gap in the sidewalk system. The CBDG is a source of funding to support areas that are designated as Low to Moderate Income (LMI). The proposed sidewalks meet the national objective of benefitting a low to moderate income neighborhood, as was identified as a goal of the Fairfield Connects Plan.

Councilmember Kraft presented the first reading of this ordinance. Councilmember Adam

Kraft, seconded by Leslie Besl, moved to suspend the second and third readings. Motion Yes 7, No 0, Abstained 0. Councilmember Adam Kraft, seconded by Tim Meyers, moved to adopt. Motion Yes 7, No 0, Abstained 0.

ORDINANCE NO. 125-25. APPROVED 7-0.

3. Public Works - Councilmember Debbie Pennington

- a. Ordinance to authorize the City Manager to execute and file the application for financial assistance and enter into an agreement with Ohio Public Works Commission for the Ohio Public Works Commission (OPWC) Issue 1 - Grant Applications for Program Year 40 and declaring an emergency.

It is necessary for City Council to authorize the City Manager to execute multiple grant applications with OPWC for financial assistance for the 2027 Street Improvement Program including asphalt and concrete contracts.

The resurfacing project includes reconstructing portions of curb, curb ramps, casting adjustments for multiple utilities, base failure repairs, milling, overlay, etc. The project will address deficient asphalt and concrete on many streets throughout the City. This project is scheduled to bid in the winter of 2026 and construction will begin in early 2027.

This project is programmed in the current 2025-2029 CIP. If approved, OPWC District 10 would be funding \$1,000,000 of the project. The City share would be over 50% of this project. Asphalt and concrete for street improvements next year will be over \$2 million.

Councilmember Pennington presented the first reading of this ordinance. Councilmember Debbie Pennington, seconded by Dale Paullus, moved to suspend second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Debbie Pennington, seconded by Tim Meyers, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

ORDINANCE NO. 126-25. APPROVED 7-0.

4. Public Safety - Councilmember Dale Paullus

- a. Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of Kyushu 6775 LLC, Kyushu Sushi and Ramen, 6775 Dixie Highway, Unit A, Fairfield, OH 45014 (Permit Class D1 & D2).

Councilmember Paullus, seconded by Councilmember Besl, moved to not request a hearing regarding this liquor permit application. Motion carried 7-0.

SIMPLE MOTION NO. 16-25. APPROVED 7-0.

5. Finance & Budget - Councilmember Tim Meyers

- a. Ordinance to amend Ordinance No. 158-24 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, 2025, and ending December 31, 2025.”
- Contractual Appropriations: \$425,000 total (\$425,000 - CIC grant for project implementation (Development Services))

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Gwen Brill, moved to suspend second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Dale Paullus, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

ORDINANCE NO. 127-25. APPROVED 7-0.

- b. Ordinance to amend Ordinance No. 158-24 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, 2025, and ending December 31, 2025.”
- Non-Contractual Appropriations: \$121,117 total (see below for description)

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Gwen Brill, moved to suspend second and third readings. Motion carried Yes 7, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Dale Paullus, moved to adopt. Motion carried Yes 7, No 0, Abstained 0.

ORDINANCE NO. 128-25. APPROVED 7-0.

\$7,250 - removal of ash trees at South Treace between holes 8 and 9 (Parks & Recreation)

\$19,769 - Wastewater Division - Materials to support the Wastewater Division's Root Control Maintenance Program (Public Utilities)

\$45,000 - Wastewater Division - Digester Cleaning (Public Utilities)

\$2,439 - Appropriation of funding for Donald Sidewalk Project landscaping improvements (Public Works)

\$8,500 - purchase and installation of a two-station wall-hung sink in the children's room at the Community Arts Center (Parks & Recreation)

\$9,259 - new trash receptacles at Fairfield Greens (Parks & Recreation)

\$13,900 - Painting at Community Arts Center (Parks & Recreation)

\$15,000 - Wastewater Division — Modeling and surveying services for the Gray Road Sewer Main Project (Public Utilities)

Meeting Schedule

Monday, October 27: Council-Manager Briefing, 5:30 PM; Regular Meeting, 7:00 PM

Monday, November 10: Council-Manager Briefing, 5:30 PM; Regular Meeting, 7:00 PM

Monday, November 24: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Clerk Wilson read the meeting schedule.

Executive Session of Council (if Needed)

None.

Adjournment

The Regular Meeting adjourned at 8:50 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved:



Public Safety Operations

Steve Maynard, Police Chief

Tom Lakamp, Fire Chief





Presentation Outline

- Welcome & Overview
- Fire Department
 - ✓ Personnel & Labor
 - ✓ Call Volume & Incident Data
 - ✓ Fire Prevention & Community Education
 - ✓ Operational Budget Review
 - ✓ Future Goals
- Dispatch
 - ✓ Police & Fire
 - ✓ Current Projects
- Police Department
 - ✓ Personnel & Labor
 - ✓ Crime & Traffic Statistics
 - ✓ Crime Prevention & Community Engagement
 - ✓ Operational Budget Review
 - ✓ Future Goals
 - 2026 Annual Operating Budget Proposal
- Questions



Fire Department Outline

- Personnel & Labor
 - ✓ Organizational Structure
 - ✓ Staffing Trends & Training Initiatives
- Call Volume & Incident Data
 - ✓ Calls for service
 - ✓ Response Times
- Fire Prevention & Community Education
 - ✓ Activities, public outreach, and educational programs
- Operational Budget Review
 - ✓ 5 Year Lookback



Deputy Fire Chiefs



Deputy Chief
Chad Cooper
Fire & EMS Operations



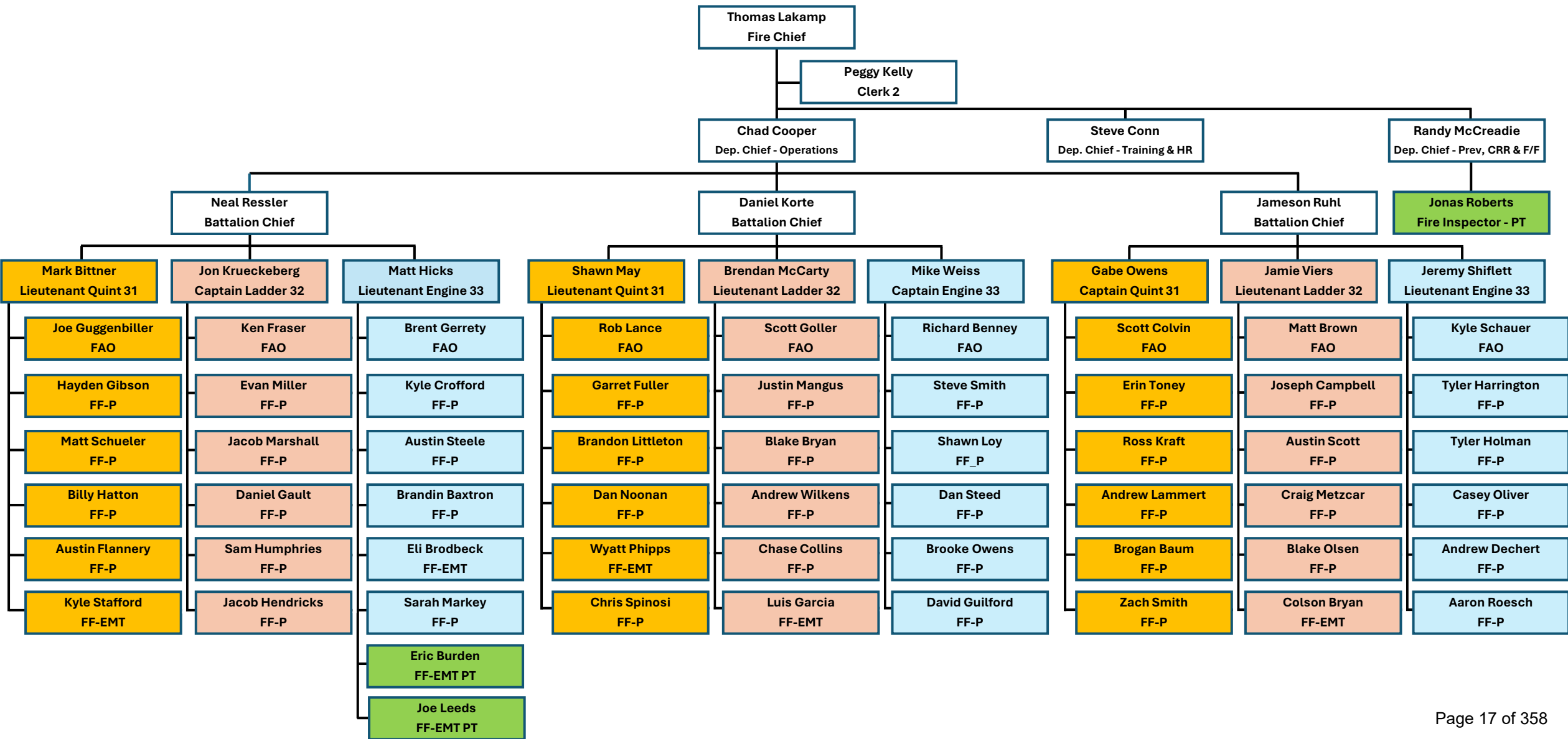
Deputy Chief
Steve Conn
Training/HR/Grants



Deputy Chief
Randy McCreadie
CRR/Fleet/Facilities



Personnel & Labor | Organizational Structure



Fire and EMS Training

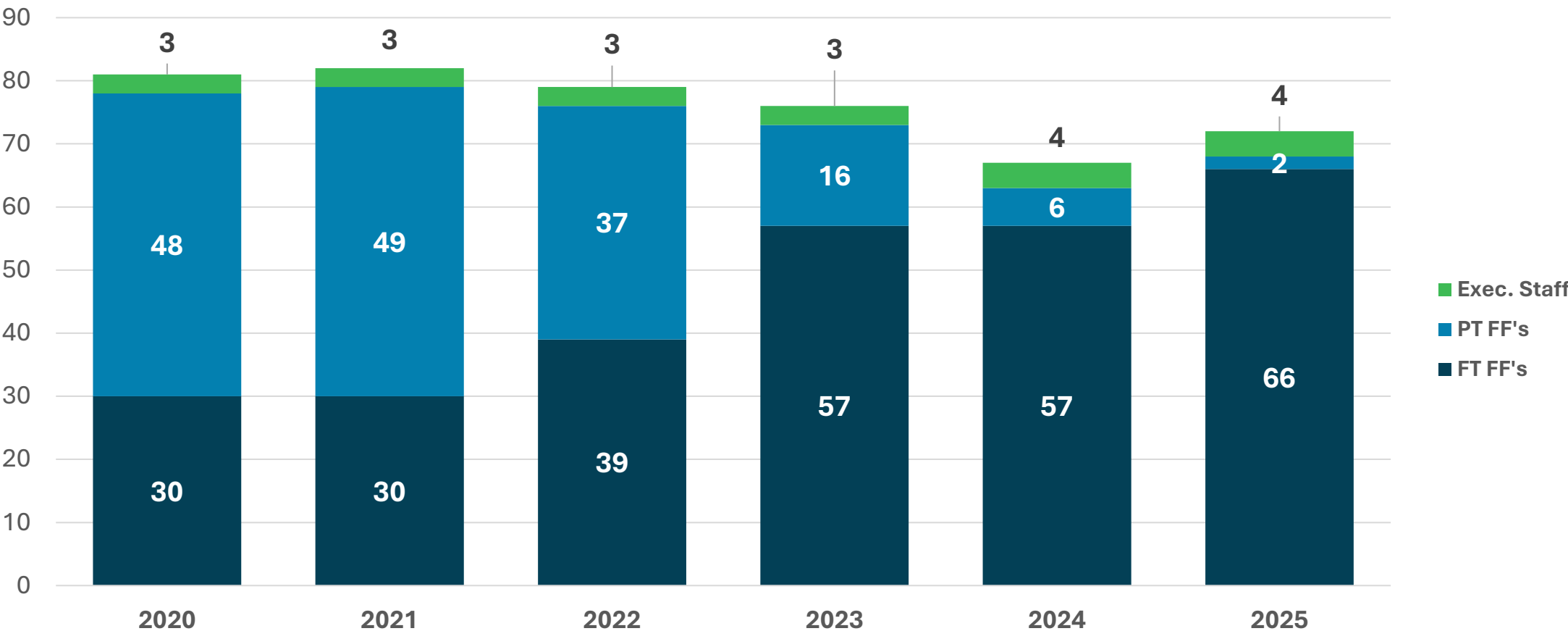
- Learning Management System
 - ✓ YouTube Training Channel
 - ✓ Blue Card Incident Command
- Company Level Training
- Departmental Training
 - ✓ Core Competencies
 - ✓ EMS CE
- Regional/Specialized Training
 - ✓ Butler County WG





Personnel & Labor | Authorized Structure

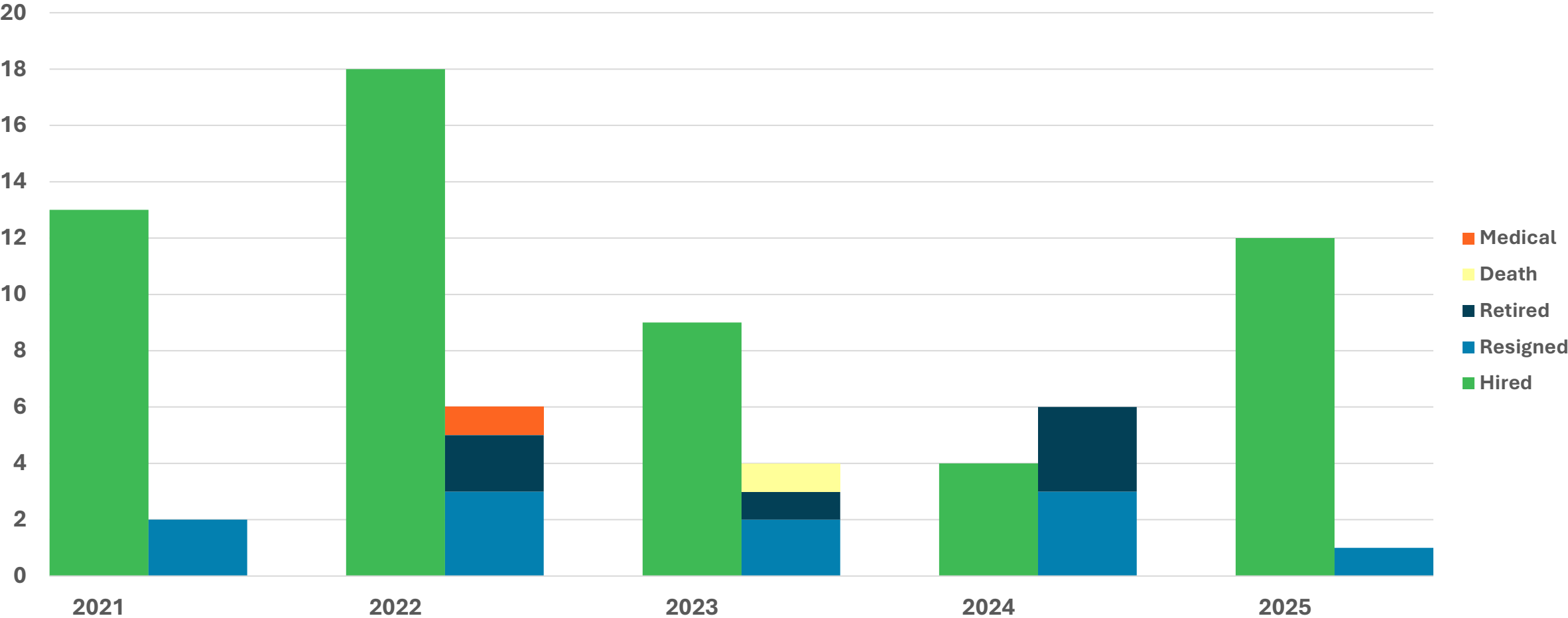
Firefighter Staffing 2020-25





Personnel & Labor | Recruitment & Retention

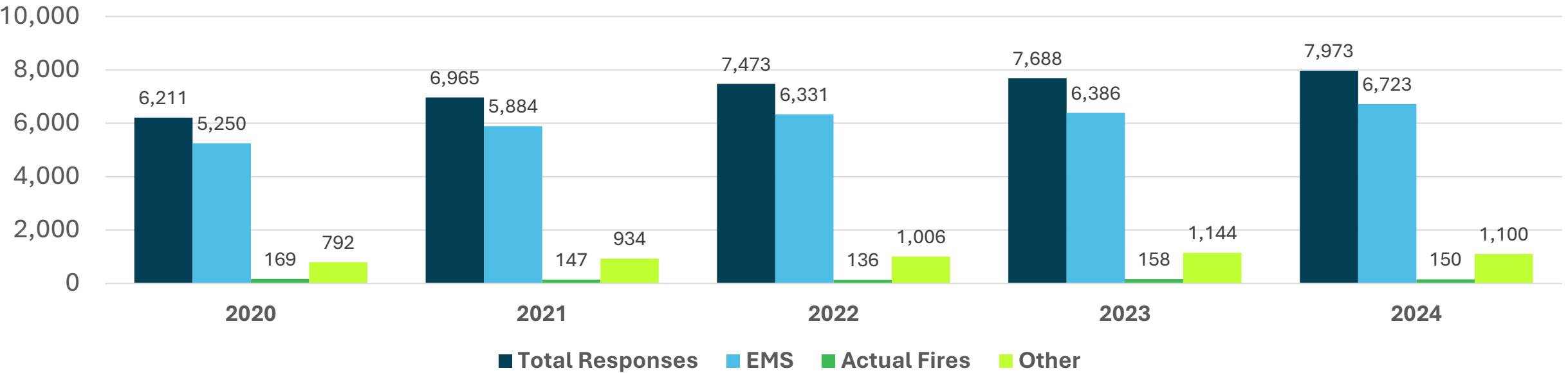
Recruitment & Retention (Full-Time Only)





Call Volume & Incident Data | Response Statistics

Responses 2020-24



Year	Total Responses	EMS	Actual Fires	Other
2020	6,211	5,250	169	792
2021	6,965	5,884	147	934
2022	7,473	6,331	136	1,006
2023	7,688	6,386	158	1,144
2024	7,973	6,723	150	1,100

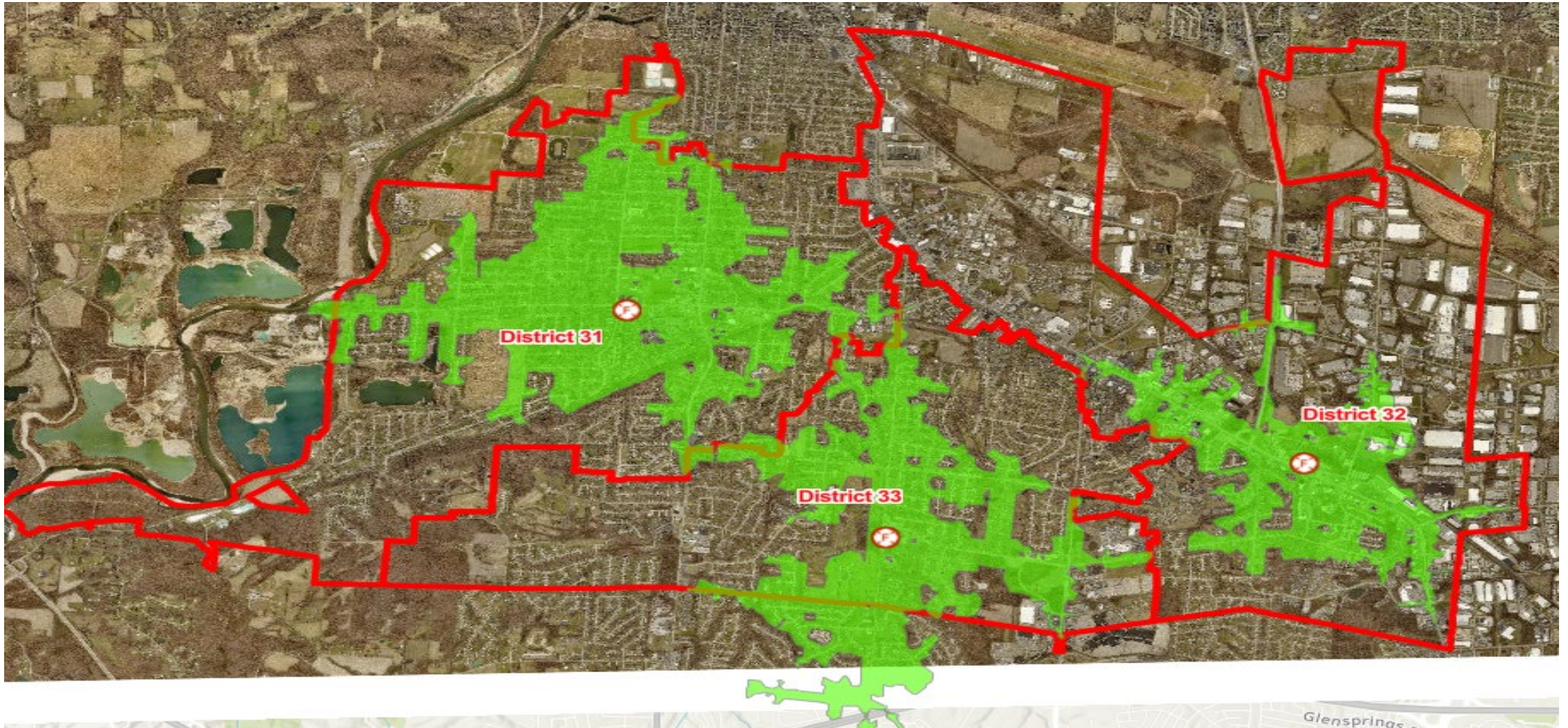


Call Volume & Incident Data | NFPA 1710 Benchmarks

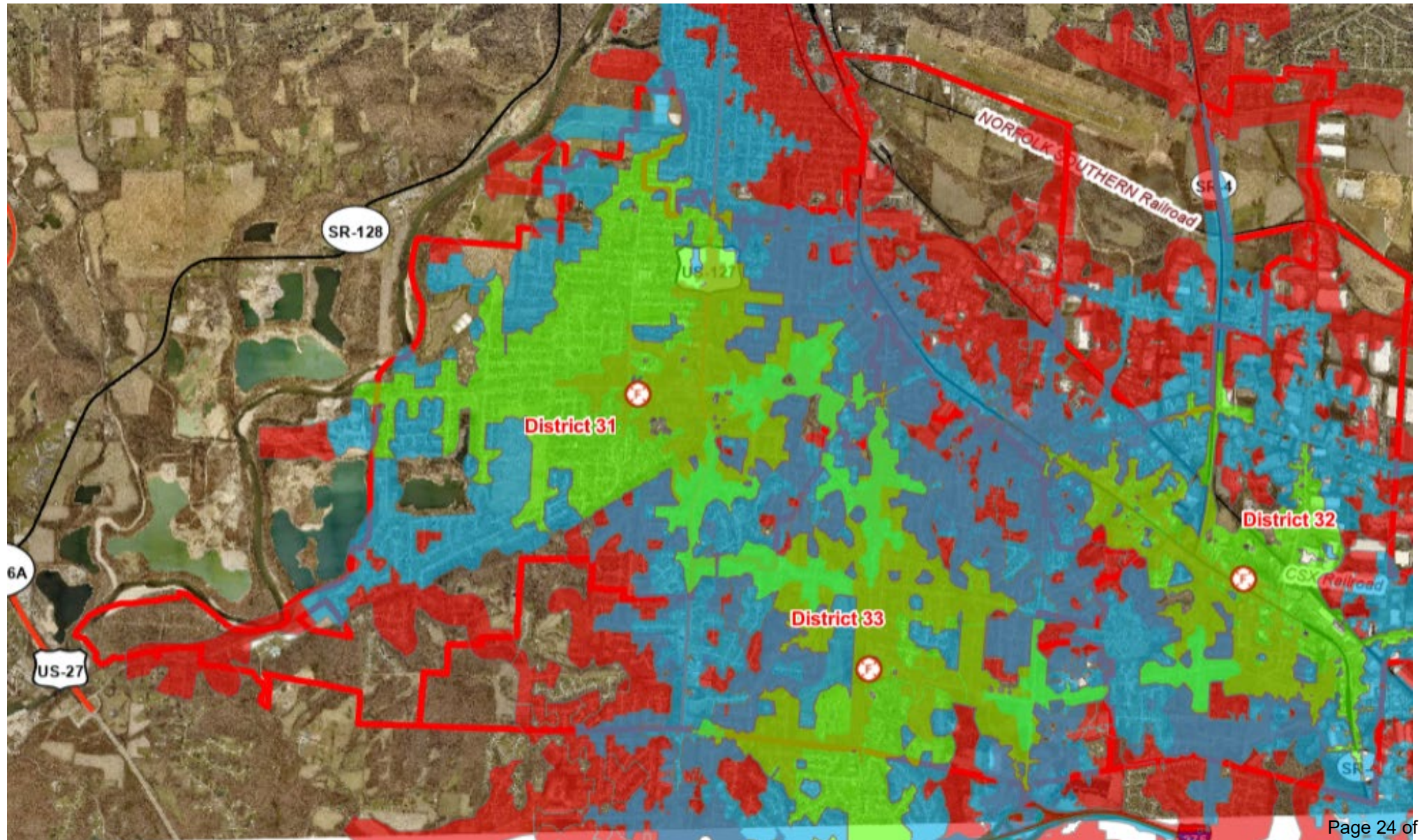
Benchmarks	Response Objectives
Alarm Answer (First ring to answer)	15 sec 95% of the time OR 40 sec 99% of the time
Alarm Processing (From answer to dispatch)	64 sec (1m 4s) 95% of the time OR 106 sec (1m 46s) 99% of the time
Turn-out- Fire (Receipt of call to enroute)	80 sec
Turn-out- EMS (Receipt of call to enroute)	60 sec
First-due Engine (First arriving)	240 sec (4 min) 90% of the time
Second-due Engine (Second arriving)	360 sec (6 min) 90% of the time
Initial full alarm- Single-Family (17 Firefighters)	480 sec (8min) 90% of the time
Initial full alarm- Multi-Family/Comm. (28 Firefighters)	610 sec (10 min 10 sec) 90% of the time
EMS Response	480 sec (8 min) for arrival of ALS capable unit



Call Volume & Incident Data | Response Times (4-Minute)



Call Volume & Incident Data | Response Times





Call Volume & Incident Data | NFPA 1710 Compliance

NFPA 1710 Compliance- Overall Performance- 2025

1st-Due On-Scene 4-minutes or Less

79.31%

2nd-Due On-Scene 6-minutes or Less

83.67%

17 Personnel On-Scene in 8-minutes

44.44%

28 Personnel On-Scene in 10-m. 10-s.

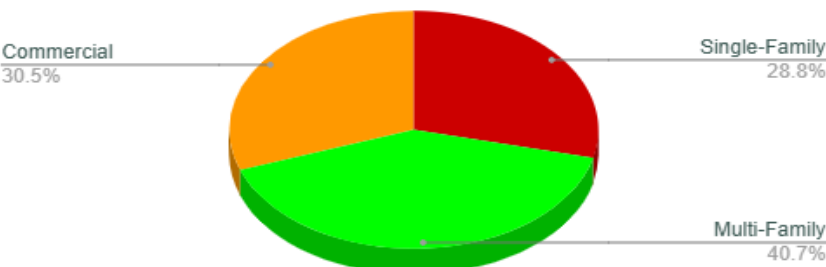
34.62%

Objective is 90%

Structure Fire Responses by District 2025



Structure Fire Responses by Occupancy 2025





Call Volume & Incident Data | NFPA 1710 Compliance

Firehouse #31 Statistics- 2025

1st-Due On-Scene 4-minutes or Less

95.00%



2nd-Due On-Scene 6-minutes or Less

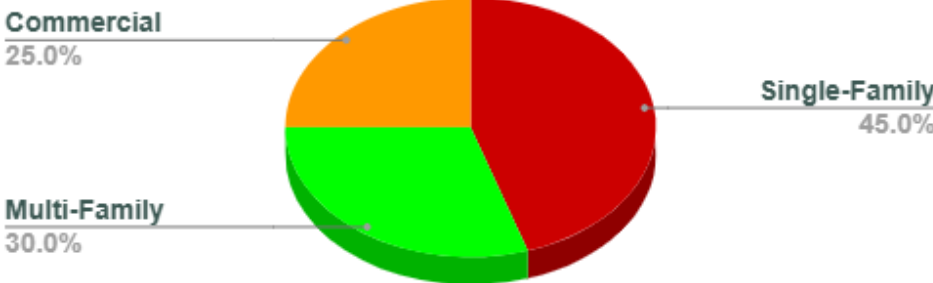
85.71%

****2nd arriving into District 31****

Demographics

Area served = 7.3 square miles
Population served = 16,799
Commercial occupancies = 325
2024 Call Volume = 2,764

Structure Fire Responses by Occupancy 2025



ALS 31 Incident Count

2125

Medic 31 Incident Count

1838

Quint 31 Incident Count

835



Call Volume & Incident Data | NFPA 1710 Compliance

Firehouse #32 Statistics- 2025

1st-Due On-Scene 4-minutes or Less

61.90%



2nd-Due On-Scene 6-minutes or Less

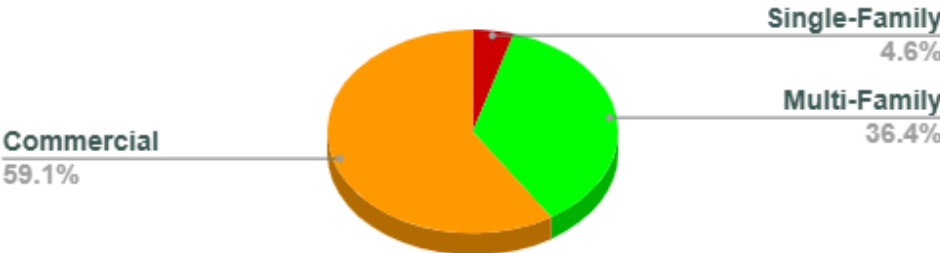
85.71%

****2nd arriving into District 32****

Demographics

Area served = 8.1 square miles
Population served = 11,864
Commercial occupancies = 1165
2024 Call Volume = 2,864

Structure Fire Responses by Occupancy 2025



ALS 32 Incident Count

2361

Medic 32 Incident Count

1741

Ladder 32 Incident Count

947



Call Volume & Incident Data | NFPA 1710 Compliance

Firehouse #33 Statistics-2025

1st-Due On-Scene 4-minutes or Less

82.35%

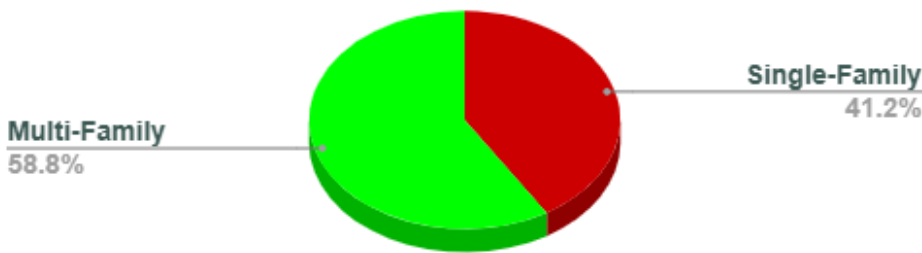


2nd-Due On-Scene 6-minutes or Less

78.57%

2nd arriving into District 33

Structure Fire Responses by Occupancy 2025



Demographics
Area served = 5.5 square miles
Population served = 16,159
Commercial Occupancies = 205
2024 Call Volume = 2,380

Medic 33 Incident Count

1832

Engine 33 Incident Count

1132

Battalion 30 Incident Count

697



Fire Prevention / Community Risk Reduction | 2025 YTD

- First Grade reading program
- CPR for businesses. (Koch Foods, Southern Champion Tray, Court Bailiffs, Fairfield Family Dentistry, CIP Retail, Hamilton Caseworks)
- School vehicle days – Fairfield Touch-a-Truck
- Special Olympics Track and Field
- Fire Extinguisher Training (SAF Holland, Koch Foods, Fairfield Freshman School)
- Village Green Concerts and Movies
- Miracle League Cruise in for Kids Car Show
- Fairfield Schools Back to School Bash

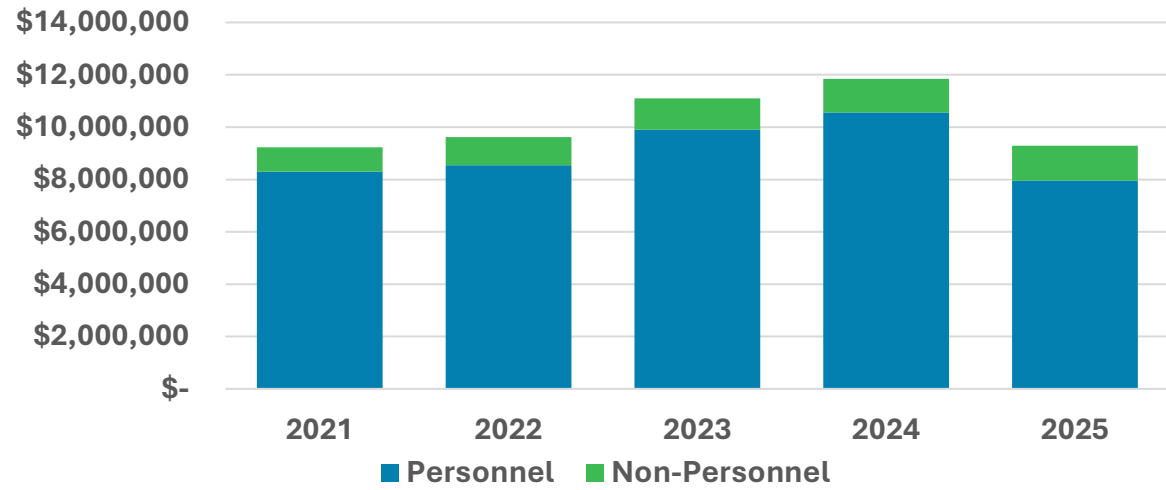
Public Education Events = 128

Public Education Attendance = 9,087

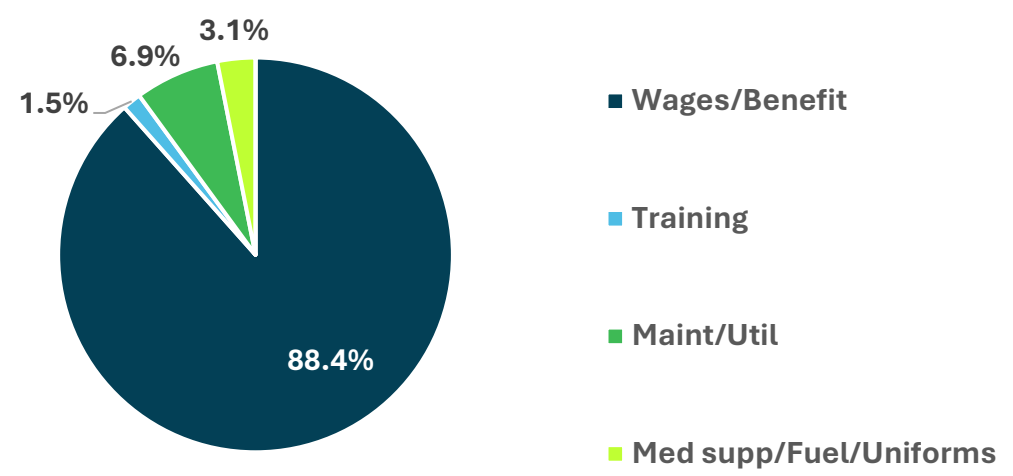


Budgetary Summary | Expenditures

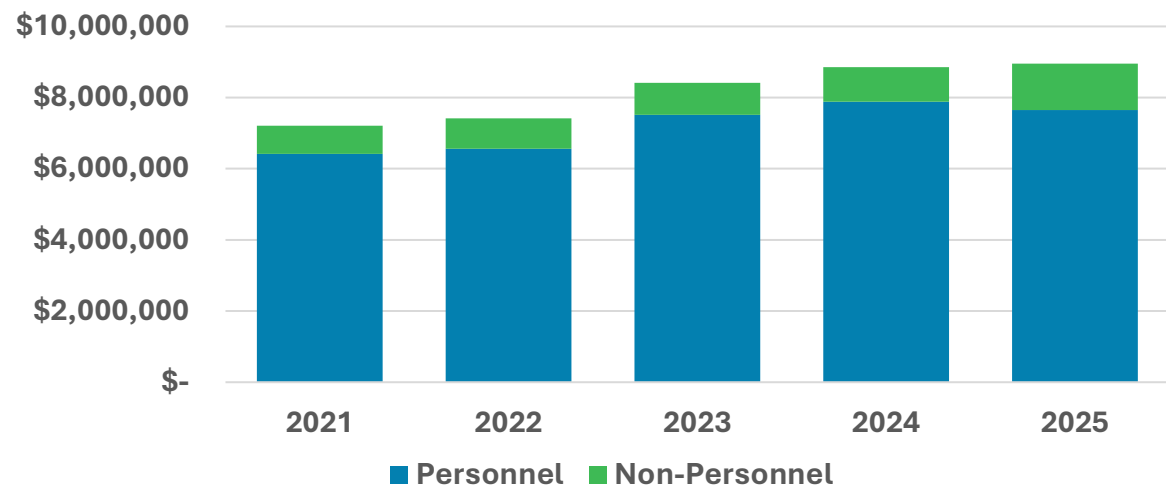
Fire Department Expenditures (Actuals) | Full Year



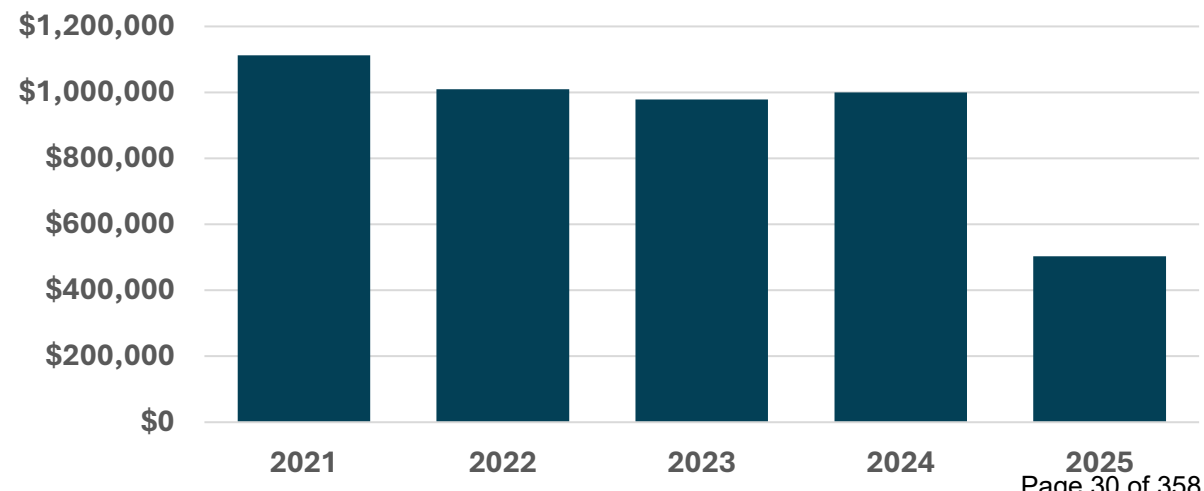
2025 Budgeted Expenditures



Fire Department Expenditures (Actuals) | Jan - Sep



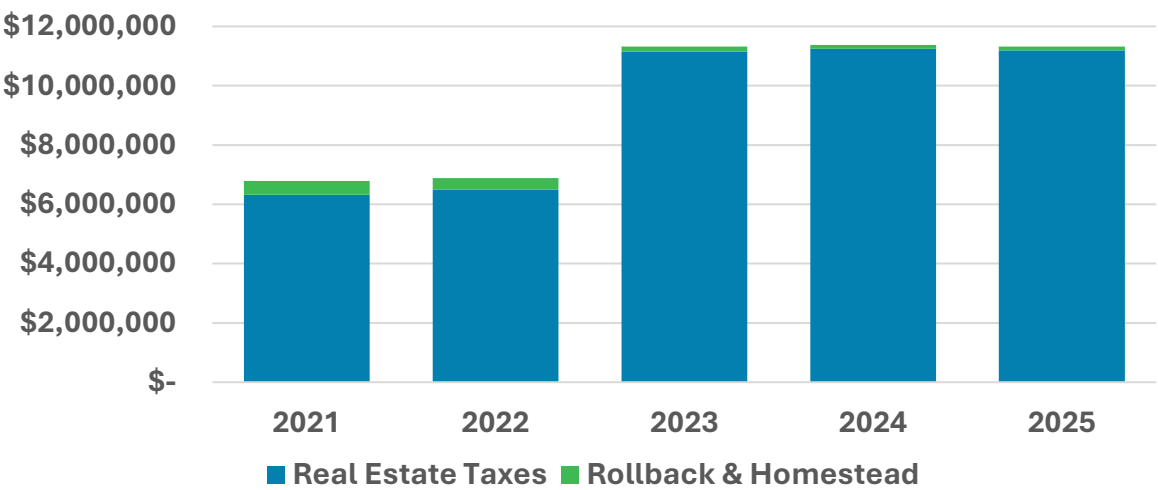
Fire Department Overtime (Actuals) | Jan - Sep



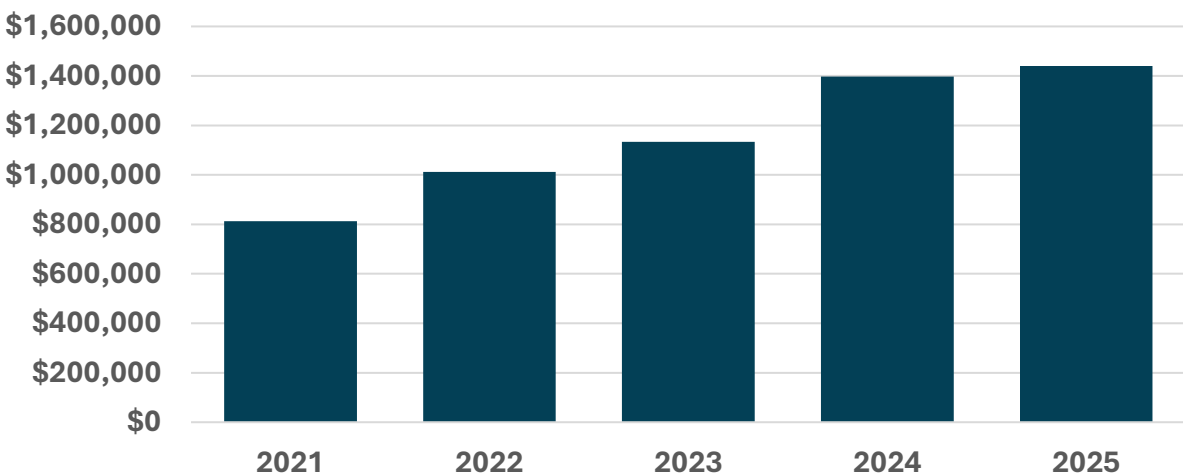


Budgetary Summary | Revenue & Fire Levy Fund

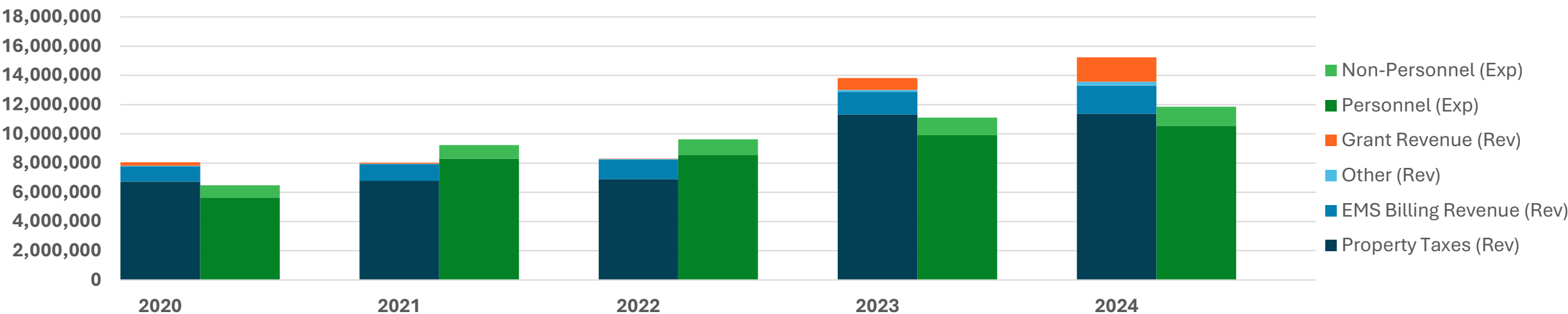
Fire Levy Property Tax Revenue (Actuals) | Full Year



EMS Billing Revenue (Actuals) | Jan - Sep



Revenue vs. Expenditures | Fire Levy Fund





Budgetary Summary | CIP

- Capital Improvement Program

- ✓ Fire Department (\$2,003,079)

- 1FD01 – \$64,518 (PPE)
 - 1FD02 – \$25,000 (Training Complex)
 - 2FD01 – \$235,876 (Hose & Equip.)
 - 2FD02 – \$12,263 (Station Alerting)
 - 3FD01 – \$64,691 (PPE)
 - 3FD02 – \$32,000 (Ballistic Equip.)
 - 3FD03 – \$11,950 (Forcible Door)
 - 3FD04 - \$75,309 (EMS Gator)
 - 3FD05 – \$89,345 (Extrication Tools)
 - 4FD01 – \$39,542 (Hose & Equip.)
 - 4FD02 – \$351,353 (Lifepak)
 - 4FD04 – \$64,965 (PPE)
 - 4FD05 – \$20,406 (Apparatus Winch)
 - 5FD01 – \$348,870 (Powered Cot/Rail)
 - 5FD02 – \$45,420 (PPE)
 - 5FD03 – \$40,000 (Hose & Equip)
 - 5FD04 – \$36,622 (Training Rooms)
 - 5FD05 – \$281,673 (Locution Alerting)
 - 5FD06 – \$163,276 (SCBA/Radio)

- ✓ Facilities (\$448,986)

- 1FC81 – \$59,839 (Repairs & Upgrades)
 - 2FC81 – \$138,194 (Repairs & Upgrades)
 - 3FC81 – \$47,974 (Repairs & Upgrades)
 - 4FC81 – \$136,019 (Repairs & Upgrades)
 - 5FC81 – \$66,960 (Repairs & Upgrades)

- ✓ Fleet (\$3,558,775)

- 1FT83 – \$45,622 (Ambulance Access.)
 - 2FT80 – \$1,208,511 (Fire Truck)
 - 2FT81 – \$189,970 (Staff Vehicles)
 - 2FT85 – \$343,506 (Ambulance)
 - 3FT80 – \$973,410 (Fire Truck)
 - 4FT81 – \$254,155 (Staff Vehicles)
 - 4FT85 – \$448,930 (Ambulance)
 - 5FT81 – \$94,671 (Staff Vehicle)

- **Total = \$6,010,840**



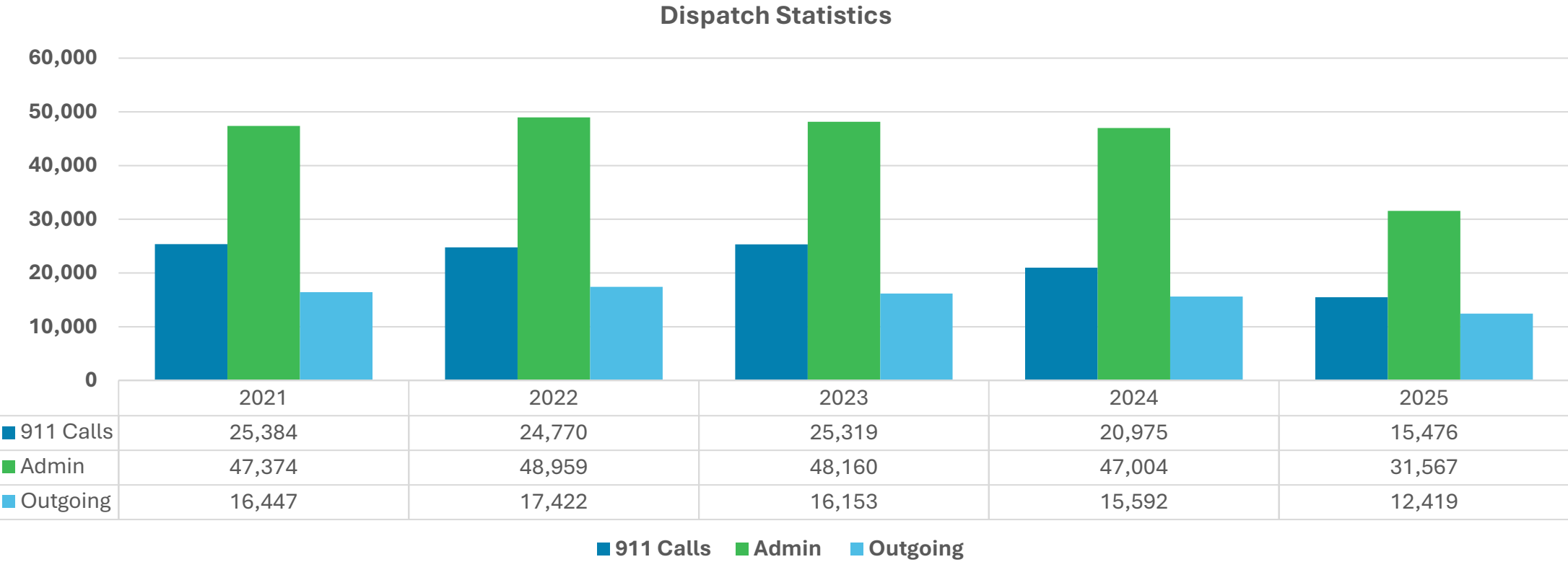
Fire Department Future Outlook & Goals

- Automate data extraction from the CAD and RMS system to populate forward facing dashboards and for data driven decision making.
- Plan for the relocation and replacement of firehouse 33 to better serve the city and reduce response times.
- Fully integrate CAD to CAD and Locution and develop dispatch training to better meet the needs of the fire department.
- Develop a Continuous Quality Improvement (CQI) program for emergency medical service delivery.
- Adopt the Emergency Operations Plan and conduct an exercise.



Public Safety Dispatch Discussion

- Police Operations and its role with Dispatch



Dispatch





Public Safety Dispatch Discussion

- Fire Operations and its role with Dispatch
- Current Projects
 - ✓ Computer Aided Dispatch CAD to CAD (Unify)
 - Ability to dispatch our mutual aid partners without human delay
 - ✓ Locution Automated Dispatch (CIP 2025)
 - Computer generated automated voice dispatching
 - Reduce call processing time



Police Department Outline

- Personnel & Labor
 - ✓ Organizational Structure
 - ✓ Staffing Trends & Training Initiatives
- Crime & Traffic Statistics
 - ✓ Crime Data & Traffic Enforcement Initiatives
- Crime Prevention & Community Engagement
 - ✓ Flock, Community Camera Registry, SROs
 - ✓ Community Camera Registry, Safety Town, CPA, JPA
- Operational Budget Review
 - ✓ 5 Year Lookback
 - ✓ 2026 Personnel Proposal



Personnel & Labor | Departmental History

- The City of Fairfield was incorporated on October 20, 1955 and a one-man police department was authorized. Charles Hawkins was appointed as the first Chief of Police on July 1, 1956. Officers James Walsh and James Eve were added to the department on September 1, 1956. On October 1, 1956, Officers James Bannon and James Weber were appointed bringing the department up to five officers. Chief Charles Hawkins resigned from the department on July 31, 1957.



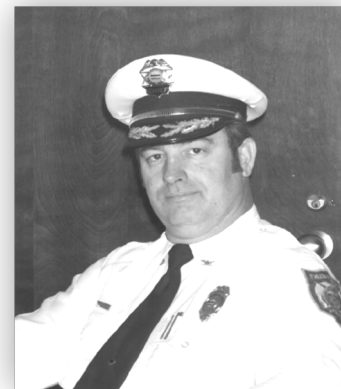
Chief
Charles Hawkins
1956 to 1957



Chief
Sam Bowling
1957 to 1975



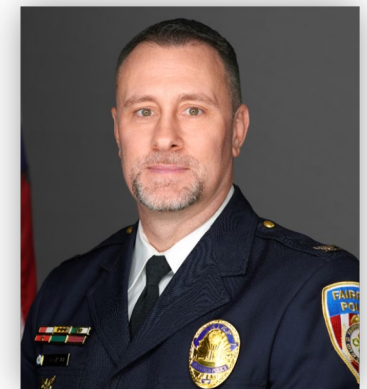
Chief
Tom Marsh
1975 to 1978



Chief
Gary Rednour
1978 to 1999



Chief
Mike Dickey
1999 to 2018



Chief
Stephen Maynard
2018 to Present



Personnel & Labor | Community Services



Major Greg Valandingham





Personnel & Labor | Operations



Major Amy Mays

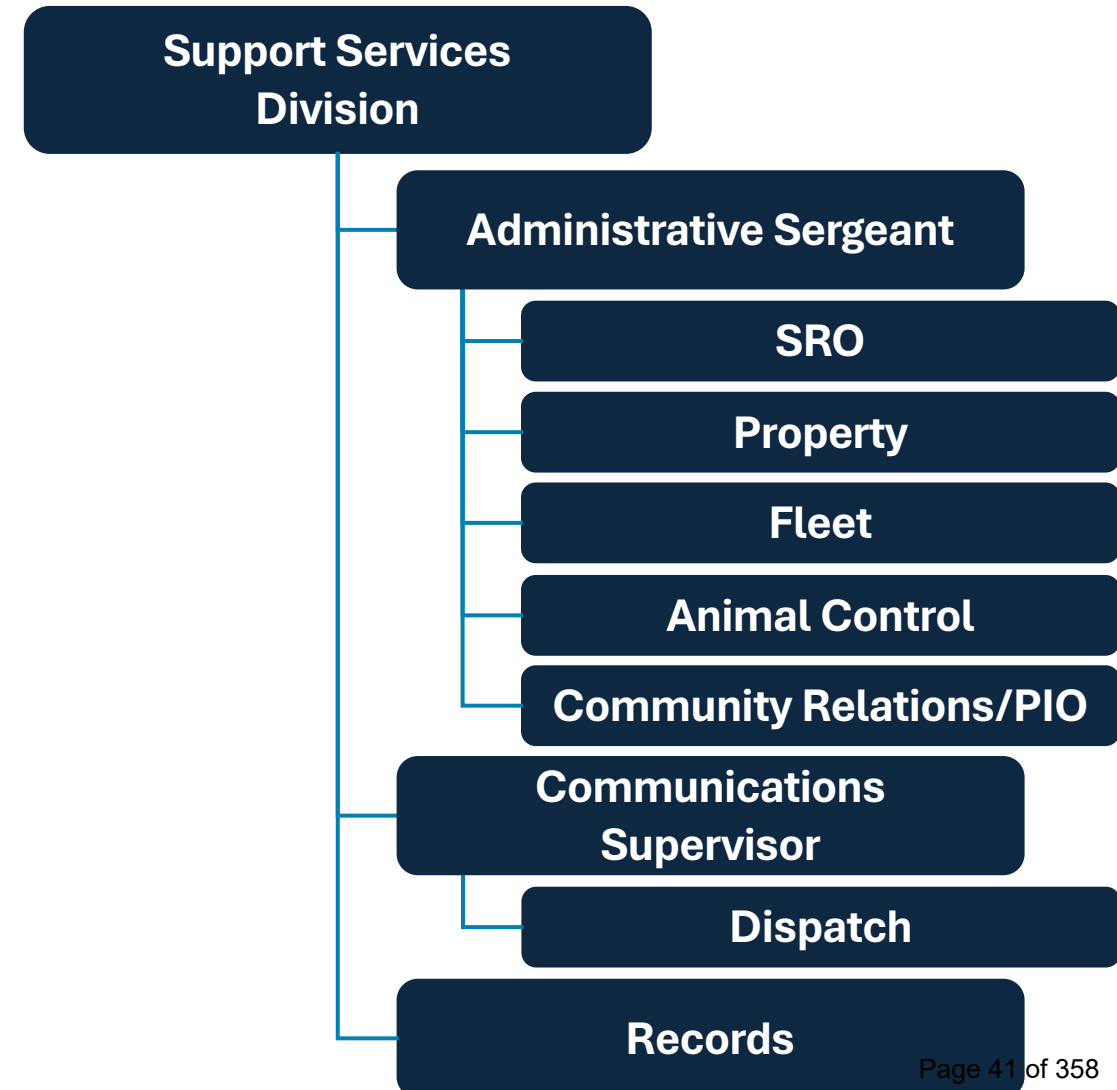




Personnel & Labor | Support Services



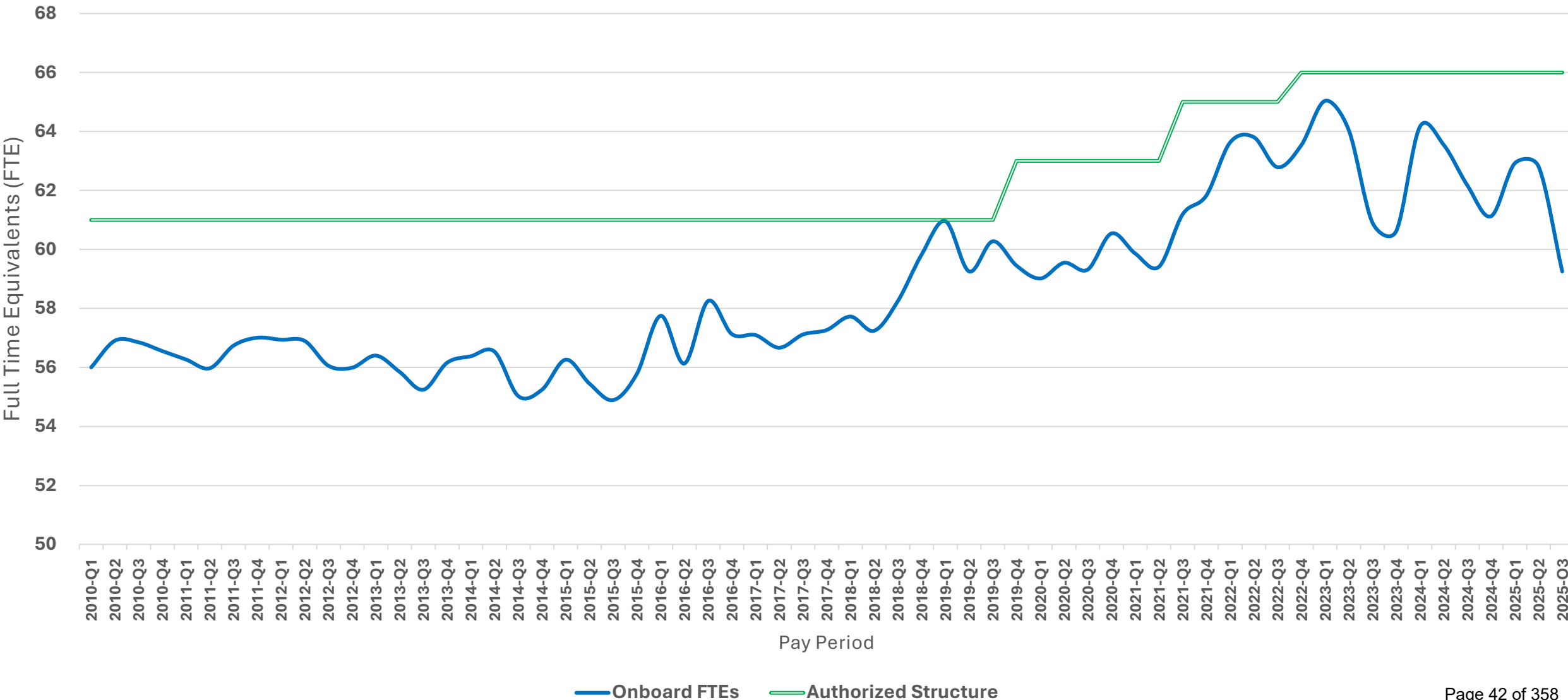
Major Rebecca Ervin





Personnel & Labor | Authorized vs. Onboard (Sworn)

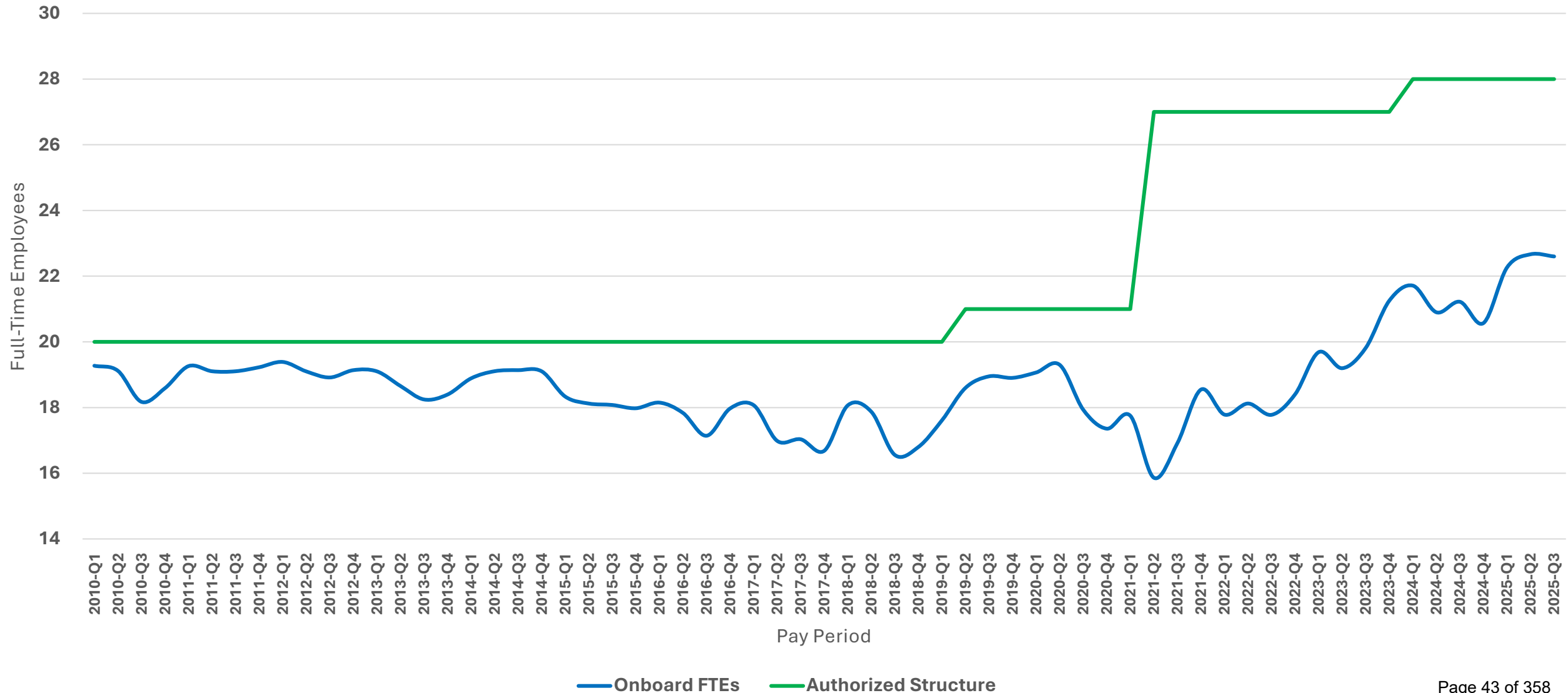
City of Fairfield Police Onboard FTE History 2010-2025





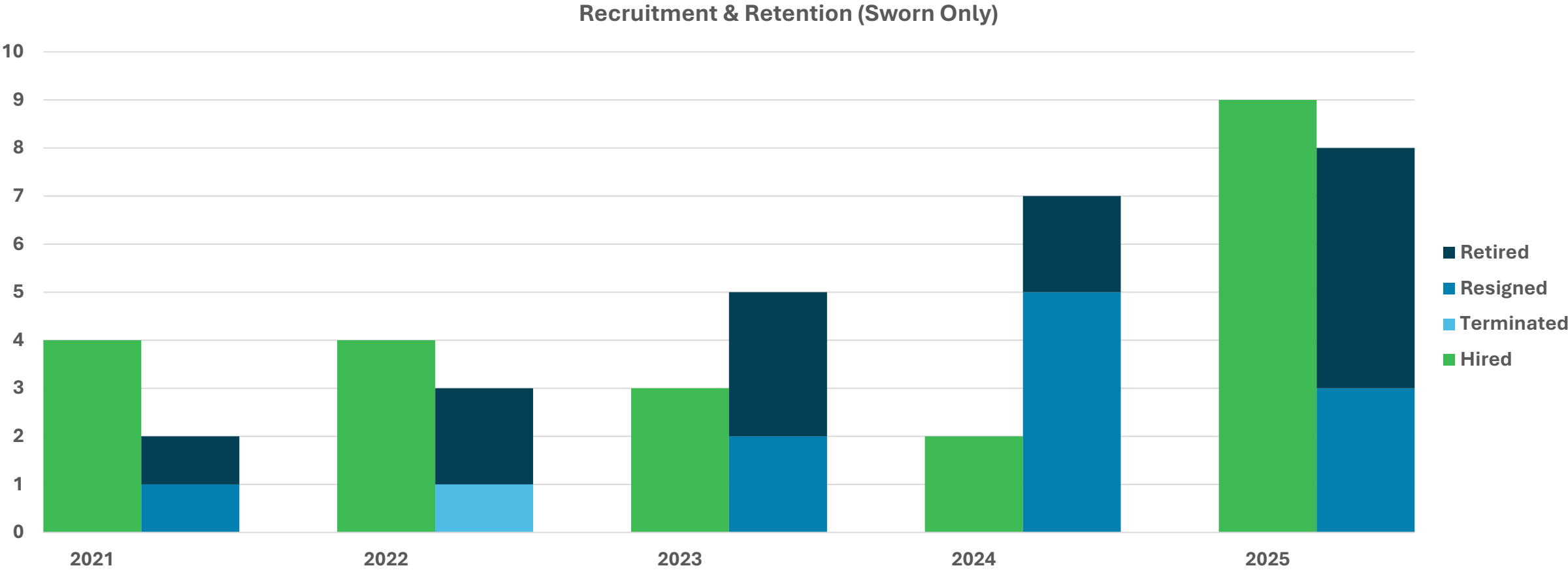
Personnel & Labor | Authorized vs. Onboard (Non-Sworn)

City of Fairfield Police Onboard FTE History 2010-2025





Personnel & Labor | Recruitment & Retention



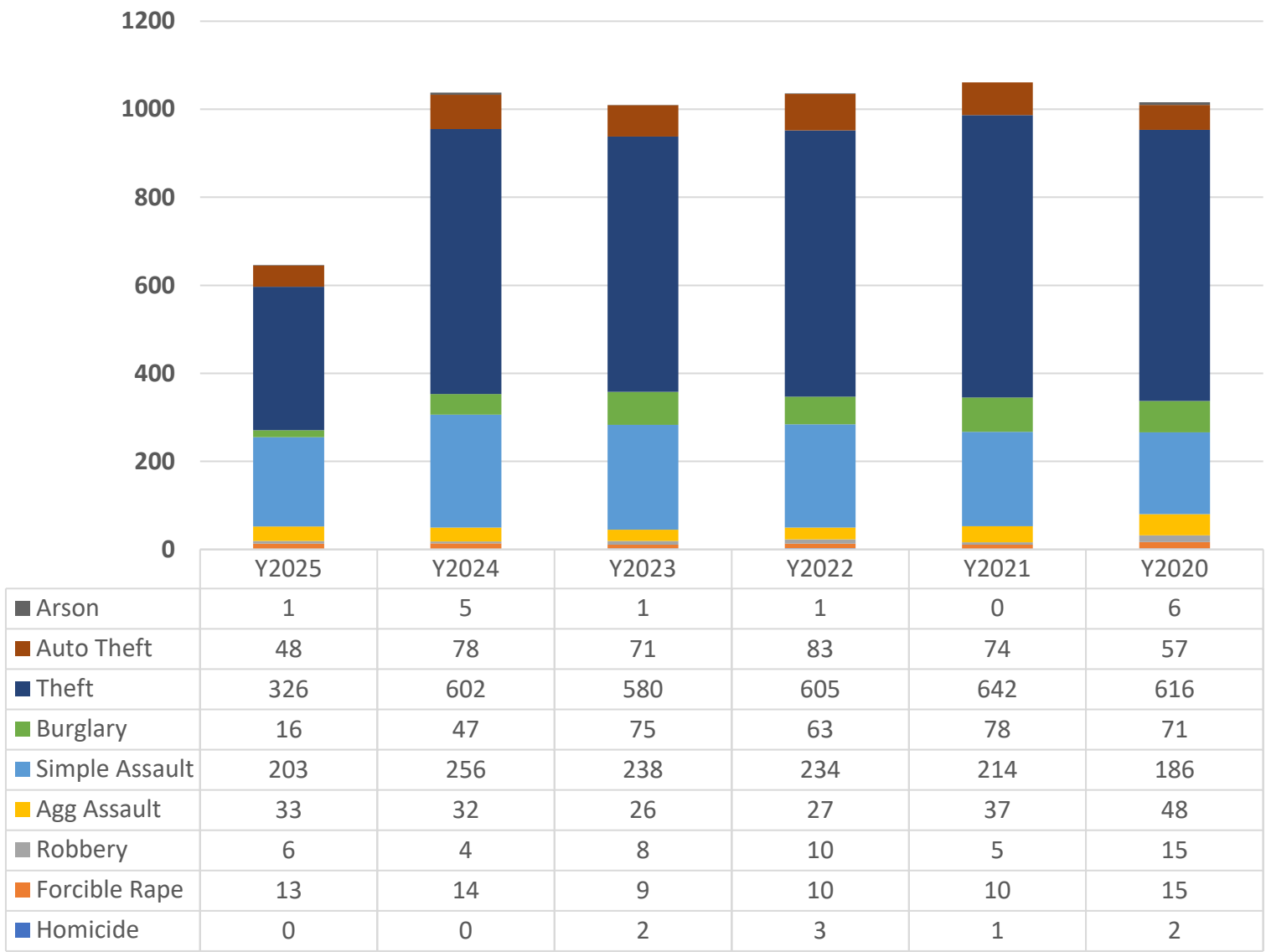
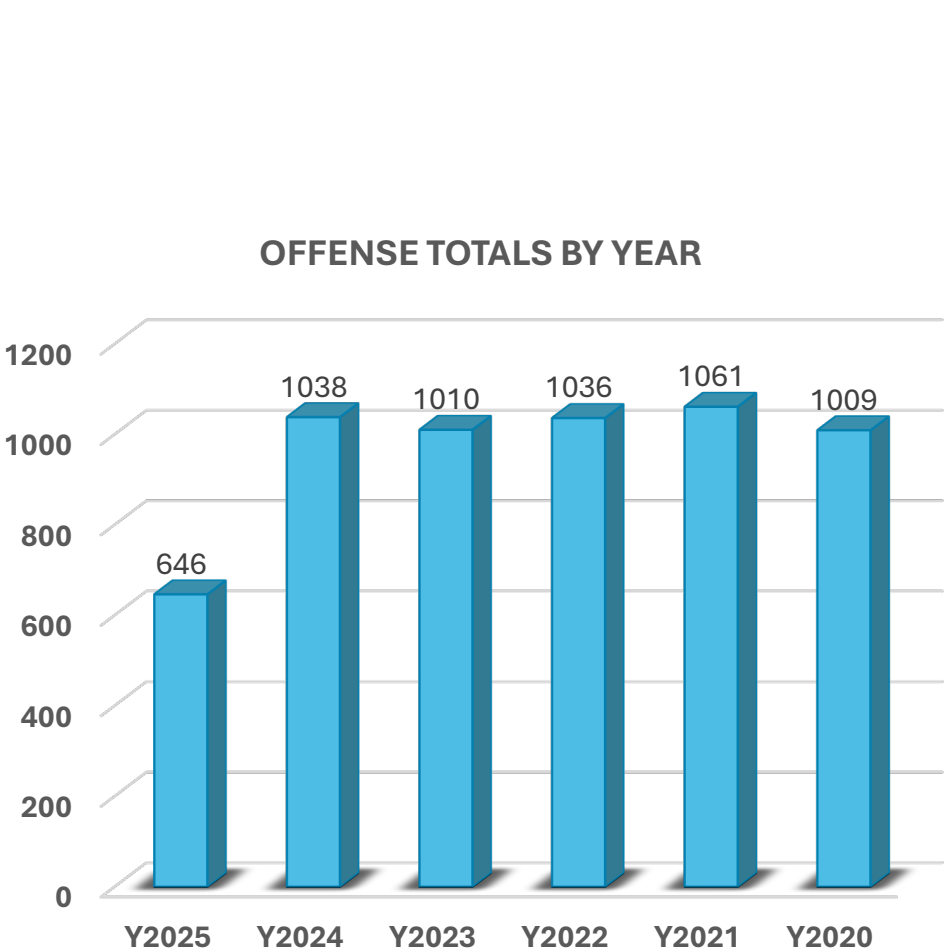


Personnel & Labor | Training

- Active Threat Response (SORAT)
- Tactical Driving
- Firearms
- Legal Updates
- Defensive Tactics
- OPOTA CPT
- Specialized Training: SWAT, Drones, EV Tech

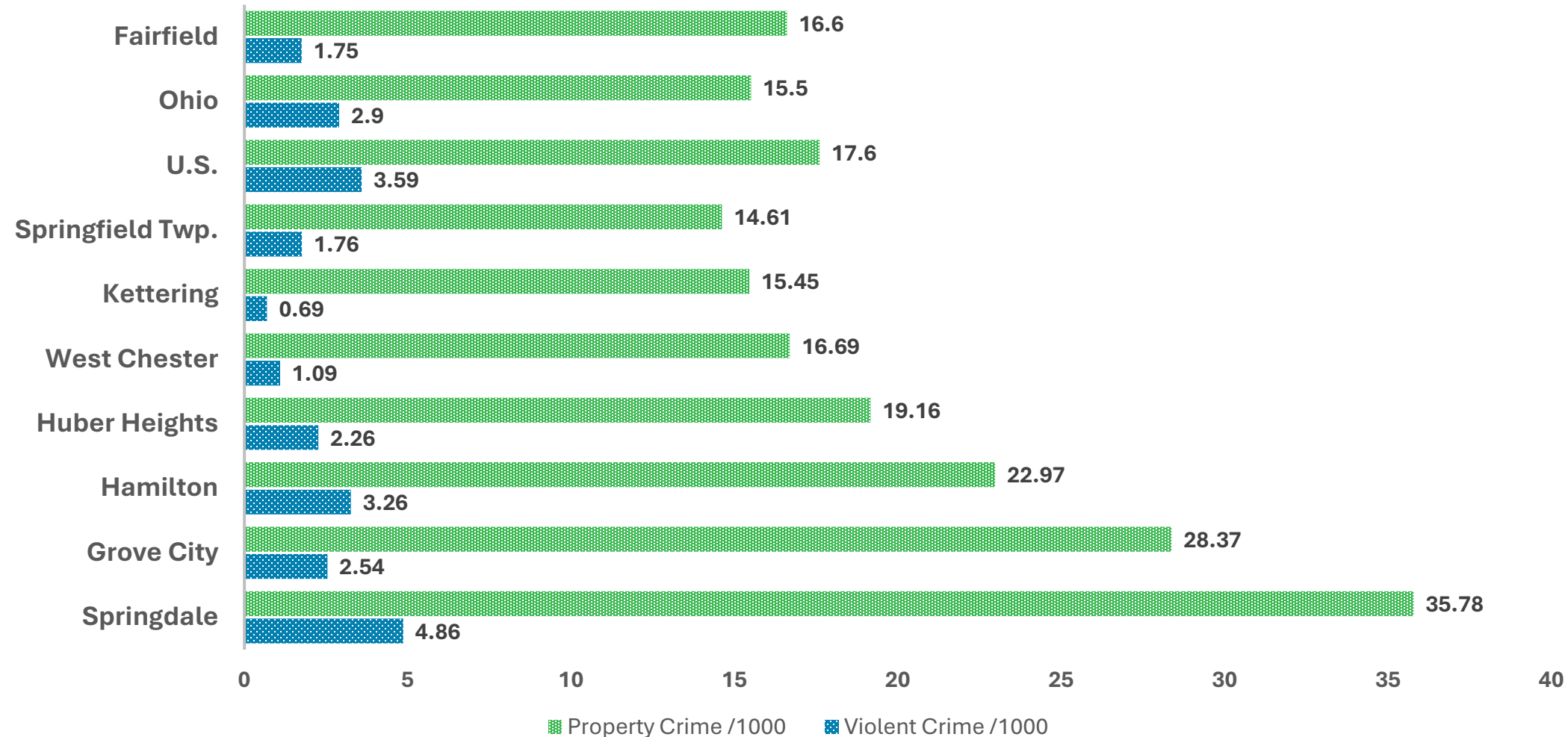


Crime & Traffic | Offense Totals by Year & Type





Crime & Traffic | Comparative Crime Data



Crime & Traffic | Traffic Enforcement

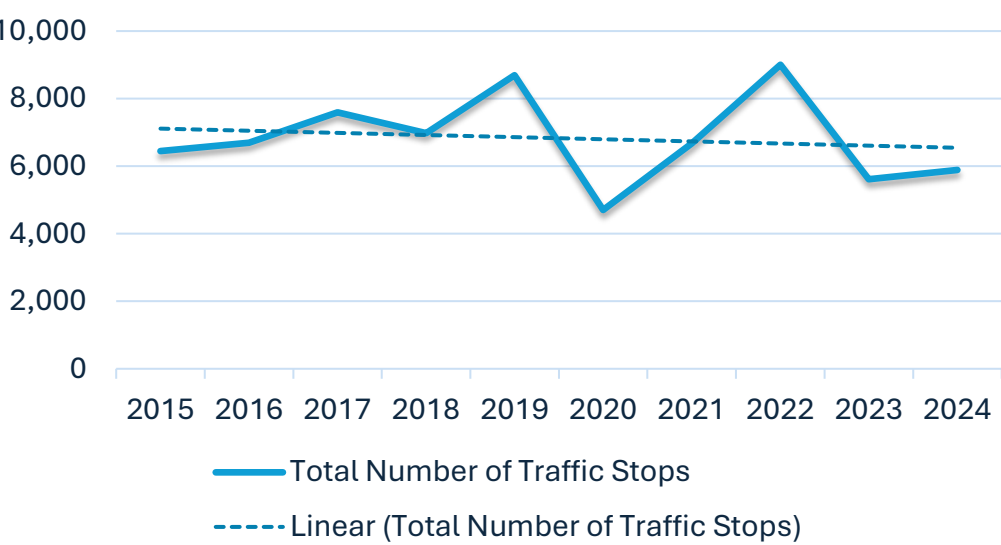
- What drives traffic enforcement?
 - ✓ Traffic crash data
 - ✓ Traffic complaints
 - ✓ General safety concerns
 - School zones
 - Heavily congested areas
- Traffic Complaints
 - ✓ Over 300 traffic complaints per year
 - ✓ Over 40 dedicated traffic assignments
 - ✓ Speed Study
 - ✓ Targeted enforcement
 - ✓ Engineering





Crime & Traffic | Traffic Data

Total Number of Traffic Stops



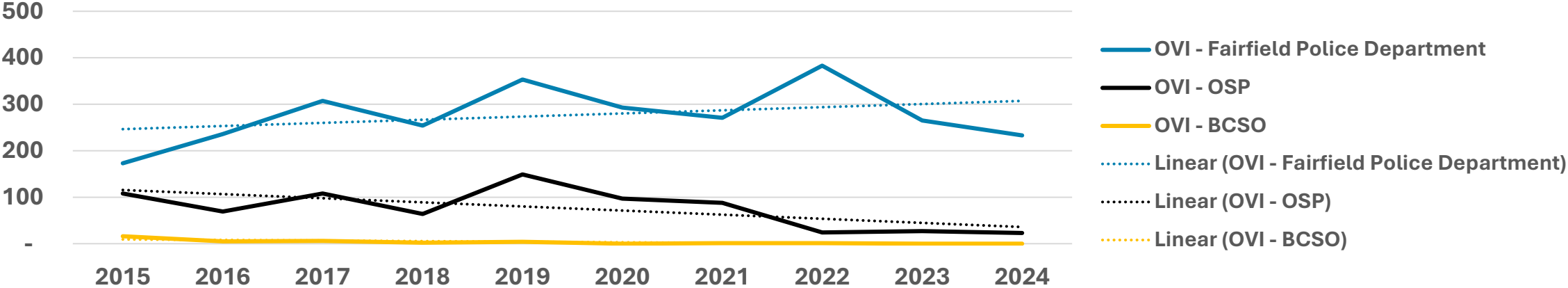
Traffic Crashes



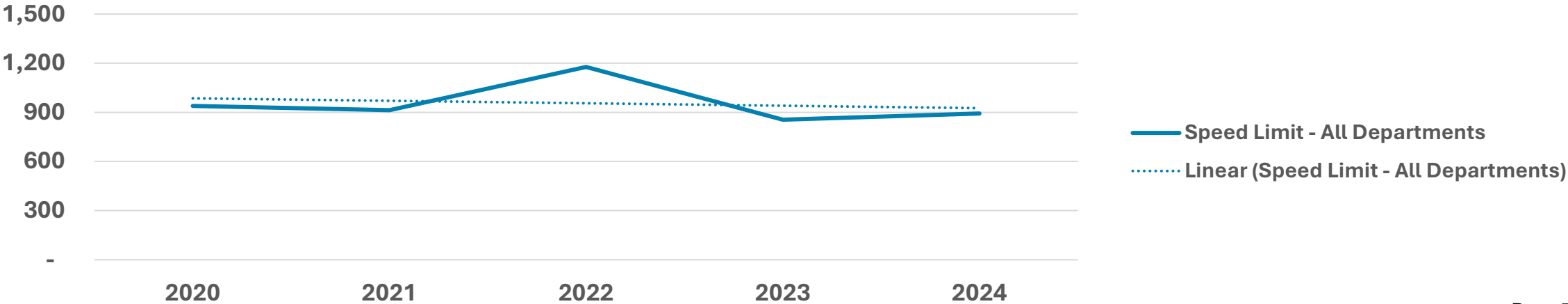


Crime & Traffic | Traffic Data (Arrests/Citations)

OVI Arrests



Speed Limit - Offenses



Crime Prevention & Community Engagement | K9 Units



P.O. Larsh & Ranger



P.O. Vinskey & Kozmo



P.O. Allen & Murph

Crime Prevention & Community Engagement | SROs



Crime Prevention & Community Engagement | Community



National Night Out



Junior Police Academy



Safety Town



Respect for Law Camp



FAIRFIELD POLICE DEPARTMENT **PUBLIC SAFETY** **CADETS**

If you're considering a career in law enforcement, this program offers meaningful experience that will set you apart. It will give you the tools and insight to make an informed career decision, and build a strong foundation of character, responsibility and civic pride.





Crime Prevention & Community Engagement | Support Services

READY & ABLE

SELF-DEFENSE TRAINING

A dynamic personal protection class designed to help you take control of your personal safety while building inner strength, self-confidence and community.

Free & open to anyone who lives, works, or goes to school in Fairfield.
Spots are limited and fill quickly on a first come, first served basis!



Fairfield High School
8800 Holden Blvd.
Fairfield, OH 45014
Enter through rear door near tennis courts.



Brought to you by:



RESERVE YOUR SPOT TODAY!

Scan the QR code or go to fairfield-city.org/ready-and-able





ACTIVE SHOOTER RESPONSE TRAINING





CommunityWatch FAIRFIELD

Do you own a security camera at your home, office, or storefront?
You can play a vital role in helping us solve crimes and keep our neighborhoods safe.

CONNECTION 

COOPERATION 

COMMUNITY 

 **Neighbors connected.
Fairfield protected.**



IS YOUR CONTACT INFORMATION UP-TO-DATE?



Business Contact Registry



Vacation Home Registry

Crime Prevention & Community Engagement | Flock ALPR

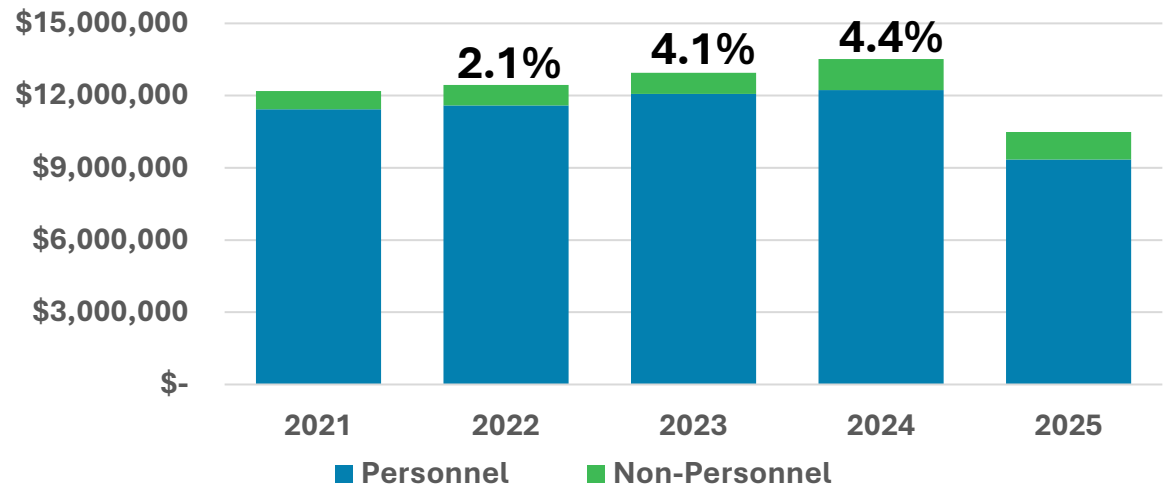


- 59 Total Cameras
- Utilized daily by both our patrol officers and detectives to solve crimes that would otherwise be unsolved

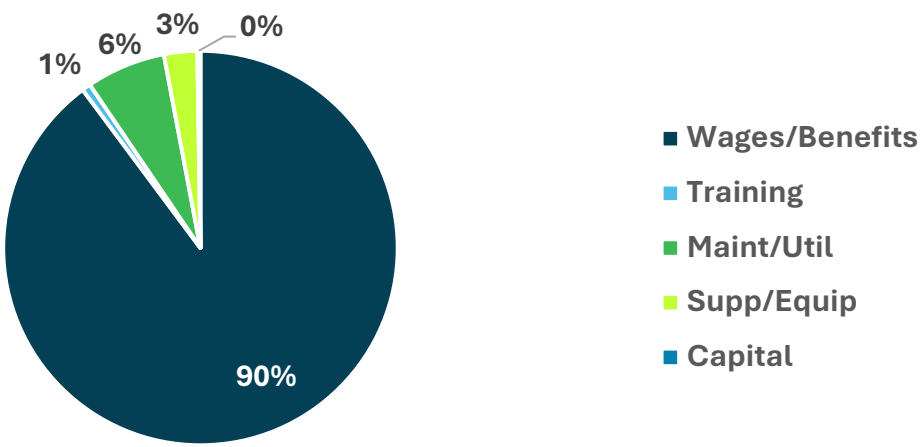


Budgetary Summary

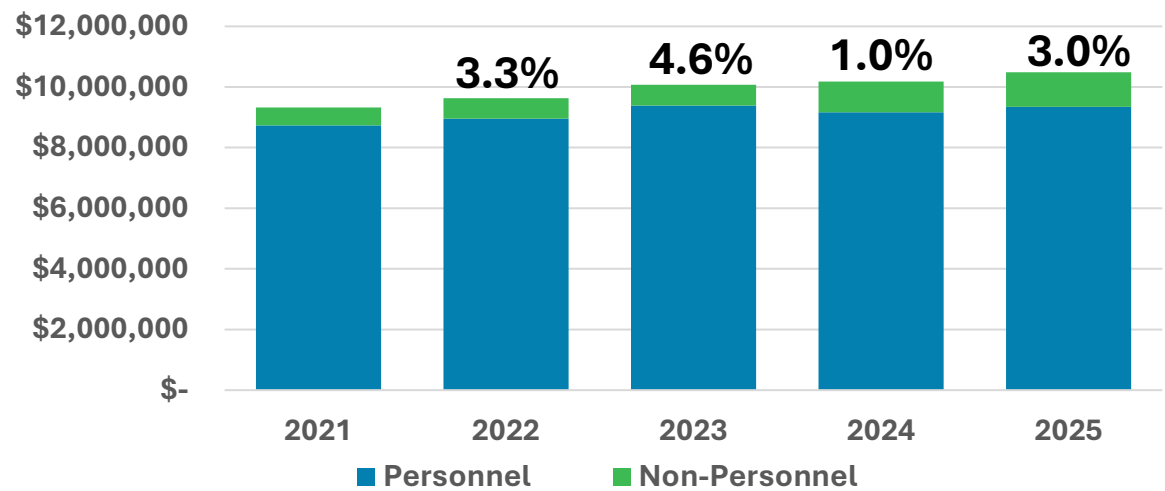
Police Department Expenditures (Actuals) | Full Year



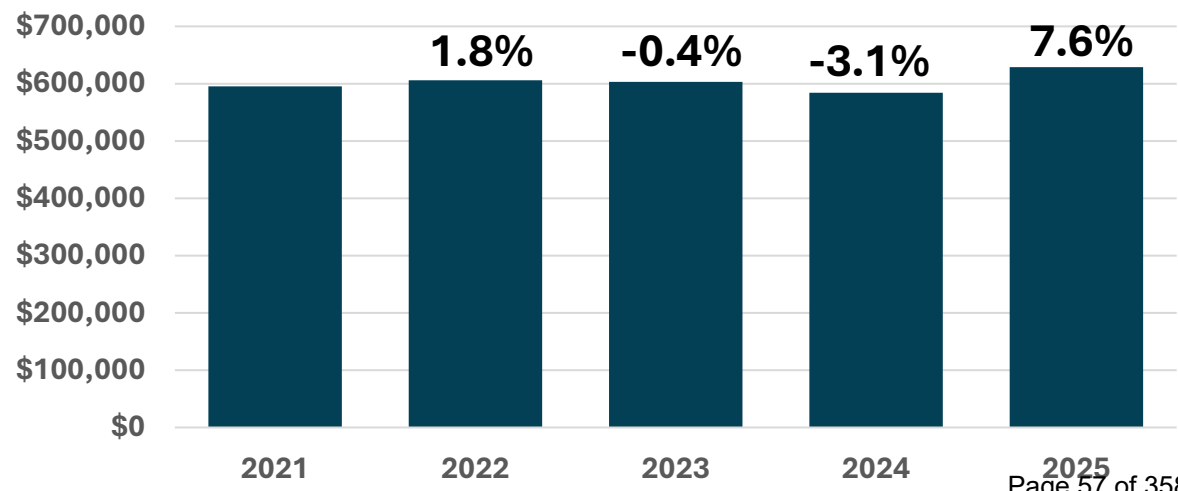
2025 Budgeted Expenditures



Police Department Expenditures (Actuals) | Jan - Sep



Police Department Overtime (Actuals) | Jan - Sep





Budgetary Summary | CIP

- Capital Improvement Program

- ✓ Police Department (\$1,678,965)

- 1PD01 – \$697,055 (CAD / RMS)
 - 2PD02 – \$48,177 (Taser Repl.)
 - 2PD04 – \$65,074 (Kennel Upgrade)
 - 3PD01 – \$57,636 (Vehicle Equip.)
 - 3PD02 – \$32,250 (Canine Repl.)
 - 3PD03 – \$8,287 (Bike Upgrades)
 - 3PD04 – \$128,900 (Flock)
 - 3PD06 – \$9,735 (Safety Town)
 - 3PD07 – \$5,729 (Camera Upgrades)
 - 3PD08 – \$6,011 (Dispatch Upgrade)
 - 3PD09 – \$8,154 (Evidence Equip.)
 - 4PD02 – \$14,564 (Fingerprint Equip.)
 - 4PD03 – \$10,232 (Portable Training)
 - 5PD02 – \$75,262 (Dispatch Upgrade)
 - 5PD03 – \$49,832 (FARO 3D)
 - 5PD04 – \$37,931 (Utility Vehicle)
 - 5PD10 – \$424,136 (Weather Sirens)

- ✓ Facilities (\$997,125)

- 2FC71 – \$46,993 (Repairs & Upgrades)
 - 2FC72 – \$71,910 (Justice Center Doors)
 - 3FC71 – \$56,415 (Repairs & Upgrades)
 - 4FC71 – \$821,807 (Repairs & Upgrades)

- ✓ Fleet (\$2,082,038)

- 1FT71 – \$193,394 (Patrol Vehicles)
 - 1FT73 – \$51,190 (ACO Truck)
 - 1FT74 – \$71,226 (Staff Vehicles)
 - 2FT71 – \$253,521 (Patrol Vehicles)
 - 2FT74 – \$87,612 (Staff Vehicles)
 - 3FT71 – \$264,069 (Patrol Vehicles)
 - 3FT74 – \$99,199 (Staff Vehicles)
 - 4FT71 – \$566,263 (Patrol Vehicles)
 - 4FT75 – \$96,146 (Prisoner Van)
 - 4FT99 – \$59,355 (Vehicle Upfitting)
 - 5FT71 – \$220,488 (Patrol Vehicles)
 - 5FT73 – \$64,681 (Park Ranger Vehicle)
 - 5FT74 – \$54,894 (Staff Vehicles)

- **Total = \$4,758,128**



Directed Patrol Benefits

1. Enhanced Patrol Efficiency

- ✓ Reduces the burden on core patrol units during high-demand hours, improving response times and reducing burnout.

2. Increased Community Responsiveness

- ✓ Dedicated resources allow for faster and more thorough responses to ongoing quality-of-life issues.

3. Proactive Crime Reduction

- ✓ Enables focused enforcement efforts in high-crime or high-complaint areas based on real-time data.

4. Support for Investigative Functions

- ✓ Provides supplementary resources for surveillance, intelligence gathering, and follow-up work traditionally handled by detectives.

5. Accreditation and Compliance

- ✓ Supports CALEA Standard 21.2.4 by improving workload balance and personnel deployment strategies.



Proposed Sworn Staffing

Division	Operations									Support Services	Community Services			Total	
Section	Squad 1			Squad 2			Squad 3			Directed Patrol	Schools	Warrants	Investigations		Admin Assignments
Rotation	1	2	3	1	2	3	1	2	3						
Officers	3	4	4	5	5	5	4	4	3	4	5	2	7	2	57
Sergeants	1	1	0	1	1	1	0	1	1	1	1	0	1	0	10
Majors	1									1	1			3	
Chief										1				1	
Total	13			18			13			5					71
	44						6	2	8		2				
	50						7	13							
Percentage	65.67%									7.46%	8.96%	2.99%	11.94%	2.99%	



Budgetary Impact

- Salary & Benefits: \$665,000 Annually
- Represents a 4.5% increase in 2026 Annual Operating Budget
- Grant Opportunity
 - ✓ COPS Hiring Grant
 - ~\$625,000 total over a 3-year grant cycle
 - ~30% of total funding over the 3-year grant cycle



**River – Groh – Chateau Intersection
Great Miami River Trail
River Road West Trail**

Council Presentation
October 14, 2025

Multi Use Trail to Establish a Sense of Place

- 10-12' wide asphalt Multi Use path will provide more of a neighborhood interaction, community gathering space, walking, running, biking, dog-walking facility



GMRT Existing Conditions



- Connectivity ends at Waterworks
- Right of Way controlled by City
- Past projects set up future expansion



City Council Briefing History

- Fairfield Connects Briefing 12-05-2022
- Pleasant and GMRT Potential Grant Projects 5-8-2023
- Five Years of Fairfield Connects 7-14-2025



FAIRFIELD
OHIO

RIVER ROAD / GROH LANE / CHATEAU WAY
ROUNDBOUT





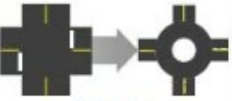
OFFICE OF SAFETY

Proven Safety Countermeasures



Safety Benefits:

Two-Way Stop-Controlled Intersection to a Roundabout



82%

reduction in fatal and injury crashes.¹

Signalized Intersection to a Roundabout



78%

reduction in fatal and injury crashes.¹

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://safety.fhwa.dot.gov/provencountermeasures/> and <https://safety.fhwa.dot.gov/intersection/roundabouts/index.cfm>.

FHWA-SA-21-042

Roundabouts

The modern roundabout is an intersection with a circular configuration that safely and efficiently moves traffic. Roundabouts feature channelized, curved approaches that reduce vehicle speed, entry yield control that gives right-of-way to circulating traffic, and counterclockwise flow around a central island that minimizes conflict points. The net result of lower speeds and reduced conflicts at roundabouts is an environment where crashes that cause injury or fatality are substantially reduced.

Roundabouts are not only a safer type of intersection; they are also efficient in terms of keeping people moving. Even while calming traffic, they can reduce delay and queuing when compared to other intersection alternatives. Furthermore, the lower vehicular speeds and reduced conflict environment can create a more suitable environment for walking and bicycling.

Roundabouts can be implemented in both urban and rural areas under a wide range of traffic conditions. They can replace signals, two-way stop controls, and all-way stop controls. Roundabouts are an effective option for managing speed and transitioning traffic from high-speed to low-speed environments, such as freeway interchange ramp terminals, and rural intersections along high-speed roads.



Illustration of a multilane roundabout. Source: FHWA



Example of a single-lane roundabout. Source: FHWA

1. AASHTO, The Highway Safety Manual, American Association of State Highway Transportation Professionals, Washington, D.C., (2010).

ZERO ROAD DEATHS

Roundabouts are not only a safer type of intersection; they are also efficient in terms of keeping people moving. Even while calming traffic, they can reduce delay and queuing when compared to other intersection alternatives. Furthermore, the lower vehicular speeds and reduced conflict environment can create a more suitable environment for walking and bicycling. Roundabouts can be implemented in both urban and rural areas under a wide range of traffic conditions. They can replace signals, two-way stop controls, and all-way stop controls. Roundabouts are an effective option for managing speed and transitioning traffic from high-speed to low-speed environments, such as freeway interchange ramp terminals, and rural intersections along high-speed roads.



Seward and Tylersville Roundabout



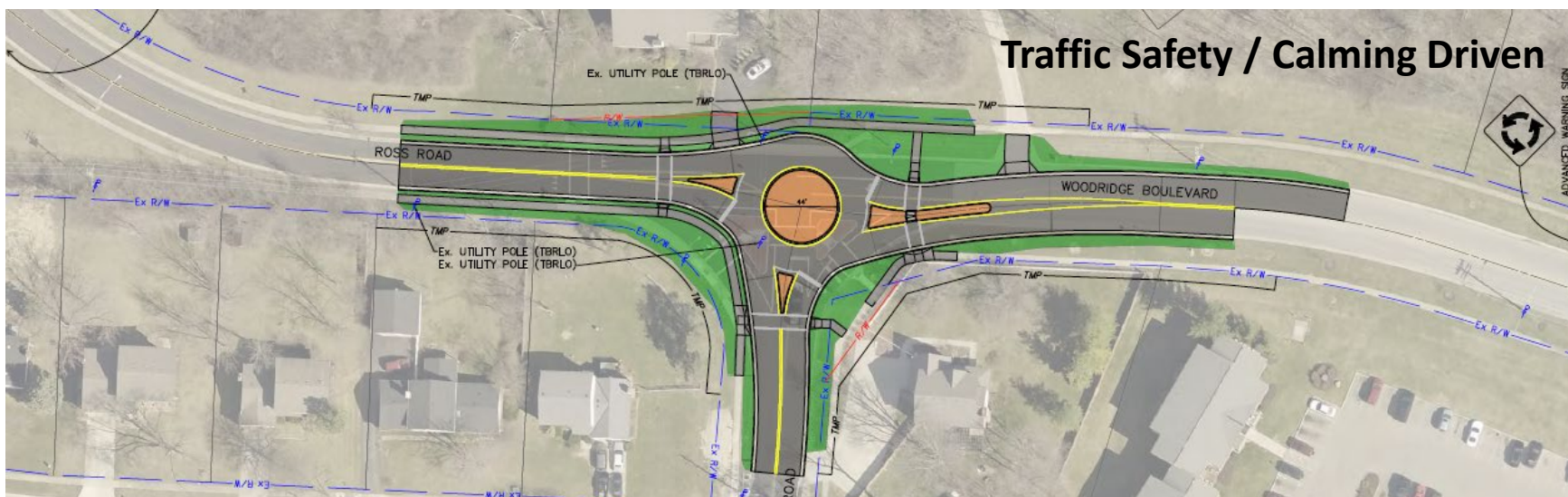
Capacity / Pedestrian Safety Driven

Woodridge and Ross Roundabout



Recommendations

Based on the analysis results of the existing and future conditions, cost estimates, and benefits to the travelling public, COEC recommends that Alternate 4, a mini-roundabout, be considered by the City for implementation at this intersection. Roundabouts are a proven safety countermeasure to reduce left turn and angle crashes which this study intersection currently experiences. Furthermore, a roundabout has the biggest impact to intersection capacity when compared to a stop controlled or signalized intersection which will allow it to handle future growth in the area.



Butler County Roundabouts



- **“It’s the number 1 tool in our toolbox.”** – Greg Wilkens, Butler County Engineer
- Fairfield currently has 2 of the 45 Roundabouts in Butler County
- Butler County communities currently have 9 additional modern roundabouts planned for construction
- This does not include Fairfield’s planned Roundabouts at Ross/Woodridge and River/Groh/Chateau

[Roundabouts | Butler County Engineer's Office](#)

River-Groh-Chateau Roundabout



Staff Recommendation: **Proceed with Approved Engineering**

- The Council-Letter and proposal presented to City Council highlighted several key data points that make a roundabout the optimal solution for this location:
 - ✓ **Enhanced Public Safety:** Modern roundabouts have a proven, statistically significant, impact on improving safety.
 - ✓ **Improved traffic flow and reduced congestion:** A roundabout will help limit congestion during our many events on Groh Lane within the park system throughout the year and reduce the cut through traffic on neighborhood streets between River and Groh.
 - ✓ **Pedestrian and Cycling Connectivity:** This roundabout is a key component of our strategic investment in a City-wide multi-use path network. The lower vehicle speeds and shorter crossing distances create a much safer and more comfortable environment for all users, which is essential for the success of our growing trail system.
 - ✓ **Long-Term Fiscal Prudence:** While there is an initial capital investment, roundabouts offer significant long-term operational cost savings.

Proposed Changes to the Planning & Zoning Code

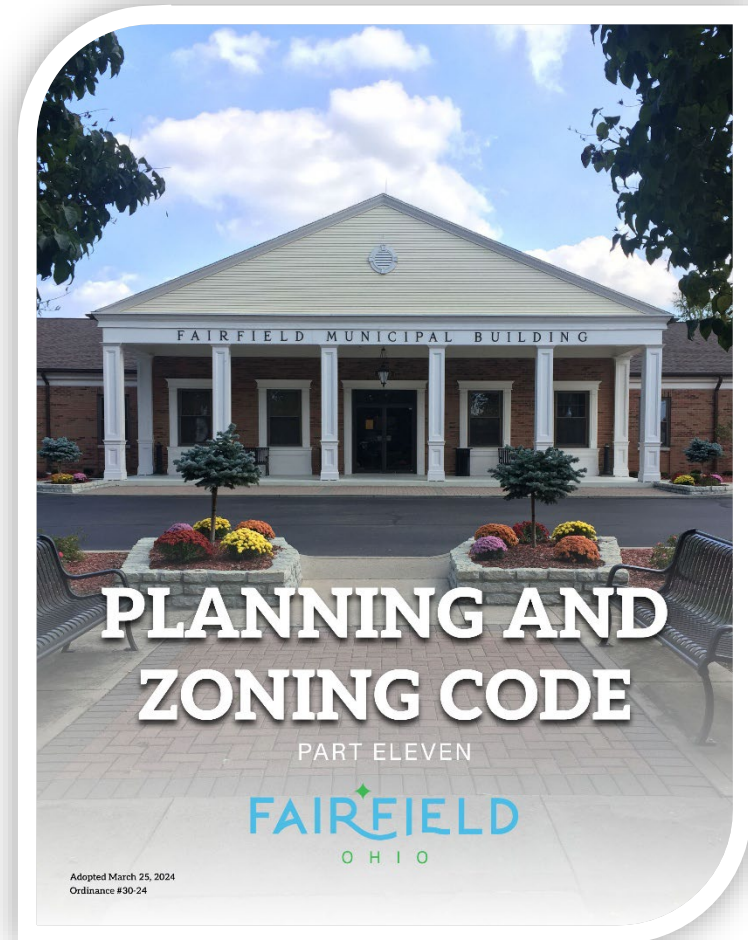
PUBLIC HEARING

October 14, 2025

Why propose modifications to the P & Z Code?



- Comprehensive Update – March 2024
- 18-month review period
 - ✓ To identify any errors or omissions in the code
 - ✓ Assess the effectiveness of the new regulations
- Proposing modifications ranging from minor changes and clarifications to new uses
- Dynamic document
 - ✓ Address relevant zoning issue
 - ✓ New planning and development trends



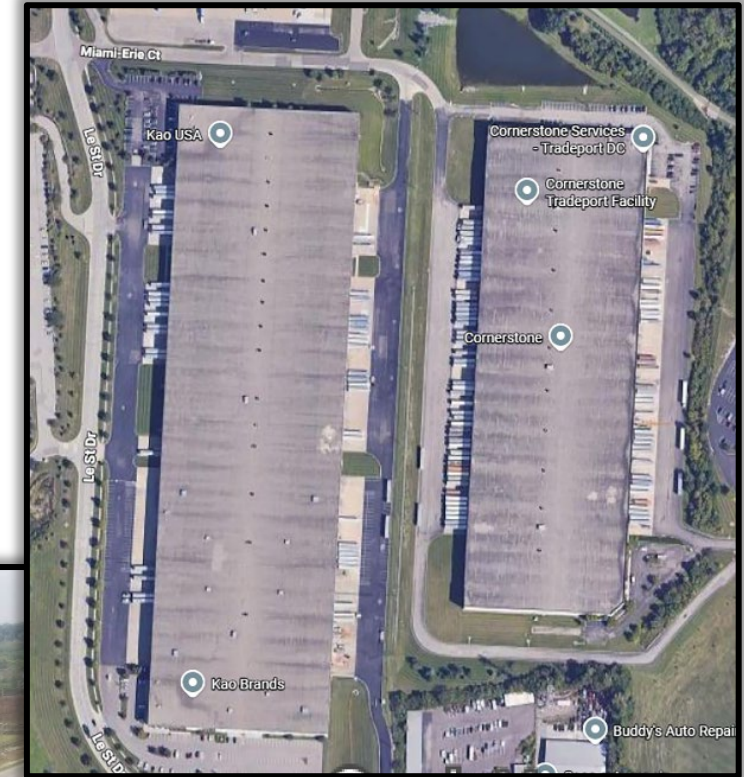
New Use – Data Center

- Why new use?
 - ✓ Increased need
 - ✓ Can be a strain on utilities
 - ✓ Noise generators
 - ✓ Minimal number of employees
 - ✓ Tend to require large acreage
- New definition
- Permit as a conditional use in the M-1 District
- Recommend all buildings in the M-1 District < 300,000 sq'



New Use – Warehouse, Cross-dock

- Differentiate between warehouse and a warehouse with cross-docks
- Permit in the M-2 District
- Logistic and distribution facilities



New Use – Drive-through Convenience Store

- New definition
- Permit as a conditional use in the C-2 District
- Permit with standards in the C-3, C-3A, and SE Districts
- Created vehicle stacking requirements
- Drive-Through Facility, Accessory
 - ✓ Use accessory to primary use
 - ✓ Ex. Drive-through window at McDonalds



Motor Vehicle Fueling/Charging (gas station)

- D-1 District (Town Center)
 - ✓ Recommend removal as a conditional use
 - ✓ Existing gas stations – grandfathered
- John Gray/Pleasant Overlay District
 - ✓ Clarify that not permitted, regardless of zoning district



Parking of Commercial and CONSTRUCTION Vehicles in Residential Areas



- Existing Code: commercial vehicles are not permitted to parked on residentially used parcels for any period exceeding 4 consecutive hours
- Recommend adding construction vehicles and equipment
- Active construction projects are exempt



Other Minor Proposed Changes to the Zoning Code



- M-1 and M-2 Districts
 - ✓ Revised purpose statements
- Residential Animal Enclosures
 - ✓ Minor clarifications
- Personal Service
 - ✓ Added as a permitted use in B-1
- Stone & Monument Works
 - ✓ Added new standards
- Accessory Outdoor Storage
 - ✓ Minor clarifications
- Motor Vehicle Service
 - ✓ Minor modifications
- PUD & Overlay Districts
 - ✓ Revised window transparency rules
- Parking Lot Landscaping
 - ✓ Minor clarifications
- Fences & Walls
 - ✓ Minor clarifications
- Electronic Message Centers (EMC)
 - ✓ Minor clarifications
- Application Fees
 - ✓ Minor clarifications

Meeting Schedule



September 22, 2025 – City Council First Reading

October 14, 2025 – Joint Public Hearing, 7:00 PM

October 22, 2025 – Planning Commission, 6:00 PM

November 10, 2025 – City Council Second Reading, 7:00 PM

November 24, 2025 – City Council Third Reading, 7:00 PM

Note: If Planning Commission delays their decision, the City Council meetings will be delayed accordingly.

Questions?
Thank You.



EV Golf Cart Feasibility Assessment

10/14/2025

Adam Sackenheim – ACM, Infrastructure

1. Golf Operations History



- Golf cart fleet (gas-powered) leased via short-term deals
- Why?
 - ✓ No cart barns → added “wear and tear” on carts
 - ✓ Golfer usage → added “wear and tear” on carts
 - ✓ Third-party maintenance
 - ✓ Golfer expectations
- Leasing allows City to turn over fleet every 3-4 years

2. Infrastructure Considerations

- Current golf cart fleet fueled from existing gas tanks
- An EV fleet should be stored and charged under cover
 - ✓ 2 cart barns would likely be required
 - ✓ Construction costs ~\$700,000+



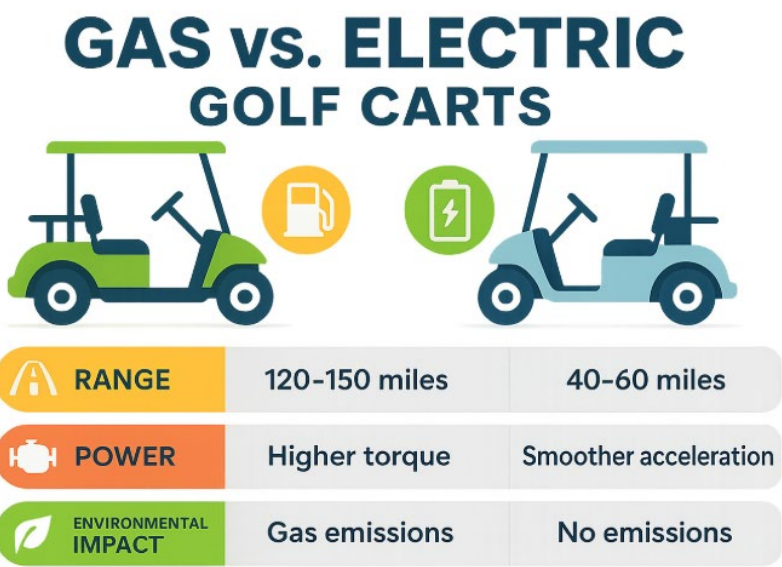
3. Cost Considerations – Gas vs. EV carts

- Assumptions:
 - ✓ 8-year evaluation period
 - Lithium battery pack warranty
 - EV cart life – 8 years
 - Gas cart life – 3-5 years
 - ✓ New infrastructure costs valued over 30-year asset life



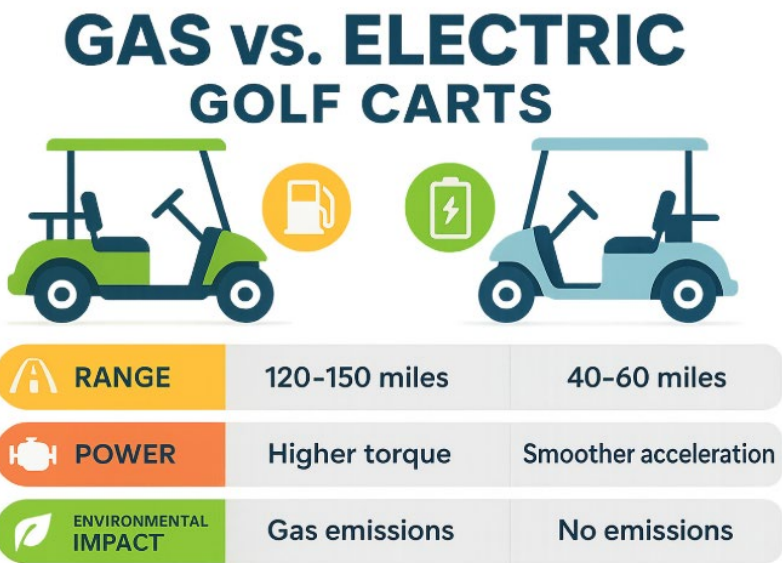
3. Cost Considerations – Gas vs. EV carts

- 1. Gas Carts – leased:
 - ✓ No new infrastructure
 - ✓ Limited capital outlay for carts
 - ✓ New carts every 3-4 years
 - ✓ Annual cost ~\$125,600
- 2. Gas Carts – own:
 - ✓ No new infrastructure
 - ✓ Substantial capital outlay for carts
 - ✓ New carts after 5 years
 - ✓ Possible elevated maintenance costs towards end of fleet life
 - ✓ Annual cost ~ \$133,000



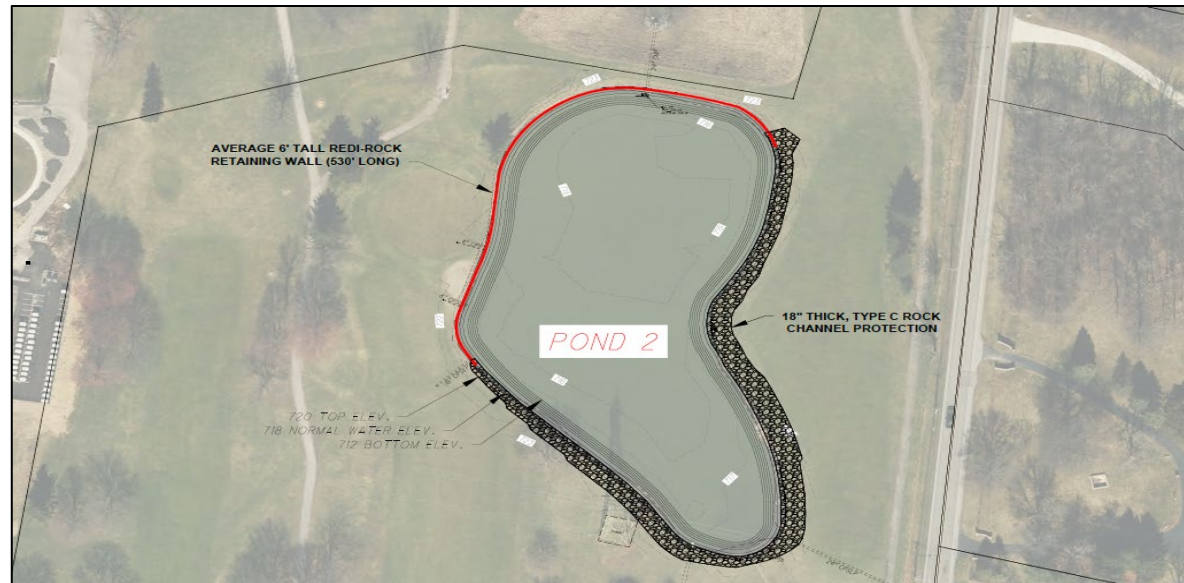
3. Cost Considerations – Gas vs. EV carts

3. EV Carts – leased for 4 years; then purchase:
- ✓ New infrastructure needed
 - ✓ Limited capital outlay for carts
 - ✓ Fleet expected to last 8 years → Is this realistic?
 - ✓ Reduced GHG emissions
 - ✓ Improved golfer experience
 - ✓ Annual cost ~\$222,660
4. EV Carts – own:
- ✓ New infrastructure needed
 - ✓ Substantial capital outlay for carts
 - ✓ Fleet expected to last 8 years → Is this realistic?
 - ✓ Reduced GHG emissions
 - ✓ Improved golfer experience
 - ✓ Annual cost ~\$154,440



4. Competing Capital Needs for Golf

- Golf maintenance building replacement – 2027 CIP project
✓ \$500,000
- South Trace Irrigation System Replacement – 2028 CIP project
✓ \$1,500,000
- North Trace tee and bunker improvements – TBD
✓ \$250,000
- South Trace pond improvements and stabilizations – TBD
✓ \$1,700,000



5. Staff Recommendations

- Enter into 3-year lease agreement with optional extension years for new gas-powered golf carts
- Prior to lease expiration, further evaluate feasibility of migrating to EV fleet
 - ✓ Per Fairfield Sustains – evaluate ROI, environmental, and quality of life considerations
 - ✓ Incorporate projects into City CIP if warranted





**City Council Communication
Regular Meeting - October 27, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Development Services

Subject:

2025 Planning and Zoning Code Modifications

Legislation Title:

Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

- Legislation - Hold Second Reading pending Planning Commission recommendation

Recommendation:

It is recommended that City Council have a first reading on this ordinance at the September 22, 2025 meeting, set a joint public hearing for October 14 and await the written recommendation from the Planning Commission.

Discussion:

The Planning and Zoning Code is the city's primary tool to guide development throughout the community. It sets standards as to how land can be developed and used, such as building setbacks, landscaping requirements, type of fencing, and design guidelines for new construction and redevelopment. In addition, it addresses procedures to administer the zoning code.

In March, 2024 City Council approved a comprehensive update of the Planning and Zoning Code to address relevant zoning issues in the city as well as deficiencies in the code. This was the first major update since 1984. The revised code has been in effect for approximately 18 months, providing staff an opportunity to identify any errors or omissions, as well as to assess the effectiveness of the new regulations.

Attached is a list of the proposed changes as well as the modified code sections. Strike-through represents text removal and capitalized bold text represents new language.

Financial Impact:

There is no financial impact with this request.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. Summary and explanation of recommended changes_9.22.25
2. List of Recommended Changes to the Planning and Zoning Code
3. Zoning code mark-up with recommended changes_9.22.25
4. AMEND PLANNING AND ZONING CODE-ORD
5. EXHIBIT A-PLANNING AND ZONING CODE CHANGE
6. EXHIBIT A-1 PLANNING AND ZONING CODE CHANGE

Summary of Recommended Changes to the Planning and Zoning Code (9-22-25)

1. Chapter 1130 Zoning Regulations
 - a) Section 1130.05.B.1 “M-1” Industrial Park
 - The purpose statement for the M-1 District has been expanded to better define the intent of the zoning district.
 - b) Section 1130.05.B.2 “M-2” General Industrial
 - The purpose statement for the M-2 District has been expanded to better define the intent of the zoning district.
2. Section 1131.07 Agricultural and Residential Accessory Structure Standards
 - a) Section 1131.07.B Animal Enclosures
 - Minor modification to include animal enclosures in the maximum area occupied by accessory structures.
3. Section 1131.10 Non-Residential District Use Table and Standards
 - a) Table 1131.10-2 Non-Residential Districts – Use Table
 - Add Drive-Through Convenience Store as a new use. Permit as a conditional use in the C-2 District and permitted with standards in the C-3, C-3A and SE Districts.
 - Remove Motor Vehicle Fueling/Charging as a conditional use in the Downtown District.
 - Add Personal Service as a permitted use in the B-1 District. Currently not permitted in this district.
 - Add Data Center as a new use. Permit as a conditional use in the M-1 District.
 - Revise Stone and Monument Works to be permitted with standards in the M-1 and M-2 Districts.
 - Add Warehouse, Cross-dock as a new use. Allow as a permitted use in the M-2 District.
 - Better define Drive-Through Facility is an accessory use by renaming it Drive-Through Facility, Accessory.
4. Section 1131.12 Non-Residential Districts Use Specific Standards
 - a) Section 1131.12.H.2
 - Limit the size of buildings in the M-1 District not to exceed 300,000 square feet.
 - b) Section 1131.12.J Drive-Through Convenience Store
 - Add a standard stating they are required to meet the vehicle stacking space requirements outlined in the Parking and Loading Chapter.
 - c) Section 1131.12.JJ Stone and Monument Works
 - Require standards to be applied to the M-1 and M-2 Districts.

5. Section 1131.13 Non-Residential Accessory Uses and Structures
 - a) Section 1131.13.E Drive-Through Facility
 - Better define Drive-Through Facility is an accessory use by renaming it Drive-Through Facility, Accessory.
 -
6. Section 1131.14 Non-Residential Temporary Uses
 - a) Section 1131.14.K Outdoor Storage, Accessory
 - Clarify that the screening for outdoor storage is required to comply with the Fence Chapter.
7. Chapter 1132 Planned Unit Development and Overlay Districts
 - a) Section 1132.01.L.5 PUD Non-Residential and Mixed -Use Development Standards
 - Reduce the minimum required window transparency for the front elevation of a building from 35% to 25%.
 - b) Section 1132.03.E.2 Route 4 Corridor Overlay District Design Standards
 - Reduce the minimum required window transparency for the front elevation of a building from 35% to 25%.
 - c) Section 1132.04.E.2 Town Center Overlay District
 - Reduce the minimum required window transparency for the front elevation of a building from 35% to 25%.
 - d) Section 1132.05 John Gray/Pleasant Overlay District
 - Section 1132.05.C.5 Use Standards – Clarify that motor vehicle fueling/charging, service and repair facilities are not permitted in the overlay district.
 - Section 1131.05.E.2 Design Standards - Reduce the minimum required window transparency for the front elevation of a building from 35% to 25%.
 - e) Section 1132.06.E.2 South Gilmore/Mack Overlay District
 - Reduce the minimum required window transparency for the front elevation of a building from 35% to 25%.
8. Chapter 1151 Parking and Loading
 - a) Section 1151.03.H.1 Table 1151.03-3: Stacking Space Requirements
 - Added stacking space requirements for Drive-Through Convenience Stores.
 - b) Section 1151.03.O Parking of Commercial Vehicles (*in residential areas*)
 - Added construction vehicles and equipment.
9. Section 1152.08.A Parking and Vehicular Area Landscaping Requirements
 - a) Replaced the term “off-street parking lot” with “vehicle use area”.
10. Chapter 1153 Fencing, Hedges, and Walls
 - a) Section 1153.04.B.2 Fence Design and Materials
 - Clarify permitted wall material as stone or brick masonry products.

11. Chapter 1155 Signage

- a) Section 1155.06.D.2 Electronic Message Centers
 - Permit message centers to be equal to the principal sign face area (*still required to comply with the maximum size permitted for zoning district*).
 - Permit the message centers to be adjacent to the principal sign face, but not permitted to exceed the height of the principal sign face.

12. Chapter 1170 Administration and Procedures

- a) Section 1170.03.B.1 Fees – Table 1170.02-2: Planning and Zoning Fee Schedule
 - Replace the term “Rezoning” with “Zoning Text or Map Amendment.”
- b) Section 1170.03.B.3 Fees
 - Add a statement that fees are non-refundable.
- c) Section 1170.04.E.3 Zoning Text or Map Amendment – Application Requirements
 - Clarify the code section of the fee table.
- d) Section 1170.05.E.1.e Conditional Use -Submit Application
 - Clarify the code section location of the fee table.
- e) Section 1170.04.06.D.1.d Variances – Submit Application
 - Clarify the code section of the fee table.
- f) Section 1170.07.C.1.c Site Plan Review – Submit Application
 - Clarify the code section of the fee table.
- g) Section 1170.08.F.1.d Residential Infill Review – Submit Application
 - Clarify the code section of the fee table.
- h) Section 1170.12 Appeals of a Decision by an Official
 - Section 1170.12.C.4 Application Requirements - Clarify the code section of the fee table.
 - Section 1170.12.D – Replace “Approval Process” with “Appeal Process.”

13. Chapter 1171 Definitions

- a) Data Center
 - New definition.
- b) Drive-Through Convenience Store
 - New definition.
- c) Drive-Through Facility, Accessory
 - Add the word “Accessory” after term.
 - Add the sentence, “This does not include drive-through convenience stores.”
- d) Motor Vehicle Service
 - Clarify motor vehicles are to be in operable condition.
 - Remove conflicting terminology.

- e) Motor Vehicle Washing Facility
 - Add the word “detailing” to definition.
 - Remove “one ton rating or less” when referencing trucks.
- f) Warehouse
 - Clarify that it does not include Warehouse, Cross-dock.
- g) Warehouse, Cross-dock
 - New Definition

List of Recommended Changes to the Planning and Zoning Code

I. Section 1130.05.B.1

1. “M-1” Industrial Park. It is the purpose of the “M-1” Industrial Park District to promote and protect certain land areas for ~~light industrial development~~. **INDUSTRIAL USES WITH LIMITED OBJECTIONABLE EXTERNAL EFFECTS. THE INTENT IS TO PERMIT MOST MANUFACTURING, WHOLESALING AND WAREHOUSING ACTIVITIES THAT CAN BE OPERATED IN A CLEAN AND QUIET MANNER, SUBJECT ONLY TO THOSE REGULATIONS NECESSARY TO THE PROTECTION OF ADJACENT RESIDENTIAL AND BUSINESS ACTIVITIES.**

II. Section 1130.05.B.2

2. “M-2” General Industrial. It is the purpose of the “M-2” General Industrial District to promote and protect certain land areas for ~~general industrial development~~. **INDUSTRIAL AND OTHER USES THAT BY VIRTUE OF THEIR EXTERNAL EFFECTS, SHOULD BE ISOLATED FROM RESIDENTIAL USES AND COMMERCIAL USES. THESE USES PERFORM ESSENTIAL FUNCTIONS FOR COMMUNITY AND EMPLOYMENT OPPORTUNITIES, AND SHOULD BE PROVIDED FOR IN AREAS THAT ARE BEST SUITED FOR INDUSTRIAL DEVELOPMENT BY REASON OF LOCATION, TOPOGRAPHY, AND THE AVAILABILITY OF ADEQUATE UTILITIES AND TRANSPORTATION SYSTEMS.**

III. Section 1131.07.B

Animal Enclosures. Animal enclosures shall be located in the rear yard and shall be included in the calculation of the accessory use limitation contained with Subsection ~~S~~ 1131.07.A.3 **AND 4**. Animal enclosures, whether permanent or temporary, shall be no greater than eight feet in height from grade to the top of the enclosure.

IV. Table 1131.10-2

See attached table

V. Section 1131.12.H

Maximum Size for Primary Structures. ~~Primary Structures in the C-1 and C-2 Districts are limited to a maximum of 5,000 square feet of gross floor area, except the following uses are exempt from this requirement:~~

- ~~1. Assisted living, nursing, and rehabilitation facility;~~
- ~~2. Community and cultural facility;~~
- ~~3. Education facility;~~
- ~~4. Essential service;~~
- ~~5. Government facility; and~~
- ~~6. Recreation facility, public or private.~~

1. PRIMARY STRUCTURES IN THE C-1 AND C-2 DISTRICTS ARE LIMITED TO A MAXIMUM OF 5,000 SQUARE FEET OF GROSS FLOOR AREA, EXCEPT THE FOLLOWING USES WHICH ARE EXEMPT FROM THIS REQUIREMENT:

A. ASSISTED LIVING, NURSING, AND REHABILITATION FACILITY;

B. COMMUNITY AND CULTURAL FACILITY;

C. EDUCATION FACILITY;

D. ESSENTIAL SERVICE;

E. GOVERNMENT FACILITY; AND

F. RECREATION FACILITY, PUBLIC OR PRIVATE.

2. PRIMARY STRUCTURES IN THE M-1 ZONING DISTRICT ARE LIMITED TO A MAXIMUM OF 300,000 SQUARE FEET GROSS FLOOR AREA.

VI. Section 1131.12.J

J. DRIVE-THROUGH CONVENIENCE STORE.

1. DRIVE-THROUGH CONVENIENCE STORE USES SHALL BE REQUIRED TO MEET THE VEHICLE STACKING SPACE REQUIREMENTS IN SECTION 1151.03.H.

VII. Section 1131.12.JJ

JJ. Stone and Monument Works. Stone and monument work uses that are located in the C-3 and C-3A Districts shall be subject to the following:

1. All cutting and other similar operations shall be conducted within an enclosed structure.

2. No operation shall be constructed, or equipment used which would create excessive noise or dust.

3. The outdoor display of products **IN THE C-3 AND C-3A DISTRICTS** shall comply with Section 1131.13.J.

4. There shall be minimum setback of 200 feet from any A or R District.

VIII. Section 1131.13.E

E. Drive-Through Facility, **ACCESSORY**. A use that proposes to utilize a drive-through or pick-up window shall be subject to the following:

IX. Section 1131.14.K

Outdoor Storage, Accessory. Outdoor storage accessory areas, where permitted, shall be paved with a hard durable surface located only in the rear yard, and shall be screened on all sides with

an opaque fence or wall **SUBJECT TO THE PROVISIONS OF SECTION 1153.04.B** that is six feet in height.

- X. Section 1132.01.L.5
5. Transparency. All building elevations that are visible from public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~35~~ **25** percent transparent at the pedestrian level (see Figure 1132-5).
- XI. Section 1132.03.E.2
2. Transparency. All building elevations that face public rights-of-way shall include window openings. The primary front elevation of a building shall be at least ~~35~~ **25** percent transparent.
- XII. Section 1132.04.E.2
2. Transparency. All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~35~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of a building with interior storage, shelving, boxes, or similar items is not permitted.
- XIII. Section 1132.05.C.5
5. ~~Motor vehicle related businesses, such as~~ Motor vehicle fueling/**CHARGING, SERVICE AND** repair facilities, and self-storage facilities are not permitted in the overlay district.
- XIV. Section 1131.05.E.2
2. Transparency. All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~35~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of a building with interior storage, shelving, boxes, or similar items is not permitted.
- XV. Section 1132.06.E.2
2. Transparency. All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~35~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of the building with interior storage, shelving, boxes, or similar items is not permitted.

XVI. Table 1151.03-3

Table 1151.03-3: Stacking Space Requirements

Activity	Minimum Number of Stacking Spaces	Measured From
DRIVE-THROUGH CONVENIENCE STORE	5 FOR A SINGLE LANE	ENTRANCE TO THE BUILDING
Food and Beverage Use with Drive-Through Window	12 for a single lane or 6 per lane for 2 or more lanes	The order point
Food and Beverage Use with Pick Up Window Only	5 for a single lane	Pick-up window
Financial Institution	4 per lane for an ATM, 2 per lane for a teller or window	Teller or ATM
Motor Vehicle Fueling/Charging Facility	1 per fuel pump	Pump island
Pharmacy	5 for a single lane or 3 per lane for 2 or more lanes	Pick-up window
Motor Vehicle Washing, Automatic	4 for a single lane or 2 per lane for 2 or more lanes	Entrance to washing bay
Other	As determined by the Development Services Director or their designee	

XVII. Section 1151.03.O

O. Parking of Commercial **AND CONSTRUCTION** Vehicles

1. The parking or storing of any of the following on the property used for residential purposes or on any street in an A or R District for any period exceeding four consecutive hours is prohibited: semi-truck, semi-trailer, box truck, box van, step van, cement truck, stake bed truck, boom truck, food truck, tank truck, tar truck, dump truck, tow truck, wrecker, bus or van capable of carrying more than 10 people, limousine, dump trailer, gooseneck trailer, livestock trailer, trailer with pipe rails and or side walls exceeding 36 inches higher than the trailer bed, and other similar vehicles or trailers. In addition, any other commercial or noncommercial vehicle or trailer that exceeds eight feet in height and/or 22 feet in length shall be prohibited.

2. THE PARKING OR STORING OF ANY CONSTRUCTION VEHICLE, MACHINE, DEVICE, OR EQUIPMENT ON ANY PROPERTY USED FOR RESIDENTIAL PURPOSES OR ON ANY STREET IN AN A OR R DISTRICT FOR ANY PERIOD EXCEEDING FOUR CONSECUTIVE HOURS IS PROHIBITED. CONSTRUCTION VEHICLES, MACHINERY, DEVICES, AND EQUIPMENT SHALL INCLUDE, BUT NOT BE LIMITED TO, EARTH MOVING EQUIPMENT, SKID STEER LOADER, CEMENT MIXER, HOIST, SCAFFOLDING, SNOW PLOW AND SIMILAR DEVICES, CONSTRUCTION MATERIALS, AND OTHER APPARATUS AND MACHINES USED IN THE CONSTRUCTION OR MAINTENANCE OF BUILDINGS, HOUSES, ROADS, SIDEWALKS, DRIVEWAYS OR LANDSCAPING.

3. Nothing herein shall prevent the parking of such vehicle, trailer, **OR EQUIPMENT** in a fully enclosed garage or similar permanent structure, or at any construction project where such vehicles are an integral component of such project.
4. The parking or storing of recreational vehicles on any property used for residential purposes shall be in compliance with all regulations of Section 1151.03.N.

XVIII. Section 1152.08.A

A. Perimeter Requirements. When any ~~off-street parking lot~~ **VEHICLE USE AREA** for any multi-family dwelling use, non-residential use, or mixed-use development is proposed to abut a public street, or a property upon which a single family dwelling or two family dwelling exists, a landscape buffer shall be provided that consists of the following:

1. A minimum width of five feet adjacent to the parking lot;
2. One deciduous tree located every 30 linear feet (a minimum of one tree is required); and
3. Shrubs planted every three linear feet.

XIX. Section 1153.04.B.2

B. Fence Design and Materials

1. All fences shall have the posts and supporting rails located on the inside of the fence or shall be constructed so that the slats of the fence alternate on the inside and outside of the posts and supporting rails.
2. Allowable fence or wall materials include stone **OR BRICK** masonry product, wood, vinyl, aluminum, ornamental iron, and chain link.

XX. Section 1155.06.D.2

D. Electronic Message Centers. Electronic message centers are permitted on ground and pole signs in specified non-residential zoning districts subject to the following:

1. Electronic message centers shall be located a minimum of 200 feet from any A or R District.
2. Electronic message centers shall be **EQUAL OR** subordinate to the principal sign face in size and shall be located below **OR ADJACENT TO** the principal sign face. **NO PORTION OF AN ELECTRONIC MESSAGE CENTER IS PERMITTED TO BE LOCATED ABOVE THE PRINCIPAL SIGN FACE.**
3. One electronic message center is permitted per property and/or shopping center. An electronic message center is not permitted if a changeable copy sign is used.

4. Each message or copy must be displayed for at least seven seconds.

5. When a message or copy changes by remote control or electronic process, it shall be accomplished in three seconds or less using an instantaneous transition, face, or dissolve feature.

XXI. Section 1170.03.B.1, Section 1170.03.B.3
Table 1170.02-2

Table 1170.02-2: Planning and Zoning Fee Schedule

Board of Zoning Appeals	
Board of Zoning Appeals - Residential	100
Board of Zoning Appeals - Nonresidential	200
Planning Commission	
REZONING ZONING TEXT OR MAP AMENDMENT	500
PUD - Concept Development Plan	500
PUD - Final Development Plan	500
PUD - Minor Modification (residential)	50
PUD - Minor Modification (nonresidential)	200
Conditional Use	250
Preliminary Plat	500
Final Plat	300
Replat	100
Overlay District Review	200
Residential Infill Review	50
All other Planning Commission Requests	100
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50

Floodplain Development Permit	200
Zoning Verification Letter	50

2. Until all fees, charges, and expenses have been paid in full, no action shall be taken on any application, appeal, or administrative review and approval.

3. THE FEE FOR ALL APPLICATIONS LISTED IN TABLE 1170.02-2 SHALL BE NON-REFUNDABLE.

- XXII. Section 1170.04.E.3
~~3. The fee established by the City Council.~~ **THE FEE APPLICABLE TO THE FILING OF A ZONING TEXT OR MAP AMENDMENT APPLICATION SHALL BE SET FORTH IN SECTION 1170.03.B.**
- XXIII. Section 1170.05.E.1.e
~~e. Payment of a fee as established by the City Council, which shall not be refundable.~~ **THE FEE APPLICABLE TO THE FILING OF A CONDITIONAL USE APPLICATION SHALL BE SET FORTH IN SECTION 1170.03.B.**
- XXIV. Section 1170.04.06.D.1.d
~~d. Payment of a fee as established by the City Council, which shall not be refundable.~~ **THE FEE APPLICABLE TO THE FILING OF A VARIANCE APPLICATION AND FOR ANY OTHER SUBMISSION PERTAINING TO THESE REGULATIONS SHALL BE SET FORTH IN SECTION 1170.03.B (BOARD OF ZONING APPEALS).**
- XXV. Section 1170.07.C.1.c
~~c. Payment of a fee as established by the City Council, which shall not be refundable.~~ **THE FEE APPLICABLE TO THE FILING OF A SITE PLAN REVIEW APPLICATION SHALL BE SET FORTH IN SECTION 1170.03.B.**
- XXVI. Section 1170.08.F.1.d
~~d. Payment of a fee as established by the City Council, which shall not be refundable.~~ **THE FEE APPLICABLE TO THE FILING OF A RESIDENTIAL INFILL REVIEW APPLICATION SHALL BE SET FORTH IN SECTION 1170.03.B.**
- XXVII. Section 1170.12 C.4, D
~~4. The payment of a fee as established by the City Council, which shall not be refundable.~~ **THE FEE APPLICABLE TO THE FILING OF AN APPEAL OF A DECISION BY AN OFFICIAL SHALL BE SET FORTH IN SECTION 1170.03.B (BOARD OF ZONING APPEALS).**

D. ~~Approval~~ **APPEAL** Process

D

DATA CENTER. A FACILITY USED PRIMARILY FOR THE STORAGE, MANAGEMENT, PROCESSING, AND TRANSMISSION OF DIGITAL DATA, WHICH HOUSES COMPUTER OR NETWORK EQUIPMENT, SYSTEMS, SERVERS, APPLICANCES, AND OTHER ASSOCIATED COMPONENTS RELATED TO THE DIGITAL STORAGE AND OPERATIONS.

Day Care Center. A place in which supervision, protection, and care is administered to a person or persons, but not including overnight lodging. Such uses may also include educational learning, such as preschool and kindergarten programs, as accessory uses.

Day Care, Home Type A. The permanent residence of the administrator in which childcare is provided for seven to 12 children at one time or a permanent residence of the administrator in which childcare is provided for four to 12 children at one time if four or more children at one time are under two years of age. In counting children for the purpose of this definition, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Day Care, Home Type B. The permanent residence of the administrator in which childcare is provided for one to six children at any one time and in which no more than three children are under two years of age at one time. In counting children for the purposes of this division, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Design, Construction, and Materials Specification Handbook. A handbook adopted by City Council containing the official standards for the city governing the design, construction, and materials permitted to be used in all proposed improvements.

Development Services Director. The development services director for the City of Fairfield, Ohio.

District. A portion of the territory of the city within which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning code.

Drainage Plan. A plan for the control of stormwater runoff in accordance with the requirements of Section 1199.03.F.

DRIVE-THROUGH CONVENIENCE STORE. AN ESTABLISHMENT DESIGNED SO A MOTOR VEHICLE ENTERS THE BUILDING AT ONE END AND EXITS AT THE OTHER END, THAT SELLS MERCHANDISE SUCH AS PREPACKED FOOD ITEMS, TOBACCO PRODUCTS, AND BEVERAGES WITHIN THE BUILDING WHILE THE OCCUPANT REMAINS SEATED IN THE MOTOR VEHICLE. THIS DOES NOT INCLUDE DRIVE-THROUGH FACILITY, ACCESSORY.

Drive-Through Facility, **ACCESSORY**. Any operation by a business establishment where the transfer of goods and services to the customers is accomplished through an opening in the building while the customer remains in their vehicle. **THIS DOES NOT INCLUDE DRIVE-THROUGH CONVENIENCE STORE.**

Drywell. A type of drainage well used for the underground disposal of stormwater runoff from paved areas such as parking lots, streets, residential subdivisions, and building rooftops.

Dumpster, Garbage or Recycling. A container used for the temporary storage of solid waste and garbage or for materials to be recycled pending collection, having a capacity of at least 2 cubic yards. This definition includes compactors and grease dumpsters. Garbage or recycling dumpsters do not include garbage cans which can be moved by a person.

Dumpster, Roll-Off/ Construction. A container used for the temporary collection of large quantities of trash, yard waste, garbage, or building or construction debris, and designed to be delivered and picked up by a truck and which is left on site for a temporary period of time. Roll-off/construction dumpsters do not include dumpsters used by multi-family dwellings or businesses.

Motor Vehicle Service. Any establishment or place of business which is maintained and operated for the primary purpose of performing routine maintenance of **OPERABLE** motor vehicles such as removal and replacement of lubricants, tires, and batteries for the public and which may include retail sales of ~~fuels, lubricants, AND air and/or for washing operable motor vehicles~~. This definition does not include any establishment, place of business or property upon which storage or repair of any unlicensed, partially dismantled, or inoperable motor vehicles takes place.

Motor Vehicle Storage. Any establishment, place of business, property or open area used for the storage of new or used motor vehicles that are in operable condition. This definition does not include the storage of delivery trucks, tractor-trailers and associated semi- trailers, or shipping containers.

Motor Vehicle Tow Yard. Any establishment, place of business, or property used by a tow company or wrecker service for temporary storage of operable motor vehicles or inoperable motor vehicles designated to be transported to a motor vehicle repair garage or junkyard. This definition does not include any establishment, place of business, or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

Motor Vehicle Washing Facility. A facility for washing, cleaning, drying, and waxing of passenger vehicles, motorcycles, and trucks of one ton rating or less, which may be self-service or full-service.

Mulching. The application of suitable materials on the soil surface to conserve moisture, reduce weed growth, hold soil in place, and aid in establishing plant cover.

Museum. See Cultural Facility.



Wall. An architectural partition with a height and length greater than its thickness; used to divide or enclose an area or to support another structure.

Wall, Retaining. A structure that holds back soil or rock from a building, structure or area. Retaining walls prevent downslope movement or erosion and provide support for vertical or near-vertical grade changes.

Warehouse. An enclosed structure used for the storage and/or distribution of goods of any type by or on behalf of the owner of the goods when 80 percent or more of the enclosed structure is designed or used for storage space. This definition includes distribution and fulfillment facilities, **BUT DOES NOT INCLUDE WAREHOUSE, CROSS-DOCKS.**

Warehouse, Accessory. A secondary and subordinate use to an industrial or commercial use where raw materials, parts, or finished manufactured goods may be stored before their export or distribution. Such storage shall be within a building.

WAREHOUSE, CROSS-DOCK. AN ENCLOSED STRUCTURE WITH LOADING DOCKS LOCATED ON OPPOSITE SIDES OF THE STRUCTURE USED FOR THE STORAGE AND/OR DISTRIBUTION OF GOODS OF ANY TYPE BY OR ON BEHALF OF THE OWNER OF THE GOODS WHEN 80 PERCENT OR MORE OF THE ENCLOSED STRUCTURE IS DESIGNED OR USED FOR STORAGE SPACE. THIS DEFINITION INCLUDES DISTRIBUTION AND FUFILLMENT FACILITIES WHICH HAVE DOCKS LOCATED ON OPPOSITE SIDES OF THE STRUCTURES.

Waste Area. An area approved by the engineer for the disposal of waste material and restricted from the building of any structure and delineated by the requirements of Section 1159.05.

Waste Material. Any material that is not approved “fill material” but approved for disposal in an approved waste area site by the Public Works Director.

Watercourse. A permanent stream, intermittent stream, river, brook, channel, creek, or ditch for water whether natural or man-made.

Wind Farm. Commercial wind power installations that consist of wind turbines and associated facilities.

Wind Turbine. A device that converts the wind’s kinetic energy into electrical energy.

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Public/Institutional Uses											
Public Recreation Facility, Outdoor		P	P	P			P	P			
Religious Facility	C	C	C	C	C	C	C	C	C	C	
Wireless Communication			C	C					PS	PS	1131.15
Commercial Uses											
Animal Boarding/ Kennel		C	C	C					C	C	1131.12. A
Animal Day Care		C	C	C					C	C	1131.12. B
Animal Hospital, Veterinary Clinic	PS	PS	PS	PS		PS	PS	PS			1131.12. C
Art Studio	P	P	P	P	P	P		P			
Assisted Living Facility		C	P	P			P	C			
Bar/Night Club		C	C	C		C		C			
Brewery, Distillery, Winery, Cider (Macro)			C	C		C			C	C	1131.12. D
Brewery, Distillery, Winery, Cider (Micro)		C	C	C		C		C	C	C	1131.12. D
Building and Related Trade Shop		C	P	P					P	P	
Check Cashing, Short Term Loan			PS	PS		PS					1131.12. E
Club/Lodge, Private	C	C	C	C	C	C	C	C			
Commercial Kitchen			C	C					C		
Day Care Center	C	C	PS	PS	C	PS	PS	C			1131.12. I
DRIVE-THROUGH CONVENIENCE STORE		C	PS	PS		PS					1331.12.J
Entertainment Venue			C	C		P					
Event Center			C	C		P					1131.12. K

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Financial Establishment	C	PS	PS	PS	C	PS	PS	PS	C		1131.12. <u>L</u>
Fitness/Dance Studio	P	P	P	P	P	P		P			
Flea Market			C	C							1131.12. <u>M</u>
Funeral Home	C	P	P	P				C			
Greenhouse, Wholesale									C	C	
Hospital		C	C	C			PS				1131.12. <u>N</u>
Hotel, Motel		C	P	P		P					
Landscaping Retail Facility		PS	PS	PS		PS		PS			1131.12. <u>P</u>
Landscaping Service Facility			C	C					PS	PS	1131.12. <u>Q</u>
Laundry, Commercial			P	P		P		P			
Marijuana: Adult Use Dispensary and Dispensary (Medical)			PS	PS		PS					1131.12.S. <u>1</u>
Media Studio	PS	PS	PS	PS		PS		PS			1131.12. <u>T</u>
Medical Office (High Intensity)		C	C	C		C	P	C	C	C	1131.12. <u>U</u>
Medical Office (Low Intensity)	P	P	P	P	P	P	P	P	C		
Micro-Fulfillment Center	PS	PS	PS	PS		PS		PS			1131.12. <u>V</u>
Mixed Use			C	C				C			
Motor Vehicle Fueling/ Charging		C	PS	PS				C			1131.12. <u>X</u>
Motor Vehicle Repair			C	C					C	C	1131.12. <u>Y</u>

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Motor Vehicle Sale/ Rental Area			C	C							1131.12. Z
Motor Vehicle Service		C	C	C		C		C	C	C	1131.12. AA
Motor Vehicle Washing Facility		C	PS	PS		PS					1131.12. DD
Nursing and Rehabilitation Facility		C	P	P			P	C			
Office, General	P	P	P	P	P	P	P	P	C		
Outdoor Amusement Ride and Entrainment Display						P					
Personal Service	P	P	P	P	P	P	P	P			
Recreational Facility, Indoor	C	C	P	P		P	C	C	C	C	
Recreational Facility, Outdoor	C	C	C	C		P	C	C			
Restaurant, Full Service	C	P	P	P		P		P	C		
Restaurant, Quick Service	C	PS	PS	PS		PS		PS	C		1131.12. GG
Retail	P	P	P	P	P	P		P	C		
Self-Storage Facility			C	C						C	1131.12. HH
Sexually Oriented Business			C	C							1131.12. II
Showroom	C	P	P	P				P			
Storage Shed, Barn, Carport, or Play Structure Sales Area			C	C							1131.12. KK
Teen Club		C	C	C				C			
Theater, Cinema		C	P	P		P		C			

P = Permitted Use

PS = Permitted Use with Standards

C = Conditional Use

[ToC](#)[Res. Use Table](#)[Non-Res. Use Table](#)[Dimensions](#)[Signs](#)[Procedures](#)[Definitions](#)[Subdivisions](#)

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Tobacco/Vape Store			PS	PS		PS					1131.12. LL
Industrial Uses											
Building Material Yard										C	1131.12. E
Construction and Large Equipment Rental, Sale, and Service										C	1131.12. G
Contractor Yard										C	1131.12. H
Crematorium										C	
DATA CENTER									C		
Food Processing									C	P	
Junkyard										C	1131.12. O
Laundry, Industrial									C	P	
Manufacturing, Artisan			C	C					P	P	
Manufacturing, Light									PS	PS	1131.12. S
Manufacturing, Heavy										C	1131.12. R
Marijuana: Adult Use Cultivator										P	
Marijuana: Adult Use Processor										P	
Marijuana: Adult Use Testing Laboratory										P	
Marijuana: Cultivation Facility										P	
Marijuana: Level I Adult Use Cultivator										P	
Marijuana: Level II Adult Use Cultivator										P	

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

[ToC](#)[Res. Use Table](#)[Non-Res. Use Table](#)[Dimensions](#)[Signs](#)[Procedures](#)[Definitions](#)[Subdivisions](#)

1131.10 Non-Residential District Use Table and Standards

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Industrial Uses											
Marijuana: Level III Adult Use Cultivator										P	
Marijuana: Level I Cultivator										P	
Marijuana: Level II Cultivator										P	
Marijuana: Processor (Medical)										P	
Motor Vehicle Storage										C	1131.12. BB
Motor Vehicle Tow Yard										C	1131.12. CC
Renewable Energy Facility										C	1131.12. EE
Research, Development, Laboratory Facility			C	C			PS		C	C	1131.12. FF
Stone and Monument Works			C	C					PS	PS	1131.12. JJ
Trucking or Logistics Terminal										C	1131.12. MM
Warehouse			C	C					PS	PS	1131.12. NN
WAREHOUSE, CROSS-DOCK										P	
Accessory Uses											
Accessory Structure	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. A
Accessory Use	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. B
Automated Teller Machine (ATM)	PS	PS	PS	PS	PS	PS	PS	PS	PS		1131.13. C
Charitable Drop-Off Receptacle	PS	PS	PS	PS	PS	PS	PS	PS			1131.13. D
Drive-Through Facility, ACCESSORY		C	PS	PS	C	PS		C	C		1131.13. E
Dumpster, Garbage and Recycling	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. F

P = Permitted Use

PS = Permitted Use with Standards

C = Conditional Use

[ToC](#)[Res. Use Table](#)[Non-Res. Use Table](#)[Dimensions](#)[Signs](#)[Procedures](#)[Definitions](#)[Subdivisions](#)

2. **"C-2" Central Business.** It is the purpose of the "C-2" Central Business District to promote and protect certain land areas for commercial uses that serve the residents of the city.
3. **"C-3" General Business.** It is the purpose of the "C-3" General Business District to promote and protect certain land areas for commercial uses that are generally located along the Route 4 Corridor. Such commercial uses are regionally oriented and serve both the residents of the city and visitors.
4. **"C-3A" General Business Modified.** It is the purpose of the "C-3A" General Business District Modified to promote and protect certain land areas for commercial uses that are generally located along the Route 4 Corridor. Such commercial uses are regionally oriented and serve both the residents of the city and visitors.
5. **"C-4" Commercial Transition.** It is the purpose of the "C-4" Commercial Transition District to promote and protect certain land area that is located between residential and commercial uses in order to provide an appropriate transition between such uses.
6. **"SE" Suburban Entertainment.** It is the purpose of the "SE" Suburban Entertainment District to promote and protect certain land area for entertainment and commercial uses that are unique in nature and attract visitors from around the region.
7. **"B-1" Institutions and Office.** It is the purpose of the "B-1" Institutions and Office District to promote and protect certain land areas for office, institutional, and professional service establishments.
8. **"D-1" Downtown.** It is the purpose of the "D-1" Downtown District to promote and protect land in downtown Fairfield for a mix of uses designed in a harmonious mix of architecture, landscaping, land use, and planning.

1130.05 Industrial Zoning Districts

- A. **Applicability.** The industrial zoning districts within the zoning code include the "M-1" Industrial Park District and the "M-2" General Industrial District.
- B. **Purpose.** The industrial zoning districts, and their regulations, are hereby established to achieve, among others, the following purposes:
 1. **"M-1" Industrial Park.** It is the purpose of the "M-1" Industrial Park District to promote and protect certain land areas for ~~light industrial development~~ **industrial uses with limited objectionable external effects. The intent is to permit most manufacturing, wholesaling and warehousing activities that can be operated in a clean and quiet manner, subject only to those regulations necessary to the protection of adjacent residential and business activities.**

2. **"M-2" General Industrial.** It is the purpose of the "M-2" General Industrial District to promote and protect certain land areas for ~~general industrial development~~ industrial and other uses that by virtue of their external effects, should be isolated from residential uses and commercial uses. These uses perform essential functions for community and employment opportunities, and should be provided for in areas that are best suited for industrial development by reason of location, topography, and the availability of adequate utilities and transportation systems.

7. **Exterior Materials.** The exterior wall surface of the structure, if greater than 100 square-feet in area, shall not be made of metal, resin, plastic, fabric, non-finished composite material, or concrete masonry units (CMUs)/cinderblocks.
 8. **Roofing Materials.** Metal roofs are not permitted for accessory structures, except metal panel roofs which are factory finished with a rib or standing seam design.
 9. **Paved Access.** An accessory structure which has a door greater than six feet in width must have paved access in accordance with Subsection 1131.07.G.1.
 10. **Construction Timing.** No accessory structure shall be constructed prior to the construction of the principal building on the lot.
- B. **Animal Enclosures.** Animal enclosures shall be located in the rear yard and shall be included in the calculation of the accessory use limitation contained within Subsections 1131.07.A.3 and 4. Animal enclosures, whether permanent or temporary, shall be no greater than eight feet in height from grade to the top of the enclosure.
 - C. **Charitable Drop-off Receptacle.** Charitable drop-off receptacles are only permitted on property used for non-residential purposes in the agricultural and residential zoning districts and are subject to the regulations set forth in Section 1131.13.D.
 - D. **Composting Facility.** In any A or R District, composting facilities serving only the occupants of that particular lot may be constructed and used by said occupants. The only yard waste which may be placed in a compost facility is that which is generated from the lot on which the compost facility is located. The compost facility shall be constructed as a bin or a structure and must be located in the rear yard and be a minimum of six feet from any adjacent lot lines. Additionally, no composting facility shall be permitted or maintained which is offensive due to disproportionate size or due to the emission of odor. Compost within the facility must be periodically "turned" to aerate the mass and mix the material for better decomposition.
 - E. **Dumpster, Garbage and Recycling.** Garbage and recycling dumpsters are permitted within multi-family residence developments for the regular collection of trash and recycling from the residents thereof, subject to all other applicable requirements for enclosures and screening set forth in Section 1131.13.F and Section 717 of the City of Fairfield Codified Ordinances.
 - F. **Electric Vehicle Charging Station.** A Level 1 or Level 2 electric vehicle charging station may be permitted as an accessory use to any multi-family development or non-residential use in the A or R Districts subject to regulations set forth in Section 1131.13.H.
 - G. **Garage, Detached Residential.** Detached residential garages are subject to the following and other applicable regulations in Section 1131.07.A.
 1. Residential detached garages shall be located in the side or rear yard and shall have paved access.
 2. Detached garages shall meet the required side and rear setbacks for the principal structure and shall be at least six feet from the principal structure.

1131.0 USE REGULATIONS

1131.10 Non-Residential Districts Use Table and Standards

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Check Cashing, Short Term Loan			PS	PS		PS					1131.12.F
Club/Lodge, Private	C	C	C	C	C	C	C	C			
Commercial Kitchen			C	C					C		
Day Care Center	C	C	PS	PS	C	PS	PS	C			1131.12.I
Drive-Through Convenience Store		C	PS	PS		PS					1331.12.J
Entertainment Venue			C	C		P					
Event Center			C	C		P					1131.12.K
Commercial Uses											
Financial Establishment	C	PS	PS	PS	C	PS	PS	PS	C		1131.12.L
Fitness/Dance Studio	P	P	P	P	P	P		P			
Flea Market			C	C							1131.12.M
Funeral Home	C	P	P	P				C			
Greenhouse, Wholesale									C	C	
Hospital		C	C	C			PS				1131.12.N
Hotel, Motel		C	P	P		P					
Landscaping Retail Facility		PS	PS	PS		PS		PS			1131.12.P
Landscaping Service Facility			C	C					PS	PS	1131.12.Q
Laundry, Commercial			P	P		P		P			
Marijuana: Adult Use Dispensary and Dispensary (Medical)			PS	PS		PS					1131.12.S.1

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

ToC

Res. Use Table

Non-Res. Use Table

Dimensions

Signs

Procedures

Definitions

Subdivisions

1131.0 USE REGULATIONS

1131.10 Non-Residential Districts Use Table and Standards

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Fitness/Dance Studio	P	P	P	P	P	P		P			
Flea Market			C	C							1131.12.M
Funeral Home	C	P	P	P				C			
Greenhouse, Wholesale									C	C	
Hospital		C	C	C			PS				1131.12.N
Hotel, Motel		C	P	P		P					
Landscaping Retail Facility		PS	PS	PS		PS		PS			1131.12.P
Landscaping Service Facility			C	C					PS	PS	1131.12.Q
Laundry, Commercial			P	P		P		P			
Marijuana: Adult Use Dispensary and Dispensary (Medical)			PS	PS		PS					1131.12.S.1
Media Studio	PS	PS	PS	PS		PS		PS			1131.12.T
Medical Office (High Intensity)		C	C	C		C	P	C	C	C	1131.12.U
Medical Office (Low Intensity)	P	P	P	P	P	P	P	P	C		
Micro-Fulfillment Center	PS	PS	PS	PS		PS		PS			1131.12.V
Mixed Use			C	C				C			
Motor Vehicle Fueling/Charging		C	PS	PS				E			1131.12.X
Motor Vehicle Repair			C	C					C	C	1131.12.Y
Commercial Uses											
Motor Vehicle Sale/Rental Area			C	C							1131.12.Z

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

ToC

Res. Use Table

Non-Res. Use Table

Dimensions

Signs

Procedures

Definitions

Subdivisions

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Motor Vehicle Service		C	C	C		C		C	C	C	1131.12. AA
Motor Vehicle Washing Facility		C	PS	PS		PS					1131.12. DD
Nursing and Rehabilitation Facility		C	P	P			P	C			
Office, General	P	P	P	P	P	P	P	P	C		
Outdoor Amusement Ride and Entrainment Display						P					
Personal Service	P	P	P	P	P	P	P	P			
Recreational Facility, Indoor	C	C	P	P		P	C	C	C	C	
Recreational Facility, Outdoor	C	C	C	C		P	C	C			
Restaurant, Full Service	C	P	P	P		P		P	C		
Restaurant, Quick Service	C	PS	PS	PS		PS		PS	C		1131.12. GG
Retail	P	P	P	P	P	P		P	C		
Self-Storage Facility			C	C						C	1131.12. HH
Sexually Oriented Business			C	C							1131.12. II
Showroom	C	P	P	P				P			
Storage Shed, Barn, Carport, or Play Structure Sales Area			C	C							1131.12. KK
Teen Club		C	C	C				C			
Theater, Cinema		C	P	P		P		C			
Commercial Uses											
Tobacco/Vape Store			PS	PS		PS					1131.12. LL

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

ToC

Res. Use Table

Non-Res. Use Table

Dimensions

Signs

Procedures

Definitions

Subdivisions

1131.0 USE REGULATIONS

1131.10 Non-Residential Districts Use Table and Standards

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Industrial Uses											
Building Material Yard										C	1131.12. E
Construction and Large Equipment Rental, Sale, and Service										C	1131.12. G
Contractor Yard										C	1131.12. H
Crematorium										C	
Data Center									C		
Food Processing									C	P	
Junkyard										C	1131.12. O
Laundry, Industrial									C	P	
Manufacturing, Artisan			C	C					P	P	
Manufacturing, Light									PS	PS	1131.12. S
Manufacturing, Heavy										C	1131.12. R
Marijuana: Adult Use Cultivator										P	
Marijuana: Adult Use Processor										P	
Marijuana: Adult Use Testing Laboratory										P	
Marijuana: Cultivation Facility										P	
Marijuana: Level I Adult Use Cultivator										P	
Marijuana: Level II Adult Use Cultivator										P	
Industrial Uses											

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

[ToC](#)

[Res. Use Table](#)

[Non-Res. Use Table](#)

[Dimensions](#)

[Signs](#)

[Procedures](#)

[Definitions](#)

[Subdivisions](#)

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Marijuana: Level III Adult Use Cultivator										P	
Marijuana: Level I Cultivator										P	
Marijuana: Level II Cultivator										P	
Marijuana: Processor (Medical)										P	
Motor Vehicle Storage										C	1131.12. BB
Motor Vehicle Tow Yard										C	1131.12. CC
Renewable Energy Facility										C	1131.12. EE
Research, Development, Laboratory Facility			C	C			PS		C	C	1131.12. FF
Stone and Monument Works			C	C					PS	PS	1131.12. JJ
Trucking or Logistics Terminal										C	1131.12. MM
Warehouse			C	C					PS	PS	1131.12. NN
Warehouse, Cross-Dock										P	
Accessory Uses											
Accessory Structure	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. A
Accessory Use	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. B
Automated Teller Machine (ATM)	PS	PS	PS	PS	PS	PS	PS	PS	PS		1131.13. C
Charitable Drop-Off Receptacle	PS	PS	PS	PS	PS	PS	PS	PS			1131.13. D
Drive-Through Facility, Accessory		C	PS	PS	C	PS		C	C		1131.13. E
Dumpster, Garbage and Recycling	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. F

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

[ToC](#)[Res. Use Table](#)[Non-Res. Use Table](#)[Dimensions](#)[Signs](#)[Procedures](#)[Definitions](#)[Subdivisions](#)

wholly within a completely enclosed building, except for uses that are specifically exempted and regulated herein including, but not limited to, off-street parking, outdoor display, outdoor dining, and motor vehicle sales.

- B. Night Operations.** No building customarily used for night operations, such as a bakery or 24-hour distribution station, shall have any open areas of the building or doors, other than stationary windows or required fire exits, within 100 feet of any A or R District. Any space used for loading or unloading commercial vehicles in connection with such an operation shall not be within 100 feet of any A or R District.
- C. Grading, Filling, and Excavation.** Any development that requires grading, filling, excavation, or any change in the grade of more than 100 cubic yards of material or changes the existing elevation by more than one foot requires compliance with Chapter [1159.0](#) and approval of the City Engineer. No grading shall be detrimental to surrounding property in appearance or in the diversion of stormwater drainage.
- D. Security Bars.** Security bars, grilles or similar devices shall be retractable, shall be installed on the interior of the window or door frames, and shall be retracted at all times during which the building is open for business.
- E. Residential Uses in Non-Residential Zoning Districts.** Residential uses that are located in nonresidential zoning districts shall be subject to all of the applicable use standards for residential uses in this zoning code. This applies to the single-family dwellings permitted in the C-4 District.
- F. Essential Services.** Essential services shall be permitted as authorized and regulated by law and other ordinances of the city, it being the intention hereof to exempt such essential services from the application of this code.
- G. Airports, Airfields, and Heliports.** Airports, airfields, and heliports may be built within the city's limits only with the permission of the Planning Commission and City Council.
- H. Maximum Size for Primary Structures.**
 - 1.** Primary structures in the C-1 and C-2 Districts are limited to a maximum of 5,000 square feet of gross floor area, except the following uses which are exempt from this requirement:
 - a.** Assisted living, nursing, and rehabilitation facility;
 - b.** Community and cultural facility;
 - c.** Education facility;
 - d.** Essential service;
 - e.** Government facility; and
 - f.** Recreation facility, public or private.
 - 2.** Primary structures in the M-1 District are limited to a maximum of 300,000 square feet gross floor area.

H. Contractor Yard. Contractor yards are subject to the following:

1. A principal building is required on site and shall be a minimum of 1,500 square feet.
2. All materials stored outside shall be located in the rear yard and shall comply with the outdoor storage requirements of Section 1131.13.K.
3. There shall be a minimum setback of 200 feet from any A or R District.
4. All motor vehicles manufactured for road use, including trailers, shall be parked on paved surfaces as described in Section 1151.04.D at all times and no inoperable equipment or inoperable or unlicensed motor vehicles are permitted on the premises.

I. Day Care Center. Day care centers shall provide an outdoor recreation area for children that is directly accessed from the building, located in the side or rear yard, and is enclosed with a fence that meets the regulations of Chapter 1153.0.

J. Drive-Through Convenience Store.

1. Drive-through convenience store uses shall be required to meet the vehicle stacking space requirements in Section 1151.03.H.

K. Education Facility, University/College/Trade School. Universities, colleges, and trade schools are subject to the following:

1. A campus plan is required if there is more than one building being proposed.
2. If the proposed use includes a residential component, those uses shall meet the applicable regulations for the type of residential use that is proposed (i.e., if multi-family is proposed then such use shall meet the use-specific standards for large scale multi-family and the dimensional standards for the R-4 District), unless specifically approved otherwise by the Planning Commission.

L. Event Center. Event centers are subject to the following:

1. There shall be a minimum setback of 100 feet from any A or R District.
2. The event center shall provide kitchen facilities for the preparation or warming of foods that are to be served during the events.

M. Financial Establishment. Financial establishments that include drive-through facilities are not subject to the drive-through requirements in Section 1131.13.E. Outdoor automatic teller machine (ATM) facilities are subject to the requirements in Section 1131.13.C.

N. Flea Market. Flea markets are subject to the following:

1. Flea Markets shall be located inside a fully enclosed building and there shall be no outdoor sales, display, or storage.
2. Flea markets shall be in compliance with all building code requirements and include enough room for aisles and emergency ingress and egress.

3. All buildings on the site shall be set back a minimum of 200 feet from any A or R District and 1,000 feet from any other self-storage facility.
4. No activities other than rental of storage units, and pick-up and deposit of long term storage shall be permitted on the premises. Examples of activities that are not permitted include commercial or wholesale sales, repair services, manufacturing, and recreational uses.
5. Building perimeter landscaping is required along the side and front exterior elevations. Such landscaping shall include a minimum of one tree and six shrubs for every 30 lineal feet of the front and side exterior elevations.

II. Sexually Oriented Business. Sexually oriented businesses are subject to the following:

1. No sexually oriented business shall be located within a radius of 1,000 feet of any residentially zoned or used property.
2. No sexually oriented business shall be located within a radius of 1,000 feet of any religious facility, education facility, library, park, or public playground.
3. No sexually oriented business shall be located within 1,000 feet of any other sexually oriented business and no building, premises, structure, or other facility that contains any sexually oriented business shall contain any other kind of sexually oriented business.
4. Distances for purposes of this subsection shall be from property line to property line along the shortest possible course, regardless of any customary or common route or path of travel, i.e., "as the crow flies" and includes both property in the City of Fairfield and in any other political subdivision.

JJ. Stone and Monument Works. Stone and monument work uses ~~that are located in the C-3 and C-3A Districts~~ shall be subject to the following:

1. All cutting and other similar operations shall be conducted within an enclosed structure.
2. No operation shall be constructed, or equipment used which would create excessive noise or dust.
3. The outdoor display of products ~~in the C-3 and C-3A Districts~~ shall comply with Section 1131.13.J.
4. There shall be a minimum setback of 200 feet from any A or R District.

KK. Storage Shed or Barn, Carport, or Play Structure Sales Area. Storage shed or barn, carport, or play structure sales areas are subject to the following:

1. There shall be sufficient ingress, egress, and internal circulation.
2. All products for display or sale shall be placed on a hard, durable paved surface.
3. The display shall not impede or block the sight distance triangle and visibility.
4. The display shall be set back a minimum of 10 feet from the public right-of-way.

6. The receptacle shall be placed on a paved surface.
7. The receptacle shall be no larger than five feet wide, five feet deep, or six feet tall (150 cubic feet).

E. Drive-Through Facility, Accessory. A use that proposes to utilize a drive-through or pick-up window shall be subject to the following:

1. All drive-through areas, including, but not limited to, stacking lanes, trash receptacles, outdoor speakers, drive-up windows, and other objects associated with the drive-through area shall be located in the side or rear yard of a property, and shall not cross, interfere with, or impede any public right-of-way.
2. Drive-through structures shall be subject to the vehicle stacking requirements of Section 1151.03.H.
3. Any canopy structure shall be constructed of the same or complimentary materials used on the principal building.
4. Audible electronic devices such as loudspeakers, automobile service order devices, and similar instruments shall be set back a minimum of 100 feet from any A or R District and shall not be audible beyond the property line.
5. Menu board signage shall comply with Section 1155.06.E.

F. Dumpsters, Garbage and Recycling. Garbage and recycling dumpsters shall be subject to the following:

1. Garbage and recycling dumpsters shall be located on a concrete pad and be enclosed by a three-sided structure constructed of concrete block, brick, stone or other similar masonry product, wood or vinyl opaque fence, or chain link with slats sufficient to provide complete visual screening of the dumpsters. The fourth side of the structure shall have a gate that provides an opaque screening. The height of the enclosure and associated gate shall be 12 inches above the top of the dumpster.
2. Garbage and recycling dumpsters, and associated enclosures shall be located in the rear yard and be a minimum of 15 feet from any rear or side lot lines when adjoining an A or R district.
3. Garbage and recycling dumpsters and associated enclosures shall be a minimum of 30 feet from any public right-of-way.
4. On corner lots, garbage and recycling dumpsters and associated enclosures shall be set back from the side street not less than the required setback for the adjacent principal structure on the lot plus an additional five feet.
5. Garbage and recycling dumpsters and associated enclosures shall be located a minimum of

- K. Outdoor Storage, Accessory.** Outdoor storage accessory areas, where permitted, shall be paved with a hard durable surface located only in the rear yard, and shall be screened on all sides with an opaque fence or wall **subject to the provisions of [Section 1153.04.B](#)** that is six feet in height.
- L. Parking, Structure.** A parking structure is subject to the provisions of Chapter [1151.0](#).
- M. Parking, Surface.** A surface parking lot is subject to the provisions of Chapter [1151.0](#).
- N. Retail, Accessory.** A retail sales use may be included with non-retail uses provided it is an accessory use that does not occupy more than 10 percent of the total floor area of the principal building.
- O. Showroom, Accessory.** A showroom may be included with non-retail uses provided it is an accessory use that does not occupy more than 20 percent of the total floor area of the principal building.
- P. Solar Panel.** Accessory solar panels are subject to the following:
1. Solar panels or solar film are permitted on the roof of any principal permitted structure and are permitted on the roof of any accessory structure over 100 square feet in size.
 2. Roof-mounted solar panels on a pitched roof shall not extend above the ridgeline of the roof and shall not extend greater than 18 inches from the roof surface.
 3. Solar panels on a flat roof shall not project vertically more than the height of the parapet wall surrounding the roof or shall be screened by architectural features.
 4. For rooftop solar panels, all exposed conduits, plumbing lines, and related appurtenances shall be painted in a color scheme that closely matches the roof materials.
 5. Ground mounted solar panels are permitted in the C-2, C-3, C-3A, SE, B-1, M-1, and M-2 Districts. There shall be a minimum setback of 200 feet from any A or R District.
 6. Ground mounted solar panels shall be subordinate in size to the principal structure they serve, shall not exceed 15 feet in height, and are subject to all applicable setbacks of the district in which they are located.
 7. Ground mounted solar panels shall not be located in the front yard.
 8. Solar panels shall be placed so that concentrated solar radiation or glare shall not be directed onto other properties or roadways in the vicinity.
 9. Solar panels used exclusively for traffic control signals or devices are exempted from this section.
- Q. Swimming Pool.** If a swimming pool is proposed as an accessory use in a non-residential zoning district, such use shall comply with the regulations set forth in [Section 1131.07.L](#).
- R. Warehouse, Accessory.** Accessory warehouses are subject to the following:

intensity colors, bright primary colors, metallic colors, or fluorescent colors are not permitted, except for accent purposes only.

3. **Facade Articulation.** There shall be no blank walls on any facade of a building. Each facade shall include a mixture of recesses, projections, material or color changes, pilasters, false windows, or other similar elements that break up the building mass and provide visual interest (see Figure 1132-3).
4. **Roofs.** Roof lines shall vary in height and architectural features that may include raised parapets, asymmetrical roof designs, and hipped or gabled roofs. All rooftop mechanical units shall be screened from view on all sides (see Figure 1132-4).
5. **Transparency.** All building elevations that are visible from public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~35~~ 25 percent transparent at the pedestrian level (see Figure 1132-5).
6. **Open Space.** For PUDs over two acres in size, a minimum of 15 percent of the land area shall be designated usable open space such as a pocket park, gathering space, or a plaza.

M. Existing Planned Unit Developments

1. This section shall have no effect on those portions of existing PUDs which had final approval of uses prior to the effective date of this zoning code.
2. PUDs which had only Concept Development Plan approval for part or all of the development upon the effective date of this code, must comply with the provisions of this section for Final Development Plan approval.
3. Section 1132.01.F shall apply to all Final Development Plans submitted after the effective date of this code. This section shall apply to all Concept Development Plans which were submitted, but not approved, by City Council upon the effective date of this code.

- N. **Violations.** A violation of a Concept or Final Development Plan for a PUD, as approved, shall constitute a violation of the zoning code under Section [1170.17](#).

1132.02 Overlay District Regulations

- A. **Purpose.** The purpose of an overlay district is to provide additional development regulations for the construction of new structures/developments and the expansion or redevelopment of existing developments. The regulations contained within each overlay district are customized to meet the vision and intent of that area as identified in the city's adopted plans and studies.
- B. **Applicability.** The regulations established for each overlay district shall apply to both new and existing structures/developments as provided herein.
 1. **New Structures/Developments.** New development and/or construction and major redevelopment must adhere to the base zoning regulations applicable for the zoning district and the overlay regulations contained in this chapter.

from State Route 4 or any other public right-of-way. Such a facade shall include a mixture of recesses, projections, material or color changes, pilasters, false windows, or other similar elements that break up the building mass and provide visual interest.

2. **Transparency.** All building elevations that face public rights-of-way shall include window openings. The primary front elevation of a building shall be at least ~~35~~ **25** percent transparent.
3. **Materials.** The walls of any building that faces public rights-of-way shall be constructed with a combination of the following materials: brick, stone, wood, external installation finishing system (EIFS), or fiber cement siding . Architectural metal panels, decorative blocks, and tile are permitted only as accent materials.
4. **Color.** The exterior of buildings shall be constructed with materials that are low reflective, subtle, neutral, and earth tones in color. High intensity colors, bright primary colors, metallic colors, or fluorescent colors are not permitted, except for accent purposes only.
5. **Roof.** Roof lines shall vary in height and architectural features which may include raised parapets, asymmetrical roof designs, or hipped or gabled roofs. All rooftop mechanical units shall be screened from view from any public right-of-way, or A or R District.

F. Signage

1. Signs are regulated by Chapter **1155.0**.
2. Existing pole signs are encouraged to be removed and replaced with ground signs, consistent with this zoning code.

G. Landscaping/Screening. Landscaping and screening shall comply with Chapter **1152.0**.

E. Design Standards

1. **Facade Articulation.** There shall be no blank walls on any facade of a building. Each facade shall include a mixture of recesses, projections, material or color changes, pilasters, false windows, or other similar elements that break up the building mass and provide visual interest.
2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~35~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of a building with interior storage, shelving, boxes, or similar items is not permitted.
3. **Materials.** The walls of any building shall be constructed primarily with masonry such as brick or stone. Wood, external installation finishing system (EIFS), fiber cement siding, architectural metal panels, decorative blocks, and tile are permitted only as accent materials.
4. **Color.** The exterior of buildings shall be constructed with materials that are low reflective, subtle, neutral, and earth tones in color. High intensity colors, bright primary colors, metallic colors, or fluorescent colors are not permitted, except for accent purposes only.
5. **Roofs.** Roof lines shall vary in height and architectural features that may include raised parapets, asymmetrical roof designs, or hipped or gabled roofs. All rooftop mechanical units shall be screened from view on all sides of the building.

F. Signage

1. Signs are regulated by Chapter 1155.0.
2. Signs in the Town Center Overlay District should add a rich character to the district and should not detract from the overall aesthetic of the area.
3. Pole signs are not permitted. Existing pole signs are encouraged to be removed and replaced with ground signs, consistent with this zoning code.
4. Building signage shall primarily be constructed with channel cut letters, but may utilize small cabinet elements for company logos, images, or other purposes.
5. Building signage for a multi-tenant building shall be located on a sign frieze. Existing buildings designed with no sign frieze shall be permitted to locate signage at an alternative location with the approval of the Planning Commission.
6. Roof signs are not permitted. Existing roof signs are encouraged to be removed and replaced with building, awning, canopy, ground, or projecting signs.
7. Ground signs shall be placed on a base of brick, stone or similar masonry material that complements the primary structure.

- A. Purpose.** The purpose of the John Gray/Pleasant Overlay District is to implement the vision for this area as established in the city's adopted plans and studies. The vision for this area is for it to continue to be a main gateway into Fairfield, providing access to many of the city's residential neighborhoods, parks, and the Town Center. The overlay district will be a well-designed, small scale mixed-use area supported by low intensity retail and services that support the surrounding neighborhoods, and low to medium density residential uses.
- B. Overlay Boundaries.** The overlay map below illustrates the boundaries of the John Gray/Pleasant Overlay District.
- C. Use Standards**
1. Uses within the John Gray/Pleasant Overlay District are governed by the underlying zoning districts of the properties within the overlay district as stipulated in the use table and standards in Chapter **1131.0**.
 2. Mixed-use development is encouraged within the overlay district. This may include a combination of residential uses and/or mixed-use buildings. Special attention to compatibility shall be considered for developments adjacent to the existing neighborhoods.
 3. Neighborhood-scale commercial, office, and service uses are encouraged within the overlay district that serve the daily needs of the community.
 4. Restaurants with drive-through lanes that create a demand for long stacking lines, generate traffic that degrades the level of service (LOS), or negatively affect adjacent neighborhoods are discouraged in the overlay.
 5. ~~Motor vehicle related businesses, such as~~ Motor vehicle fueling/charging, and service and repair facilities, and self-storage facilities are not permitted in the overlay district.
- D. Development Standards**
1. **Parking.** Shared parking lots, cross-parking agreements, and other similar strategies should be utilized within this overlay district to reduce the overall need for parking in a certain area where uses have complimentary peak hours or days.
 2. **Vehicular Circulation.** Developments with multiple buildings shall provide internal access drives that connect buildings and parking areas. If there are multiple lots that make up the overall development, then cross-access and cross-parking agreements shall be executed by all property owners and recorded with the county recorder.
 3. **Ingress and Egress.** New curb cuts along John Gray Road and Pleasant Avenue should be minimized as much as possible. New development and redevelopment projects should explore the opportunity to utilize existing curb cuts, relocate or consolidate existing curb cuts, create cross-access easements and service roads, or other similar strategies to minimize any increase in congestion in the overlay district.
 4. **Utilities.** When new development or major redevelopment occurs within the overlay district, utilities shall be required to be placed underground.

E. Design Standards

1. **Facade Articulation.** There shall be no blank walls on any facade of a building. Each facade shall include a mixture of recesses, projections, material or color changes, pilasters, false windows, or other similar elements that break up the building mass and provide visual interest.
2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~35~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of a building with interior storage, shelving, boxes, or similar items is not permitted.
3. **Materials.** The walls of any building shall be constructed primarily with masonry such as brick or stone. Wood, external installation finishing system (EIFS), fiber cement siding, architectural metal panels, decorative blocks, and tile are permitted only as accent materials.
4. **Color.** The exterior of buildings shall be constructed with materials that are low reflective, subtle, neutral, and earth tones in color. High intensity colors, bright primary colors, metallic colors, or fluorescent colors are not permitted, except for accent purposes only.
5. **Roofs.** Roof lines shall vary in height and architectural features that may include raised parapets, asymmetrical roof designs, or hipped or gabled roofs. All rooftop mechanical units shall be screened from view on all sides of the building.



Figure 1132-8: Map of the John Gray/Pleasant Overlay District

F. Signage

1. Signs are regulated by Chapter **1155.0**.
2. Signs in the Town Center Overlay District should add a rich character to the district and should not detract from the overall aesthetic of the area.
3. Pole signs are not permitted. Existing pole signs are encouraged to be removed and replaced with ground signs, consistent with this zoning code.
4. Building signage shall primarily be constructed with channel cut letters, but may utilize small cabinet elements for company logos, images, or other purposes.

- b. Sidewalks, no less than six feet in width, shall be provided along the frontage of all buildings and along any facade featuring a customer entrance or which abuts public parking areas.
- 7. **Lighting.** Lighting shall be compatible with the design of the development and shall comply with lighting regulations in Chapter 1154.0.
- 8. **Open Space.** For developments that are over two acres in size, a minimum of 15 percent of the land area shall be designated usable open space such as a pocket park, gathering space, or a plaza.

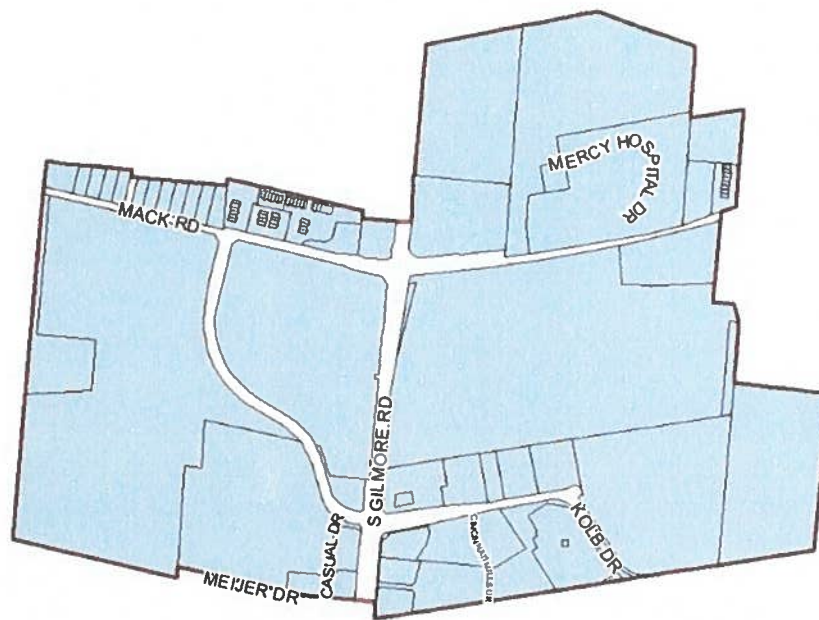


Figure 1132-9: Map of the South Gilmore/Mack Overlay District

E. Design Standards

- 1. **Facade Articulation.** There shall be no blank walls on any facade of a building that is visible from any public right-of-way or an A or R District. Such facades shall include a mixture of recesses, projections, material or color changes, pilasters, false windows, or other similar elements that break up the building mass and provide visual interest.
- 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~35~~ 25 percent transparent at the pedestrian level. Blocking the view to the inside of the building with interior storage, shelving, boxes, or similar items is not permitted.

Table 1151.03-3: Stacking Space Requirements

Activity	Minimum Number of Stacking Spaces	Measured From
Drive-Through Convenience Store	5 for a single lane	Entrance to the building
Food and Beverage Use with Drive-Through Window	12 for a single lane or 6 per lane for 2 or more lanes	The order point
Food and Beverage Use with Pick Up Window Only	5 for a single lane	Pick-up window
Financial Institution	4 per lane for an ATM, 2 per lane for a teller or window	Teller or ATM
Motor Vehicle Fueling/Charging Facility	1 per fuel pump	Pump island
Pharmacy	5 for a single lane or 3 per lane for 2 or more lanes	Pick-up window
Motor Vehicle Washing, Automatic	4 for a single lane or 2 per lane for 2 or more lanes	Entrance to washing bay
Other	As determined by the Development Services Director or their designee	

2. **Dimensions.** Each stacking space shall be a minimum area of eight feet in width and 20 feet in length and shall not encroach upon access drives or parking aisles.
3. **Modifications.** The Development Services Director or their designee may require additional stacking spaces than specified in this section for uses that have high-demand use periods that cause long waiting lines, such as fast food restaurants or drive-through coffee shops. In such cases, the Development Services Director or their designee will require the applicant to demonstrate that the site plan accommodates the anticipated demand.

- I. **Parking Requirements for Physically Disabled.** All off-street parking lots shall include parking spaces for the physically disabled and markings, striping, and signage as required by the Ohio Basic Building Code.
- J. **Traffic and Pedestrian Visibility.** No fence, structure, or landscaping shall be erected or maintained on private property which interferes with reasonable sight distances from access points on the property or adjoining properties for pedestrians or motor vehicle operators.
- K. **Naturalized Drainage.** Parking areas may utilize bioswales and bioretention strategies as part of an overall stormwater drainage and management plan.
- L. **Residential Off-Street Parking Facilities.** Accessory off-street parking facilities for single family and two-family dwellings, in any zoning district, shall be limited to 35 percent of the front yard.

7. The requirements of this subsection do not apply to recreational vehicles that are stored completely within an enclosed permanent structure.

O. Parking of Commercial and Construction Vehicles

1. The parking or storing of any of the following on any property used for residential purposes or on any street in an A or R District for any period exceeding four consecutive hours is prohibited: semi-truck, semi-trailer, box truck, box van, step van, cement truck, stake bed truck, boom truck, food truck, tank truck, tar truck, dump truck, tow truck, wrecker, bus or van capable of carrying more than 10 people, limousine, dump trailer, gooseneck trailer, livestock trailer, trailer with pipe rails and or side walls exceeding 36 inches higher than the trailer bed, and other similar vehicles or trailers. In addition, any other commercial or noncommercial vehicle or trailer that exceeds eight feet in height and/or 22 feet in length shall be prohibited.
2. The parking or storing of any construction vehicle, machine, device, or equipment on any property used for residential purposes or on any street in an A or R District for any period exceeding four consecutive hours is prohibited. Construction vehicles, machinery, devices, and equipment shall include, but not be limited to, earth moving equipment, skid steer loader, cement mixer, hoist, scaffolding, snow plow and similar devices, construction materials, and other apparatus and machines used in the construction or maintenance of buildings, houses, roads, sidewalks, driveways or landscaping.
3. Nothing herein shall prevent the parking of such vehicle, trailer, or equipment in a fully enclosed garage or similar permanent structure, or at any construction project where such vehicles are an integral component of such project.
4. The parking or storing of recreational vehicles on any property used for residential purposes shall be in compliance with all regulations of Section 1151.03.N.

P. Inoperative and/or Unlicensed Motor Vehicles and Trailers. No person, firm or corporation owning or occupying a lot or land within the city shall place, cause to be placed or allow to remain an inoperative and/or unlicensed motor vehicle or trailer on such premises for a period exceeding seventy-two hours, except where such use is specifically authorized for the district in which such motor vehicle or trailer is located.

Q. Electric Vehicle (EV) Charging Stations. Electric vehicle (EV) charging stations are subject to the following:

1. Level 1 and Level 2 EV charging stations are allowed as an accessory use to any permitted principal use in any district. Level 3 EV charging stations are allowed as an accessory use to any multi-family residential use or any non-residential use.
2. EV charging stations shall post information regarding amperage and voltage levels, time

- G. When an opaque fence is used for screening purposes, such fence shall be constructed with wood or vinyl material. When a wall is used for screening purposes, such wall shall be constructed out of brick or stone or a similar masonry material as approved by the Development Services Director or their designee. Fences and walls shall conform to the requirements of Chapter [1153.0](#).
- H. Any fractional number shall be rounded up to the next whole number.

1152.08 Parking and Vehicular Area Landscaping Requirements

- A. **Perimeter Requirements.** When any ~~off-street parking lot~~ **vehicle use area** for any multi-family dwelling use, non-residential use, or mixed-use development is proposed to abut a public street, or a property upon which a single family dwelling or two family dwelling exists, a landscape buffer shall be provided that consists of the following:
1. A minimum width of five feet adjacent to the parking lot;
 2. One deciduous tree located every 30 linear feet (a minimum of one tree is required); and
 3. Shrubs planted every three linear feet.
- B. **Interior Requirements.** All parking lots greater than 10 spaces shall adhere to the following landscaping requirements:
1. All parking lots shall contain a landscaped area equal to five percent of the entire parking lot. Each area shall contain shrubs, flowers, trees, and/or grass.
 2. Trees shall be provided at a rate of one tree per 20 parking spaces.
 3. Landscape areas shall be distributed throughout the parking lot. Rows of parking spaces shall be interrupted, at a minimum, every 20 spaces by a planting island that is a minimum of eight feet wide and 18 feet in length.
 4. If landscaping requirements interfere with the parking requirements of Chapter [1151.0](#), flexibility in the landscaping requirement and/or parking requirement may be permitted by the Planning Commission.

property line a minimum distance that is equal to the required front yard setback.

3. Fences, hedges, and walls are permitted in the side and rear yards.

C. Double Frontage Lots. Fences, hedges, and walls may be located on double frontage lots per the following:

1. Fences, hedges, and walls within the front yard of the front property line shall conform with Subsection 1153.03.A.1.
2. Fences, hedges, and walls are permitted in the side yard.
3. Fences, hedges, and walls within the front yard of the rear street property line that have more than 50 percent opacity shall be set back a minimum of 30 feet from the rear street property line. Fences, hedges, and walls that have 50 percent or less opacity shall be set back five feet from the rear street property line.

1153.04 Design Regulations

A. Height. No fence, hedge, or wall shall exceed six feet in height above the elevation of the ground where located, unless specifically exempted in this code.

1. **Measurement.** Fences and walls shall be measured from the surface of the ground to the highest point of the fence or wall. If a fence or wall is located on a hill or slope, the maximum height of fence shall remain six feet in height for its entire length. This can be done through installing a stepped fence or a contour fence.

B. Fence Design and Materials

1. All fences shall have the posts and supporting rails located on the inside of the fence or shall be constructed so that the slats of the fence alternate on the inside and outside of the posts and supporting rails.
2. Allowable fence or wall materials include stone or brick masonry product, wood, vinyl, aluminum, ornamental iron, and chain link.
3. Prohibited fence or wall materials include:
 - a. Plywood, particle board, doors, fiberglass, corrugated or sheet metal panels, and other non-traditional fence material.
 - b. Temporary construction fencing, except as used during construction or for temporary safety purposes.
 - c. Shipping crates, pallets, or skids.
 - d. Welded wire, chicken wire, woven wire, or mesh fencing, except when used as backing for a split rail, Kentucky board, or other similar fences.

3. The setback distance from the public right-of-way shall be adequate so as to allow a clear view of pedestrian and vehicular traffic for vehicles entering or exiting the subject property or adjacent property.
 4. Pole signs shall be set back a minimum of 10 feet from all side property lines.
 5. Pole signs shall utilize two posts and the entire length of the posts shall be wrapped in brick or stone. Other wrap material for posts may be permitted with the approval of the Planning Commission.
 6. Pole signs shall not exceed 12 feet in height and the wrapped posts shall not exceed eight feet in height.
 7. Pole signs in the SE district may conform to the regulations located in Section 1155.08.F.
- D. Electronic Message Centers.** Electronic message centers are permitted on ground and pole signs in specified non-residential zoning districts subject to the following:
1. Electronic message centers shall be located a minimum of 200 feet from any A or R District.
 2. Electronic message centers shall be **equal or subordinate** to the principal sign face in size and shall be located **below or adjacent to** the principal sign face. **No portion of an electronic message center is permitted to be located above the principal sign face.**
 3. One electronic message center is permitted per property and/or shopping center. An electronic message center is not permitted if a changeable copy sign is used.
 4. Each message or copy must be displayed for at least seven seconds.
 5. When a message or copy changes by remote control or electronic process, it shall be accomplished in three seconds or less using an instantaneous transition, fade, or dissolve feature.

Figure 1155-12: Example of a canopy sign



Figure 1155-13: Example of a directional sign

B. Fees

1. The fees to be charged for applications and procedures pertaining to the administration and enforcement of this zoning code shall be as follows:

Table 1170.02-2: Planning and Zoning Fee Schedule

Application	Fee (\$)
Board of Zoning Appeals	
Board of Zoning Appeals - Residential	100
Board of Zoning Appeals - Nonresidential	200
Planning Commission	
Rezoning Zoning Text or Map Amendment	500
PUD - Concept Development Plan	500
PUD - Final Development Plan	500
PUD - Minor Modification (residential)	50
PUD - Minor Modification (nonresidential)	200
Conditional Use	250
Preliminary Plat	500
Final Plat	300
Replat	100
Overlay District Review	200
Residential Infill Review	50
All other Planning Commission Requests	100
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50

Table 1170.02-2: Planning and Zoning Fee Schedule

Application	Fee (\$)
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50
Floodplain Development Permit	200
Zoning Verification Letter	50

2. Until all fees, charges, and expenses have been paid in full, no action shall be taken on any application, appeal, or administrative review and approval.
3. The fee for all applications listed in Table 1170.02-2 shall be non-refundable.

- D. Initiation of Zoning Text or Map Amendment.** Amendments to the zoning code text or zoning map may be initiated in one of the following ways:
1. Ordinances or resolutions establishing, amending, revising, changing, or repealing zoning classifications, districts, uses or regulations shall be initiated by a member of City Council.
 2. A petition requesting amendment or change in the district boundaries or regulations herein may be considered by Council. Such petition shall be duly signed by the owners of 50 percent or more of the area of lots included in such proposed change, and 50 percent of all lots or proportions thereof within 200 feet in every direction from the boundaries of the proposed change. Such petition shall not be accepted or presented or considered at any meeting of Council unless and until the person or persons requesting the amendment shall have filed a receipt from the Development Services Department showing the payment to the City.
- E. Application Requirements.** Applications for zoning text and map amendments shall be submitted on forms supplied by the Development Services Director or their designee and shall include the following:
1. A completed application form;
 2. A map of land to be rezoned, drawn by a registered surveyor or engineer with supporting legal descriptions; or the text of a proposed amendment to the language of the zoning code; and
 3. ~~The fee established by the City Council.~~ The fee applicable to the filing of a zoning text or map amendment application shall be set forth in Section 1170.03.B.
- F. Approval Process.** The following is the approval process for a zoning text or map amendment.
1. **Submit Completed Application**
 - a. Upon receipt of an application, the Development Services Director or their designee shall determine if the application is complete. If it is not complete, the applicant shall be notified of the additional materials or information required to be a complete application.
 - b. When the application is complete, if the application proposes to change the zoning classification of any property, written notice of the proposed rezoning ordinance or resolution shall be mailed by the Clerk of Council by first class mail at least 10 days before the first reading of such ordinance or resolution to the owner(s) of the property proposed to be rezoned, unless such notice is waived by the property owner(s) in writing. Such notices shall be sent to the addresses of the owners appearing on the County Auditor's current tax list or to the residence addresses of such owners. The failure of such notice shall not invalidate any ordinance or resolution.

2. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
3. The conditional use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not essentially change the character of the same area;
4. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted or substantially diminish and impair property values within the neighborhood;
5. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
6. Adequate utilities, ingress/egress, drainage, and necessary facilities have been or are being provided;
7. The establishment of the conditional use should not be detrimental to the economic welfare of the community or create additional public expense; and
8. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located as well as the specific supplemental conditions that may apply.

E. Approval Process

1. **Submit Application.** An application for a conditional use shall be submitted to the Development Services Director or their designee and shall include the following:
 - a. A completed application;
 - b. Plans, drawn to scale, showing the shape and dimensions of the lot, existing buildings, proposed and existing streets, existing and intended use of each building and/or proposed building, parking areas, walkways, curb cuts, and such other information with regard to the lot and adjacent lots as may be necessary to determine and provide for the proper hearing of the application;
 - c. Plans, drawn to scale, showing the floor plan of how the building space is proposed to be used;
 - d. Building elevations, landscape plan and other information deemed necessary by the Development Services Director or their designee; and
 - e. ~~Payment of a fee as established by the City Council, which shall not be refundable.~~ The fee applicable to the filing of a conditional use application shall be set forth in Section 1170.03.B.

- f. Whether the property owner's predicament can be obviated through some method other than a variance; and
 - g. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting a variance.
2. **Use Variance.** No use variance shall be authorized by the Board of Zoning Appeals unless the Board finds, beyond reasonable doubt, that all of the following facts and conditions exist:
- a. The requested variance stems from a condition which is unique to the property at issue and not ordinarily found in the same zone or district;
 - b. The hardship condition described in Section [1171.02](#) (Variance Definition) is not created as a result of actions by the applicant;
 - c. The granting of such variance will not adversely affect the rights of adjacent property owners;
 - d. The granting of such variance will not adversely affect the public health, safety, or general welfare;
 - e. Such variance will be consistent with the general spirit and intent of the zoning code;
 - f. The variance sought is the minimum which will afford relief to the applicant; and
 - g. There is no other economically viable use which is permitted in the zoning district.

D. **Approval Process**

1. **Submit Application.** An application for a variance shall be submitted to the Development Services Director or their designee and shall include the following:
- a. A completed variance application.
 - b. Plans, drawn to scale, showing the location of existing buildings and structures, new building additions or structures, all pertinent dimensions, and any additional information needed to illustrate the variance request.
 - c. Building or structural drawing, drawn to scale.
 - d. ~~Payment of a fee as established by the City Council, which shall not be refundable.~~
The fee applicable to the filing of a variance application and for any other submission pertaining to these regulations shall be set forth in Section 1170.03.B (Board of Zoning Appeals).
2. **Board of Zoning Appeals Public Hearing and Decision**
- a. After a completed application and all requirements have been submitted, the application will be forwarded to the Board of Zoning Appeals.

1170.07 Site Plan Review

A. Process Flow Chart. Applications for site plan review shall follow the specific procedure



Figure 1170-4: Flow chart of the site plan review process

outlined in Section 1170.07.C, which is summarized in the flow chart.

B. Applicability. Except as provided in this zoning code, no building shall hereafter be located, constructed, reconstructed, enlarged, or structurally altered nor shall any site or infrastructure work be started until a site plan has been approved by the Development Services Director or their designee, which certifies that such proposed work complies with all provisions of this zoning code and the Design, Construction, and Materials Specification Handbook.

C. Approval Process

- 1. Submit Application.** An application for approval of a site plan shall be submitted to the Development Services Director or their designee and shall include the following:
 - a. A completed site plan application;
 - b. The information as identified on the city's Site Plan Review Checklist on file in the Development Services Department office; and
 - c. ~~Payment of a fee as established by the City Council, which shall not be refundable.~~ The fee applicable to the filing of a site plan review application shall be set forth in Section 1170.03.B.
- 2. Development Services Director Review.** The Development Services Director or their designee shall review the site plan application and decide if the structures and proposed use of the property are in conformity with the zoning code and the Design, Construction, and

6. Foundation style; and
7. Ancillary elements such as setback and private deed or subdivision restrictions.

D. Design Standards. The following standards shall apply to all new infill principal residential structures:

1. Infill residential structures shall conform to the architectural character of the surrounding area regarding building size, mass, building materials colors, architectural styles, roof styles, and ancillary elements such as setbacks, private deeds, or subdivision restrictions.
2. The exterior building materials of infill residential structures shall be comprised of a minimum of 50 percent brick, stone, stucco, wood, fiber cement board on the front facade and a minimum of 25 percent on the side and rear facades.
3. Each facade of the residential structure shall include a minimum of either two exterior building materials or two different colors of the same exterior building material.
4. No more than 24 inches of poured concrete foundation wall may be exposed.
5. If the design standards conflict with architectural character of the surrounding area, the Planning Commission may waive the design standards.

E. Review Criteria

1. Architectural Elements listed in Section 1170.08.C.
2. The Design Standards listed in Section 1170.08.D.

F. Approval Process

1. **Submit Application.** An application for approval to construct a residence on an infill parcel shall be submitted to the Development Services Director or their designee and shall include the following:
 - a. A completed application;
 - b. A plot plan, drawn to scale;
 - c. Rendered building elevations; and
 - d. ~~Payment of a fee as established by the City Council, which shall not be refundable.~~ The fee applicable to the filing of a residential infill review application shall be set forth in Section 1170.03.B.

1170.11 Planned Unit Development Procedures

Refer to Section 1132.01.D for the procedures for approval of Planned Unit Development Concept Development Plans, Final Development Plans, and modifications to Planned Unit Developments.

1170.12 Appeals of a Decision by an Official

- A. Process Flow Chart.** Appeals of a decision by a City Official shall follow the specific procedure outlined in Subsection 1170.12.D, which is summarized in the flow chart. Appeals of a decision by a City Official for compliance with the overlay district regulations located in Chapter 1132.0 shall follow the specific procedures outlined in Section 1132.01.D.
- B. Applicability**
1. An appeal to the Board of Zoning Appeals may be taken by any person aggrieved or affected by any decision of the Zoning Inspector. Such appeal shall be taken within 20 days after the decision by filing with the Development Services Department a notice of appeal specifying the grounds thereof.
 2. In considering an appeal from an alleged error on the administration of the zoning code, the Board of Zoning Appeals shall consider the intent and purpose of the provisions of the zoning code that apply and the effect of the desired interpretation upon neighboring properties and the public interest. In exercising its power to review such appeal, the Board may, in conformity with the provisions of statute and of the zoning code reverse or affirm, wholly or partially, or may modify the order, decision, or determination made, and to that end shall have all powers of the officer from whom the appeal is taken.
- C. Application Requirements.** Except as otherwise permitted in this zoning code, no appeal shall be approved by the Board of Zoning Appeals unless the Board shall receive an appeal which includes the following requirements:
1. A completed appeals application;
 2. A description of the appeal requested;
 3. A narrative statement establishing and substantiating the justification of the grounds for appeal; and
 4. ~~A payment of a fee as established by the City Council, which shall not be refundable.~~ The fee applicable to the filing of a appeal of a decision by an official shall be set forth in Section 1170.03.B (Board of Zoning Appeals).
- D. Approval Appeal Process**
1. An appeal shall stay all proceedings in furtherance of the action appealed from unless the Development Services Director or their designee certifies to the Board of Zoning Appeals

D

Data Center. A facility used primarily for the storage, management, processing, and transmission of digital data, which houses computer or network equipment, systems, servers, appliances, and other associated components related to digital data storage and operations.

Day Care Center. A place in which supervision, protection, and care is administered to a person or persons, but not including overnight lodging. Such uses may also include educational learning, such as preschool and kindergarten programs, as accessory uses.

Day Care, Home Type A. The permanent residence of the administrator in which childcare is provided for seven to 12 children at one time or a permanent residence of the administrator in which childcare is provided for four to 12 children at one time if four or more children at one time are under two years of age. In counting children for the purpose of this definition, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Day Care, Home Type B. The permanent residence of the administrator in which childcare is provided for one to six children at any one time and in which no more than three children are under two years of age at one time. In counting children for the purposes of this division, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Design, Construction, and Materials Specification Handbook. A handbook adopted by City Council containing the official standards for the city governing the design, construction, and materials permitted to be used in all proposed improvements.

Development Services Director. The development services director for the City of Fairfield, Ohio.

District. A portion of the territory of the city within which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning code.

Drainage Plan. A plan for the control of stormwater runoff in accordance with the requirements of Section 1199.03.F.

Drive-Through Convenience Store. An establishment designed so a motor vehicle enters the building at one end and exits at the other end, that sells merchandise such as prepackaged food items, tobacco products, and beverages within the building while the occupant remains seated in the motor vehicle. This does not include drive-through facility, accessory.

Drive-Through Facility, Accessory. Any operation by a business establishment where the transfer of goods and services to the customers is accomplished through an opening in the building while the customer remains in their vehicle. **This does not include drive-through convenience store.**

Drywell. A type of drainage well used for the underground disposal of stormwater runoff from paved areas such as parking lots, streets, residential subdivisions, and building rooftops.

Dumpster, Garbage or Recycling. A container used for the temporary storage of solid waste and garbage or for materials to be recycled pending collection, having a capacity of at least 2 cubic yards. This definition includes compactors and grease dumpsters. Garbage or recycling dumpsters do not include garbage cans which can be moved by a person.

Dumpster, Roll-Off/ Construction. A container used for the temporary collection of large quantities of trash, yard waste, garbage, or building or construction debris, and designed to be delivered and picked up by a truck and which is left on site for a temporary period of time. Roll-off/construction dumpsters do not include dumpsters used by multi-family dwellings or businesses.

Dwelling. Any building or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons, but not including a tent, boarding, or lodging house, motel, hotel, recreational vehicle, or a mobile home, except when it is located in a mobile home park.

Dwelling, Accessory Commercial. A dwelling unit secondary and accessory to a principal commercial use for the purpose of providing essential 24-hour care and security for the commercial business.

Dwelling, Multi-Family Large Scale (5+ units). One or more buildings, or portion of buildings, on a single lot that contains five or more individual dwelling units, where each unit is occupied by one family and provided with an individual entrance to the outdoors or to a common hallway, and regardless of whether the dwelling units are owned or rented.

Dwelling, Multi-Family Small Scale (3-4 units). One or more buildings, or portion of buildings, on a single lot that contains three or four individual dwelling units, where each unit is occupied by one family and provided with an individual entrance to the outdoors or to a common hallway, and regardless of whether the dwelling units are owned or rented.

Dwelling, Single Family Attached. A building designed or arranged for use by a single family consisting of one dwelling unit only, sharing at least one wall with another dwelling unit. Such uses shall have an individual entrance to the outdoors. Each shared wall shall be placed on a property lot line.

Dwelling, Single Family Detached. A building designed or arranged for use by a single family consisting of one dwelling unit only, separated from other dwelling units by open space.

Dwelling, Two Family. A building consisting of two dwelling units arranged, intended, or designed

Mobile Home Park. Any lot or part thereof which is used or offered as a location for two or more mobile homes used for residential purposes.

Motor Vehicle. A machine designed or intended to travel over land, sea, or air by self-propulsion or while attached to any self-propelled vehicle such as a camper, trailer, or travel trailer.

Motor Vehicle Fueling/Charging Facility. A place where gasoline, other motor vehicle fuel, or alternative power/energy is sold at retail to the public via direct transmission from a pump or charger to the motor vehicles and where no other motor vehicle service is performed. The sale of gasoline or other motor vehicle fuel or alternative power/energy under this definition shall be the primary use. Other retail sales, including the sale of convenience goods such as groceries, packaged food, newspapers, and household items are permitted within a wholly enclosed building as an accessory use. Outdoor retail displays shall not exceed five percent of the gross floor area of the principal permitted structure. This definition does not include facilities designed for the fueling or charging of semi-trailer trucks.

Motor Vehicle Repair. Any establishment or place of business which is maintained and operated for the primary purpose of making general repair, rebuilding or reconstruction of engines or making general repair to motor vehicle quarter panels, doors, fenders, bumpers, other parts of auto body, frames or other exterior surfaces or providing collision services including but not limited to painting, frame straightening or frame dissecting. This definition does not include any establishment, place of business or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

Motor Vehicle Sales/Rental Area. Any establishment, place of business, property or open area used for the display of new or used motor vehicles that are for sale, lease, or rent and in operable condition.

Motor Vehicle Service. Any establishment or place of business which is maintained and operated for the primary purpose of performing routine maintenance of **operable** motor vehicles such as removal and replacement of lubricants, tires, and batteries for the public and which may include retail sales of ~~fuels~~, fluids, lubricants, air and/or ~~for washing operable motor vehicles~~. This definition does not include any establishment, place of business or property upon which storage or repair of any unlicensed, partially dismantled, or inoperable motor vehicles takes place.

Motor Vehicle Storage. Any establishment, place of business, property or open area used for the storage of new or used motor vehicles that are in operable condition. This definition does not include the storage of delivery trucks, tractor-trailers and associated semi- trailers, or shipping containers.

Motor Vehicle Tow Yard. Any establishment, place of business, or property used by a tow company or wrecker service for temporary storage of operable motor vehicles or inoperable motor vehicles designated to be transported to a motor vehicle repair garage or junkyard. This definition does not include any establishment, place of business, or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

W

Wall. An architectural partition with a height and length greater than its thickness; used to divide or enclose an area or to support another structure.

Wall, Retaining. A structure that holds back soil or rock from a building, structure or area. Retaining walls prevent downslope movement or erosion and provide support for vertical or near-vertical grade changes.

Warehouse. An enclosed structure used for the storage and/or distribution of goods of any type by or on behalf of the owner of the goods when 80 percent or more of the enclosed structure is designed or used for storage space. This definition includes distribution and fulfillment facilities, **but does not include warehouse, cross-docks.**

Warehouse, Accessory. A secondary and subordinate use to an industrial or commercial use where raw materials, parts, or finished manufactured goods may be stored before their export or distribution. Such storage shall be within a building.

Warehouse, Cross-Dock. An enclosed structure with loading docks located on opposite sides of the structure used for the storage and/or distribution of goods of any type by or on behalf of the owner of the goods when 80 percent or more of the enclosed structure is designed or used for storage space. This definition includes distribution and fulfillment facilities which have docks located on opposite sides of the structures.

Waste Area. An area approved by the engineer for the disposal of waste material and restricted from the building of any structure and delineated by the requirements of Section 1159.05 .

Waste Material. Any material that is not approved "fill material" but approved for disposal in an approved waste area site by the Public Works Director.

Watercourse. A permanent stream, intermittent stream, river, brook, channel, creek, or ditch for water whether natural or man-made.

Wind Farm. Commercial wind power installations that consist of wind turbines and associated facilities.

Wind Turbine. A device that converts the wind's kinetic energy into electrical energy.

Y

Yard. An open space on a lot unoccupied and unobstructed from the ground upward except as expressly permitted in the zoning code.

ORDINANCE NO. _____

ORDINANCE TO AMEND VARIOUS SECTIONS OF THE PLANNING AND
ZONING CODE OF ORDINANCE NO. 166-84, THE CODIFIED
ORDINANCES OF FAIRFIELD, OHIO.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Various sections of the Planning and Zoning Code of Ordinance No. 166-84,
The Codified Ordinances of Fairfield, Ohio, are hereby amended to read as
follows:

SEE ATTACHED EXHIBIT "A" WHICH IS INCORPORATED HEREIN BY
REFERENCE.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
	—	Mayor's Approval
Posted	_____	
	—	
First Reading	_____	Rules Suspended _____
	—	
Second Reading	_____	
	—	
Third Reading	_____	
	—	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and
summary publication as provided by Charter.

Clerk of Council

ACTIVE CLIENTS\CITY OF FAIRFIELD\ORDINANCES\2025\AMENDMENT TO ZONING CODE-ORD

EXHIBIT “A”

1130.05 Industrial Zoning Districts

[NO CHANGES UNTIL PARAGRAPH B.1.]

- B.**
- 1. “M-1” Industrial Park.** It is the purpose of the “M-1” Industrial Park District to promote and protect certain land areas for ~~[light industrial development.]~~ **INDUSTRIAL USES WITH LIMITED OBJECTIONABLE EXTERNAL EFFECTS. THE INTENT IS TO PERMIT MOST MANUFACTURING, WHOLESALING AND WAREHOUSING ACTIVITIES THAT CAN BE OPERATED IN A CLEAN AND QUIET MANNER, SUBJECT ONLY TO THOSE REGULATIONS NECESSARY TO THE PROTECTION OF ADJACENT RESIDENTIAL AND BUSINESS ACTIVITIES.**
 - 2. “M-2” General Industrial.** It is the purpose of the “M-2” General Industrial District to promote and protect certain land areas for ~~[general industrial development.]~~ **INDUSTRIAL AND OTHER USES THAT BY VIRTUE OF THEIR EXTERNAL EFFECTS, SHOULD BE ISOLATED FROM RESIDENTIAL USES AND COMMERCIAL USES. THESE USES PERFORM ESSENTIAL FUNCTIONS FOR COMMUNITY AND EMPLOYMENT OPPORTUNITIES, AND SHOULD BE PROVIDED FOR IN AREAS THAT ARE BEST SUITED FOR INDUSTRIAL DEVELOPMENT BY REASON OF LOCATION, TOPOGRAPHY, AND THE AVAILABILITY OF ADEQUATE UTILITIES AND TRANSPORTATION SYSTEMS.**

1131.07 Agricultural and Residential Accessory Structure Standards

[NO CHANGES UNTIL PARAGRAPH B.]

- B. Animal Enclosures.** Animal enclosures shall be located in the rear yard and shall be included in the calculation of the accessory use limitation contained with Subsection ~~S~~ 1131.07.A.3. **AND 4.** Animal enclosures, whether permanent or temporary, shall be no greater than eight feet in height from grade to the top of the enclosure.

[NO FURTHER CHANGES TO THIS SECTION.]

1131.10 Non-Residential Districts Use Table and Standards.

[NO CHANGES UNTIL TABLE 1131.10-2]

Table 1131.10-2: Non-Residential Districts – Use Table

SEE ATTACHED EXHIBIT “A-1”

[NO FURTHER CHANGES TO THIS SECTION.]

1131.11 Non-Residential District General Use Regulations

[NO CHANGES UNTIL PARAGRAPH H.]

H. Maximum Size for Primary Structures.

- 1.** Primary structures in the C-1 and C-2 Districts are limited to a maximum of 5,000 square feet of gross floor area, except the following uses are exempt from this requirement:
 - ~~[1}]~~ **A.** Assisted living, nursing, and rehabilitation facility;
 - ~~[2}]~~ **B.** Community and cultural facility;
 - ~~[3}]~~ **C.** Education facility;
 - ~~[4}]~~ **D.** Essential service;
 - ~~[5}]~~ **E.** Government facility; and
 - ~~[6}]~~ **F.** Recreation facility, public or private.
- 2. PRIMARY STRUCTURES IN THE M-1 ZONING DISTRICT ARE LIMITED TO A MAXIMUM OF 300,000 SQUARE FEET GROSS FLOOR AREA.**

1131.12 Non-Residential Districts Use Specific Standards

[NO CHANGES UNTIL NEW PARAGRAPH I.-1.]

I.-1. DRIVE-THROUGH CONVENIENCE STORE.

1. **DRIVE-THROUGH CONVENIENCE STORE USES SHALL BE REQUIRED TO MEET THE VEHICLE STACKING SPACE REQUIREMENTS IN SECTION 1151.03.H.**

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH JJ.]

JJ. Stone and Monument Works. Stone and monument work uses ~~[that are located in the C-3 and C-3A Districts]~~ shall be subject to the following:

1. All cutting and other similar operations shall be conducted within an enclosed structure.
2. No operation shall be constructed, or equipment used which would create excessive noise or dust.
3. The outdoor display of products **IN THE C-3 AND C-3A DISTRICTS** shall comply with Section 1131.13.J.
4. There shall be a minimum setback of 200 feet from any A or R District.

[NO FURTHER CHANGES TO THIS SECTION.]

1131.13 Non-Residential Accessory Uses and Structures

[NO CHANGES UNTIL PARAGRAPH E.]

E. Drive-Through Facility, ACCESSORY. A use that proposes to utilize a drive-through or pick-up window shall be subject to the following:

1. All drive-through areas, including, but not limited to, stacking lanes, trash receptacles, outdoor speakers, drive-up windows, and other objects associated with the drive-through area shall be located in the side or rear yard of a property, and shall not cross, interfere with, or impede any public right-of-way.
2. Drive-through structures shall be subject to the vehicle stacking requirements of Section 1151.03.H.
3. Any canopy structure shall be constructed of the same or complimentary materials used on the principal building.
4. Audible electronic devices such as loudspeakers, automobile service order devices, and similar instruments shall be set back a minimum of 100 feet from any A or R District and shall not be audible beyond the property line.
5. Menu board signage shall comply with Section 1155.06.F.

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH K.]

K. Outdoor Storage, Accessory. Outdoor storage accessory areas, where permitted, shall be paved with a hard durable surface located only in the rear yard, and shall be screened on all sides with an opaque fence or wall **SUBJECT TO THE PROVISIONS OF SECTION 1153.04.B.** that is six feet in height.

[NO FURTHER CHANGES TO THIS SECTION]

1132.01 Planned Unit Developments

[NO CHANGES UNTIL PARAGRAPH L.5.]

L. 5. Transparency. All building elevations that are visible from public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level (see Figure 1132-5).

[NO FURTHER CHANGES TO THIS SECTION]

1132.03 Route 4 Corridor Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings. The primary front elevation of a building shall be at least [35] **25** percent transparent.

[NO FURTHER CHANGES TO THIS SECTION]

1132.04 Town Center Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least [35] **25** percent transparent at the pedestrian level. Blocking the view to the inside of a building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1132.05 John Gray/Pleasant Overlay District

[NO CHANGES UNTIL PARAGRAPH C.5.]

- C. 5. ~~[Motor vehicle-related businesses, such as]~~ **Motor vehicle fueling/CHARGING, SERVICE AND** repair facilities, and self-storage facilities are not permitted in the overlay district.

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least [35] **25** percent transparent at the pedestrian level. Blocking the view to the inside of the building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1132.06 South Gilmore/Mack Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least [35] **25** percent transparent at the pedestrian level. Blocking the view to the inside of the building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1151.03 Parking Requirements

Table 1151.03-3: Stacking Space Requirements

SEE ATTACHED EXHIBIT "A-1"

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH O.]

O. Parking of Commercial AND CONSTRUCTION Vehicles

1. The parking or storing of any of the following on any property used for residential purposes or on any street in an A or R District for any period exceeding four consecutive hours is prohibited: semi-truck, semi-trailer, box truck, box van, step van, cement truck, stake bed truck, boom truck, food truck, tank truck, tar truck, dump truck, tow truck, wrecker, bus or van capable of carrying more than 10 people, limousine, dump trailer, gooseneck trailer, livestock trailer, trailer with pipe rails and or side walls exceeding 36 inches higher than the trailer bed, and other similar vehicles or trailers. In addition, any

other commercial or noncommercial vehicle or trailer that exceeds eight feet in height and/or 22 feet in length shall be prohibited.

2. **THE PARKING OR STORING OF ANY CONSTRUCTION VEHICLE, MACHINE, DEVICE, OR EQUIPMENT ON ANY PROPERTY USED FOR RESIDENTIAL PURPOSES OR ON ANY STREET IN AN A OR R DISTRICT FOR ANY PERIOD EXCEEDING FOUR CONSECUTIVE HOURS IS PROHIBITED. CONSTRUCTION VEHICLES, MACHINERY, DEVICES, AND EQUIPMENT SHALL INCLUDE, BUT NOT BE LIMITED TO, EARTH MOVING EQUIPMENT, SKID STEER LOADER, CEMENT MIXER, HOIST, SCAFFOLDING, SNOW PLOW AND SIMILAR DEVICES, CONSTRUCTION MATERIALS, AND OTHER APPARATUS AND MACHINES USED IN THE CONSTRUCTION OR MAINTENANCE OF BUILDINGS, HOUSES, ROADS, SIDEWALKS, DRIVEWAYS OR LANDSCAPING.**

[2.] 3. Nothing herein shall prevent the parking of such vehicle or trailer, **OR EQUIPMENT** in a fully enclosed garage or similar permanent structure, or at any construction project where such vehicles are an integral component of such project.

[3.] 4. The parking or storing of recreational vehicles on any property used for residential purposes shall be in compliance with all regulations of Section 1151.03.N.

[NO FURTHER CHANGES TO THIS SECTION]

1152.08 Parking and Vehicular Use Area Landscaping Requirements

A. **Perimeter Requirements.** When any [~~off-street parking lot~~] **VEHICLE USE AREA** for any multi-family dwelling use, non-residential use, or mixed-use development is proposed to abut a public street, or a property upon which a single family dwelling or two family dwelling exists, a landscape buffer shall be provided that consists of the following:

1. A minimum width of five feet adjacent to the parking lot;
2. One deciduous tree located every 30 linear feet (a minimum of one tree is required); and
3. Shrubs planted every three linear feet.

[NO FURTHER CHANGES TO THIS SECTION]

1153.04 Design Regulations

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH B.2.]

B. 2. Allowable fence or wall materials include stone **OR BRICK** masonry product, wood, vinyl, aluminum, ornamental iron, and chain link.

[NO FURTHER CHANGES TO THIS SECTION]

1155.06 General Sign Regulations

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH D.2.]

D. 2. Electronic message centers shall be **EQUAL OR** subordinate to the principal sign face in size and shall be located below **OR ADJACENT TO** the principal sign face. **NO PORTION OF AN ELECTRONIC MESSAGE CENTER IS PERMITTED TO BE LOCATED ABOVE THE PRINCIPAL SIGN FACE.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.03 Common Review Requirements

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH B.]

B. 1. The fees to be charged for applications and procedures pertaining to the administration and enforcement of this zoning code shall be as follows:

Table 1170.02-2: Planning and Zoning Fee Schedule

SEE ATTACHED EXHIBIT "A-1"

2. Until all fees, charges, and expenses have been paid in full, no action shall be taken on any application, appeal, or administrative review and approval.
3. **FEE FOR ALL APPLICATIONS LISTED IN TABLE 117.02-2 SHALL BE NON-REFUNDABLE.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.04 Zoning Text or Map Amendment

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH E.3.]

- E. 3. ~~[The fee established by the City Council.]~~ **THE FEE APPLICABLE TO THE FILING OF A ZONING TEXT OR MAP AMENDMENT APPLICATION SHALL BE SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.05 Conditional Use

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH E.1.e.]

- E. 1. e. ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A CONDITIONAL USE APPLICATION SHALL BE SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.06 Variances

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH D.1.d.]

- D. 1. d. ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A VARIANCE APPLICATION AND FOR ANY OTHER SUBMISSION PERTAINING TO THESE REGULATIONS SHALL BE SET FORTH IN SECTION 1170.03.B (BOARD OF ZONING APPEALS).**

[NO FURTHER CHANGES TO THIS SECTION]

1170.07 Site Plan Review

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH C.1.c.]

- C. 1. c. ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A SITE PLAN REVIEW APPLICATION SHALL BE SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.08 Residential Infill Review

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH F.1.d.]

- F. 1. d. ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A RESIDENTIAL INFILL REVIEW APPLICATION SHALL BE SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.12 Appeals of a Decision by an Official

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH C.4.]

- C. 4. ~~[A payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF AN APPEAL OF A DECISION BY AN OFFICIAL SHALL BE SET FORTH IN SECTION 1170.03.B (BOARD OF ZONING APPEALS).**

D. [Approval] APPEAL Process
[NO FURTHER CHANGES TO THIS SECTION]

1171.02 Defined Words
[NO CHANGES TO THIS SECTION UNTIL LETTER D]

D

DATA CENTER. A FACILITY USED PRIMARILY FOR THE STORAGE, MANAGEMENT, PROCESSING, AND TRANSMISSION OF DIGITAL DATA, WHICH HOUSES COMPUTER OR NETWORK EQUIPMENT, SYSTEMS, SERVERS, APPLIANCES, AND OTHER ASSOCIATED COMPONENTS RELATED TO THE DIGITAL STORAGE AND OPERATIONS.

Day Care Center. A place in which supervision, protection, and care is administered to a person or persons, but not including overnight lodging. Such uses may also include educational learning, such as preschool and kindergarten programs, as accessory uses.

Day Care, Home Type A. The permanent residence of the administrator in which childcare is provided for seven to 12 children at one time or a permanent residence of the administrator in which childcare is provided for four to 12 children at one time if four or more children at one time are under two years of age. In counting children for the purpose of this definition, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Day Care, Home Type B. The permanent residence of the administrator in which childcare is provided for one to six children at any one time and in which no more than three children are under two years of age at one time. In counting children for the purposes of this division, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Design, Construction, and Materials Specification Handbook. A handbook adopted by City Council containing the official standards for the city governing the design, construction, and materials permitted to be used in all proposed improvements.

Development Services Director. The development services director for the City of Fairfield, Ohio.

District. A portion of the territory of the city within which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning code.

Drainage Plan. A plan for the control of stormwater runoff in accordance with the requirements of Section 1199.03.F.

DRIVE-THROUGH CONVENIENCE STORE. AN ESTABLISHMENT DESIGNED SO A MOTOR VEHICLE ENTERS THE BUILDING AT ONE END AND EXITS AT THE OTHER END, THAT SELLS MERCHANDISE SUCH AS PREPACKED FOOD ITEMS, TOBACCO PRODUCTS, AND BEVERAGES WITHIN THE BUILDING WHILE THE OCCUPANT REMAINS SEATED IN THE MOTOR VEHICLE. THIS DOES NOT INCLUDE DRIVE-THROUGH FACILITY, ACCESSORY.

Drive-Through Facility, ACCESSORY. Any operation by a business establishment where the transfer of goods and services to the customers is accomplished through an opening in the building while the customer remains in their vehicle. **THIS DOES NOT INCLUDE DRIVE-THROUGH CONVENIENCE STORE.**

Drywell. A type of drainage well used for the underground disposal of stormwater runoff from paved areas such as parking lots, streets, residential subdivisions, and building rooftops.

Dumpster, Garbage or Recycling. A container used for the temporary storage of solid waste and garbage or for materials to be recycled pending collection, having a capacity of at least 2 cubic yards. This definition includes compactors and grease dumpsters. Garbage or recycling dumpsters do not include garbage cans which can be moved by a person.

Dumpster, Roll-Off/ Construction. A container used for the temporary collection of large quantities of trash, yard waste, garbage, or building or construction debris, and designed to be delivered and picked up by a truck and which is left on site for a temporary period of time. Roll-off/construction dumpsters do not include dumpsters used by multi-family dwellings or businesses.

Dwelling. Any building or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons, but not including a tent, boarding, or lodging house, motel, hotel, recreational vehicle, or a mobile home, except when it is located in a mobile home park.

Dwelling, Accessory Commercial. A dwelling unit secondary and accessory to a principal commercial use for the purpose of providing essential 24-hour care and security for the commercial business.

Dwelling, Multi-Family Large Scale (5+ units). One or more buildings, or portion of buildings, on a single lot that contains five or more individual dwelling units, where each unit is occupied by one family and provided with an individual entrance to the outdoors or to a common hallway, and regardless of whether the dwelling units are owned or rented.

Dwelling, Multi-Family Small Scale (3-4 units). One or more buildings, or portion of buildings, on a single lot that contains three or four individual dwelling units, where each unit is occupied by one family and provided with an individual entrance to the outdoors or to a common hallway, and regardless of whether the dwelling units are owned or rented.

Dwelling, Single Family Attached. A building designed or arranged for use by a single family consisting of one dwelling unit only, sharing at least one wall with another dwelling unit. Such uses shall have an individual entrance to the outdoors. Each shared wall shall be placed on a property lot line.

Dwelling, Single Family Detached. A building designed or arranged for use by a single family consisting of one dwelling unit only, separated from other dwelling units by open space.

Dwelling, Two Family. A building consisting of two dwelling units arranged, intended, or designed to be occupied by two families only. Such uses may be arranged with one dwelling unit on the first floor and the other dwelling unit on the second floor, or with the two dwelling units located adjacent to each other, on the same lot or parcel, with a shared wall. Such uses shall have an individual entrance to the outdoors.

[NO FURTHER CHANGES TO THIS SECTION UNTIL LETTER M]

M

Major Redevelopment. Any project that meets one of the following conditions:

- A. The construction of one or more buildings or improvements on a site where all or part of a building or improvement has been previously demolished;
- B. The renovation, rehabilitation, addition to, or re-purpose of existing buildings or improvements on a site where the cost of work performed exceeds 50 percent of the pre-renovation market value of the building or improvements as determined by the county auditor;
- C. The demolition and reconstruction of a building or structure; or
- D. Any addition that exceeds 50 percent of the square footage of the existing building or structure.

Major redevelopment does not include activities associated with routine maintenance and/or remodeling of occupied properties.

Manufacturing, Artisan. An establishment or business where an artist, artisan, or craftsperson teaches, makes, or fabricates crafts or products by hand or with minimal automation, and which may include direct sales to consumers. This definition includes uses such as small-scale fabrication, manufacturing, and other industrial uses and processes such as small-scale welding and sculpting. This use includes fabrication implements that are more industrial than that of an art studio and includes coopering, and crafting of cabinetry, furniture, and other similar small-scale manufacturing.

Manufacturing, Heavy. The manufacturing of products from raw or unprocessed materials, including recycling processes. This category shall also include any establishment or facility using large outdoor structures or storage that cannot be integrated into the building design. Any industrial use that generates noise, odor, vibration, illumination, or particulate that may be offensive or obnoxious to adjacent land uses, or requires a significant amount of on-site hazardous chemical storage shall be classified under this land use. Examples include, but are not limited to, the production of the following: lumber, milling, and planing facilities; aggregate, concrete, and asphalt plants; foundries; forge shops, open air welding, and any other intensive metal and plastic fabrication facilities; and chemical manufacturing.

Manufacturing, Light. Product assembling or mixing, where previously processed components or manufactured parts produced off-site are fitted together into a machine or blended or blown or extruded to form a non-combustible and non-explosive product. Product packaging, including bottling, canning, packing, wrapping, and boxing of products assembled. Laboratories for testing of non-hazardous materials. The assembling or packaging shall not produce noise, vibration, hazardous waste materials, or particulate that create significant negative impacts to adjacent land uses. Odors produced on-site shall not negatively affect other businesses or properties in the area. Examples of assembling include but are not limited to the production of the following: clothes, including screen printing; furniture (where wood is milled off-site); pharmaceuticals; hardware; toys; musical instruments; mechanical components; electric or electronic components and appliances; small vehicle assembly; and computer software. Examples of packaging include, but not limited to, facilities for bottling beverages, canning, and wrapping of foods, and boxing electronic components.

Marijuana. The following terms shall have the same meaning as defined in Section 3780.01 of the ORC:

- Adult Use Cannabis
- Cultivate

- Cannabis
- Marijuana
- Medical Marijuana
- Adult Use Cannabis Operator
- Adult Use Cultivator
- Adult Use Dispensary
- Adult Use Processor
- Adult Use Testing Laboratory (also including Laboratory Testing of Medical Marijuana)
- Cultivation Area
- Cultivation Facility
- Dispensary
- Level I Adult Use Cultivator
- Level II Adult Use Cultivator
- Level III Adult Use Cultivator
- Level I Cultivator
- Level II Cultivator
- Processor

Media Studio. Studio spaces for the creation of and broadcasting of radio, television, internet, or other media programs.

Medical Office (High Intensity). A place used for the care, diagnosis, and treatment of more than 40 sick, ailing, infirm and injured persons/patients per day, but who are not provided with board or room or kept overnight on the premises. This use includes medical care, dental care, urgent care, and outpatient care centers.

Medical Office (Low Intensity). A place used for the care, diagnosis, and treatment of up to 40 sick, ailing, infirm, and injured persons/patients per day, but who are not provided with board or room or kept overnight on the premises. This use includes medical care, dental care, urgent care, and outpatient care centers.

Micro-Fulfillment Center. A small-scale facility, including a stand-alone facility or a facility operated in conjunction with a retail space open to the public, used for the purpose of receiving, transferring, storing, and packaging retail and other similar goods for delivery to or pick-up by customers.

Mixed Use. A building, lot, or development that contains a mixture of uses including residential, commercial, and/or industrial uses. Such uses may be mixed within one building (either horizontally or vertically) or within an overall development. Mixed use buildings shall only include uses that are permitted in the zoning district where the building is located.

Mobile Home. A transportable structure, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to required utilities, and contains a living, sleeping, and eating quarters. This definition includes a mobile home as defined in Chapter 4501 of the ORC. This definition does not include recreational vehicles.

Mobile Home Park. Any lot or part thereof which is used or offered as a location for two or more mobile homes used for residential purposes.

Motor Vehicle. A machine designed or intended to travel over land, sea, or air by self-propulsion or while attached to any self-propelled vehicle such as a camper, trailer, or travel trailer.

Motor Vehicle Fueling/Charging Facility. A place where gasoline, other motor vehicle fuel, or alternative power/energy is sold at retail to the public via direct transmission from a pump or charger to the motor vehicles and where no other motor vehicle service is performed. The sale of gasoline or other motor

vehicle fuel or alternative power/energy under this definition shall be the primary use. Other retail sales, including the sale of convenience goods such as groceries, packaged food, newspapers, and household items are permitted within a wholly enclosed building as an accessory use. Outdoor retail displays shall not exceed five percent of the gross floor area of the principal permitted structure. This definition does not include facilities designed for the fueling or charging of semi-trailer trucks.

Motor Vehicle Repair. Any establishment or place of business which is maintained and operated for the primary purpose of making general repair, rebuilding or reconstruction of engines or making general repair to motor vehicle quarter panels, doors, fenders, bumpers, other parts of auto body, frames or other exterior surfaces or providing collision services including but not limited to painting, frame straightening or frame dissecting. This definition does not include any establishment, place of business or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

Motor Vehicle Sales/Rental Area. Any establishment, place of business, property or open area used for the display of new or used motor vehicles that are for sale, lease, or rent and in operable condition.

Motor Vehicle Service. Any establishment or place of business which is maintained and operated for the primary purpose of performing routine maintenance of **OPERABLE** motor vehicles such as removal and replacement of lubricants, tires, and batteries for the public and which may include retail sales of [fuels,] lubricants, **AND** air [~~and/or for washing operable motor vehicles~~]. This definition does not include any establishment, place of business or property upon which storage or repair of any unlicensed, partially dismantled, or inoperable motor vehicles takes place.

Motor Vehicle Storage. Any establishment, place of business, property or open area used for the storage of new or used motor vehicles that are in operable condition. This definition does not include the storage of delivery trucks, tractor-trailers and associated semi- trailers, or shipping containers.

Motor Vehicle Tow Yard. Any establishment, place of business, or property used by a tow company or wrecker service for temporary storage of operable motor vehicles or inoperable motor vehicles designated to be transported to a motor vehicle repair garage or junkyard. This definition does not include any establishment, place of business, or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

Motor Vehicle Washing Facility. A facility for washing, cleaning, drying, and waxing of passenger vehicles, motorcycles, and trucks of one ton rating or less, which may be self-service or full-service.

Mulching. The application of suitable materials on the soil surface to conserve moisture, reduce weed growth, hold soil in place, and aid in establishing plant cover.

Museum. See Cultural Facility.

[NO FURTHER CHANGES TO THIS SECTION UNTIL LETTER W]

W

Wall. An architectural partition with a height and length greater than its thickness; used to divide or enclose an area or to support another structure.

Wall, Retaining. A structure that holds back soil or rock from a building, structure or area. Retaining walls prevent downslope movement or erosion and provide support for vertical or near-vertical grade changes.

Warehouse. An enclosed structure used for the storage and/or distribution of goods of any type by or on behalf of the owner of the goods when 80 percent or more of the enclosed structure is designed or used for storage space. This definition includes distribution and fulfillment facilities, **BUT DOES NOT INCLUDE WAREHOUSE, CROSS-DOCKS.**

Warehouse, Accessory. A secondary and subordinate use to an industrial or commercial use where raw materials, parts, or finished manufactured goods may be stored before their export or distribution. Such storage shall be within a building.

WAREHOUSE, CROSS-DOCK. AN ENCLOSED STRUCTURE WITH LOADING DOCKS LOCATED ON OPPOSITE SIDES OF THE STRUCTURE USED FOR THE STORAGE AND/OR DISTRIBUTION OF GOODS OF ANY TYPE BY OR ON BEHALF OF THE OWNER OF THE GOODS WHEN 80 PERCENT OR MORE OF THE ENCLOSED STRUCTURE IS DESIGNED OR USED FOR STORAGE SPACE. THIS DEFINITION INCLUDES DISTRIBUTION AND FULFILLMENT FACILITIES WHICH HAVE DOCKS LOCATED ON OPPOSITE SIDES OF THE STRUCTURES.

Waste Area. An area approved by the engineer for the disposal of waste material and restricted from the building of any structure and delineated by the requirements of Section 1159.05.

Waste Material. Any material that is not approved “fill material” but approved for disposal in an approved waste area site by the Public Works Director.

Watercourse. A permanent stream, intermittent stream, river, brook, channel, creek, or ditch for water whether natural or man-made.

Wind Farm. Commercial wind power installations that consist of wind turbines and associated facilities.

Wind Turbine. A device that converts the wind’s kinetic energy into electrical energy.
[NO FURTHER CHANGES TO THIS SECTION]

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.

Table 1131.10-2: Non-Residential Districts – Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Check Cashing, Short Term Loan			PS	PS		PS					1131.12.F
Club/Lodge, Private	C	C	C	C	C	C	C	C			
Commercial Kitchen			C	C					C		
Day Care Center	C	C	PS	PS	C	PS	PS	C			1131.12.I
Drive-Through Convenience Store		C	PS	PS		PS					1331.12.J
Entertainment Venue			C	C		P					
Event Center			C	C		P					1131.12.K
Commercial Uses											
Financial Establishment	C	PS	PS	PS	C	PS	PS	PS	C		1131.12.L
Fitness/Dance Studio	P	P	P	P	P	P		P			
Flea Market			C	C							1131.12.M
Funeral Home	C	P	P	P				C			
Greenhouse, Wholesale									C	C	
Hospital		C	C	C			PS				1131.12.N
Hotel, Motel		C	P	P		P					
Landscaping Retail Facility		PS	PS	PS		PS		PS			1131.12.P
Landscaping Service Facility			C	C					PS	PS	1131.12.Q
Laundry, Commercial			P	P		P		P			
Marijuana: Adult Use Dispensary and Dispensary (Medical)			PS	PS		PS					1131.12.S.1

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.
Table 1131.10-2: Non-Residential Districts – Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Fitness/Dance Studio	P	P	P	P	P	P		P			
Flea Market			C	C							1131.12.M
Funeral Home	C	P	P	P				C			
Greenhouse, Wholesale									C	C	
Hospital		C	C	C			PS				1131.12.N
Hotel, Motel		C	P	P		P					
Landscaping Retail Facility		PS	PS	PS		PS		PS			1131.12.P
Landscaping Service Facility			C	C					PS	PS	1131.12.Q
Laundry, Commercial			P	P		P		P			
Marijuana: Adult Use Dispensary and Dispensary (Medical)			PS	PS		PS					1131.12.S.1
Media Studio	PS	PS	PS	PS		PS		PS			1131.12.T
Medical Office (High Intensity)		C	C	C		C	P	C	C	C	1131.12.U
Medical Office (Low Intensity)	P	P	P	P	P	P	P	P	C		
Micro-Fulfillment Center	PS	PS	PS	PS		PS		PS			1131.12.V
Mixed Use			C	C				C			
Motor Vehicle Fueling/Charging		C	PS	PS				C			1131.12.X
Motor Vehicle Repair			C	C					C	C	1131.12.Y
Commercial Uses											
Motor Vehicle Sale/Rental Area			C	C							1131.12.Z

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.

Table 1131.10-2: Non-Residential Districts – Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Motor Vehicle Service		C	C	C		C		C	C	C	1131.12.AA
Motor Vehicle Washing Facility		C	PS	PS		PS					1131.12.DD
Nursing and Rehabilitation Facility		C	P	P			P	C			
Office, General	P	P	P	P	P	P	P	P	C		
Outdoor Amusement Ride and Entrainment Display						P					
Personal Service	P	P	P	P	P	P	P	P			
Recreational Facility, Indoor	C	C	P	P		P	C	C	C	C	
Recreational Facility, Outdoor	C	C	C	C		P	C	C			
Restaurant, Full Service	C	P	P	P		P		P	C		
Restaurant, Quick Service	C	PS	PS	PS		PS		PS	C		1131.12.GG
Retail	P	P	P	P	P	P		P	C		
Self-Storage Facility			C	C						C	1131.12.HH
Sexually Oriented Business			C	C							1131.12.II
Showroom	C	P	P	P				P			
Storage Shed, Barn, Carport, or Play Structure Sales Area			C	C							1131.12.KK
Teen Club		C	C	C				C			
Theater, Cinema		C	P	P		P		C			
Commercial Uses											
Tobacco/Vape Store			PS	PS		PS					1131.12.LL

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.

Table 1131.10-2: Non-Residential Districts – Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Industrial Uses											
Building Material Yard										C	1131.12.E
Construction and Large Equipment Rental, Sale, and Service										C	1131.12.G
Contractor Yard										C	1131.12.H
Crematorium										C	
Data Center									C		
Food Processing									C	P	
Junkyard										C	1131.12.O
Laundry, Industrial									C	P	
Manufacturing, Artisan			C	C					P	P	
Manufacturing, Light									PS	PS	1131.12.S
Manufacturing, Heavy										C	1131.12.R
Marijuana: Adult Use Cultivator										P	
Marijuana: Adult Use Processor										P	
Marijuana: Adult Use Testing Laboratory										P	
Marijuana: Cultivation Facility										P	
Marijuana: Level I Adult Use Cultivator										P	
Marijuana: Level II Adult Use Cultivator										P	
Industrial Uses											

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.

Table 1131.10-2: Non-Residential Districts – Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Marijuana: Level III Adult Use Cultivator										P	
Marijuana: Level I Cultivator										P	
Marijuana: Level II Cultivator										P	
Marijuana: Processor (Medical)										P	
Motor Vehicle Storage										C	1131.12.BB
Motor Vehicle Tow Yard										C	1131.12.CC
Renewable Energy Facility										C	1131.12.EE
Research, Development, Laboratory Facility			C	C			PS		C	C	1131.12.FF
Stone and Monument Works			C	C					PS	PS	1131.12.JJ
Trucking or Logistics Terminal										C	1131.12.MM
Warehouse			C	C					PS	PS	1131.12.NN
Warehouse, Cross-Dock										P	
Accessory Uses											
Accessory Structure	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13.A
Accessory Use	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13.B
Automated Teller Machine (ATM)	PS	PS	PS	PS	PS	PS	PS	PS	PS		1131.13.C
Charitable Drop-Off Receptacle	PS	PS	PS	PS	PS	PS	PS	PS			1131.13.D
Drive-Through Facility, Accessory		C	PS	PS	C	PS		C	C		1131.13.E
Dumpster, Garbage and Recycling	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13.F

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1151.03 Parking Requirements

Table 1151.03-3: Stacking Space Requirements

Activity	Minimum Number of Stacking Spaces	Measured From
Drive-Through Convenience Store	5 for a single lane	Entrance to the building
Food and Beverage Use with Drive-Through Window	12 for a single lane or 6 per lane for 2 or more lanes	The order point
Food and Beverage Use with Pick Up Window Only	5 for a single lane	Pick-up window
Financial Institution	4 per lane for an ATM, 2 per lane for a teller or window	Teller or ATM
Motor Vehicle Fueling/Charging Facility	1 per fuel pump	Pump island
Pharmacy	5 for a single lane or 3 per lane for 2 or more lanes	Pick-up window
Motor Vehicle Washing, Automatic	4 for a single lane or 2 per lane for 2 or more lanes	Entrance to washing bay
Other	As determined by the Development Services Director or their designee	

EXHIBIT "A-1"

1170.03 Common Review Requirements
Table 1170.02-2: Planning and Zoning Fee Schedule

Application	Fee (\$)
Board of Zoning Appeals	
Board of Zoning Appeals - Residential	100
Board of Zoning Appeals - Nonresidential	200
Planning Commission	
Rezoning Zoning Text or Map Amendment	500
PUD - Concept Development Plan	500
PUD - Final Development Plan	500
PUD - Minor Modification (residential)	50
PUD - Minor Modification (nonresidential)	200
Conditional Use	250
Preliminary Plat	500
Final Plat	300
Replat	100
Overlay District Review	200
Residential Infill Review	50
All other Planning Commission Requests	100
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50

EXHIBIT "A-1"**1170.03 Common Review Requirements****Table 1170.02-2: Planning and Zoning Fee Schedule**

Application	Fee (\$)
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50
Floodplain Development Permit	200
Zoning Verification Letter	50



City Council Communication
Regular Meeting - October 27, 2025

Submitted by: Nathaniel Kaelin, Economic Development Manager
 Department: Development Services

Subject:
CRA Tax Abatement for Image Solutions

Legislation Title:

Ordinance to authorize the City Manager to execute a Community Reinvestment Area Agreement and a Community Reinvestment Area School Compensation Agreement, which will provide property tax incentives for Image Solutions Apparel, Inc. to include an expansion to its campus by means of renovating and enlarging an existing building on Port Union Road, and declaring an emergency.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this ordinance and pass as an emergency.

Discussion:

Image Solutions is a custom branded apparel and merchandise company headquartered in Long Beach, California, with a local operation currently located on Brate Drive in West Chester Township (Butler County). The company has seen steady growth and proposes to relocate operations to a larger facility in Fairfield. Image Solutions plans to acquire an approximately 50,000 square foot building located on 9.7 acres at 3750 Port Union Road. The company proposes to renovate the building and construct an addition measuring approximately 50,000 square feet, doubling the building footprint.

Should this project proceed, the total building investment is estimated at \$5.9 million. The company also estimates investment of \$117,000 in new machinery, equipment, furniture, and fixtures. Image Solutions will relocate 32 employees from its existing facility in West Chester Township and will create at least 12 new full-time jobs within three years of completion of construction. Anticipated total future payroll is expected to exceed approximately \$2.75 million annually.

Approval of the ordinance would authorize the City Manager to enter into two agreements. The first is a Community Reinvestment Area (CRA) Agreement. The CRA Agreement would

provide a 4-year, 100% property tax incentive on the assessed value of the remodeling and expansion. The existing portion of the building cannot be abated per state law, which is the justification for providing the 100% abatement rate for the remodeling and expansion.

The second agreement is a multi-party School Compensation Agreement. Image Solutions has agreed to compensate the Fairfield City School District and Butler Tech annually, in compliance with the City's Tax Incentive Guidelines. The Board of Education of the Fairfield City School District will consider the agreement at its meeting on October 16, 2025.

Financial Impact:

Image Solutions is planning to enlarge and occupy a new facility that will increase income and property tax revenue and create new jobs in the City of Fairfield.

Emergency Provision:

Yes - Emergency approval is recommended to ensure the project can proceed on schedule.

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. CRA Agreement - Image Solutions
2. CRA Application - Image Solutions
3. School Comp Agreement - Image Solutions
4. IMAGE SOLUTIONS APAREL-COMMUNITY REINVESTMENT-ORD

**COMMUNITY REINVESTMENT AREA AGREEMENT
(Image Solutions)**

This Community Reinvestment Area Agreement (“Agreement”) is made and entered into by and between the City of Fairfield, Ohio, an Ohio municipal corporation, with its main offices located at 5350 Pleasant Avenue, Fairfield, Ohio 45014 (hereinafter referred to as “City”), and Image Solutions Apparel, Inc., a California corporation with offices located at 2931 Redondo Avenue, Long Beach, California 90806, (hereinafter referred to as “Image”).

WITNESSETH;

WHEREAS, City has determined to encourage the development of real property and the acquisition of personal property located in the area it has designated as the City of Fairfield Community Reinvestment Area; and

WHEREAS, Image plans to acquire approximately 9.66 acres located at 3750 Port Union Road in Fairfield, Ohio identified as Tax Parcel A0700151000097 as more fully described on Exhibit A attached hereto and as shown on Exhibit A-1 (“Project Site”). Image plans to erect an approximately 50,000 square foot addition to the existing 50,000 building at the Project Site and to remodel the existing 50,000 square foot building to expand the business operations of Image (hereinafter referred to as the “Project”) and to begin construction in the Fall of 2025, provided that the appropriate development incentives are available to support the economic viability of said Project; and

WHEREAS, the Fairfield City Council (the “City Council”) by Ordinance No. 173-95 adopted November 27, 1995, created the “City of Fairfield Community Reinvestment Area” pursuant to Chapter 3735 of the Ohio Revised Code (the “Original Area”) and by Ordinance No. 48-08 adopted April 28, 2008, amended and expanded the designation of the Original Area to include certain other property within the City (the “Additional Area”) (the Original Area and the Additional Area are collectively hereinafter referred to as the “CRA Area”) and designated the CRA Area the “City of Fairfield, Ohio Community Reinvestment Area”; and

WHEREAS, effective June 5, 2008, the Director of the Department of Development of the State of Ohio determined and certified that the aforementioned CRA Area contains the characteristics set forth in Ohio Revised Code Section 3735.66 and confirmed the CRA Area as a “Community Reinvestment Area” pursuant to that Section 3735.66; and

WHEREAS, City, having the appropriate authority to offer development incentives for the above-stated Project, desires to provide Image with incentives as set forth herein to support development of the Project on the Project Site which are available for the development of the Project in said City of Fairfield Community Reinvestment Area under Chapter 3735 of the Ohio Revised Code; and

WHEREAS, the City, subject to the terms of this Agreement, has agreed to provide Image with a Four (4) year, 100% real property tax exemption applicable to the construction of the building addition and site improvements (collectively, the “Exemption”)

WHEREAS, Image has submitted the agreement application attached hereto as Exhibit B (the “Application”); and

WHEREAS, the Development Services Director of Fairfield, the duly appointed Housing Officer pursuant to ORC 3735.65 has reviewed and investigated the Application and has recommended the approval of same to the City Council of Fairfield on the basis that Image is qualified by financial responsibility and business experience to create and preserve employment opportunities in said City of Fairfield Community Reinvestment Area and improve the economic climate of the City of Fairfield; and

WHEREAS, the Project Site is located in the Fairfield City School District (the “School District”), and the Board of Education of the School District and the Board of Education of Butler Tech have been notified in accordance with R.C. Sections 3735.67, 3735.671 and 5709.83, or such notice has been waived, and have been given a copy of this Agreement and the Application; and

WHEREAS, Image, in exchange for receiving the Exemption, has agreed to make (i) an annual payment to the School District in the amount of thirty-two percent (32%) of the value of the Exemption received by Image for the preceding tax year, and (ii) an annual payment to Butler Tech in the amount estimated at the time this agreement is executed to equal one percent (1%) of the value of the Exemptions to be received by Image annually (collectively, the “School District PILOT Payments”), in accordance with the School Compensation Agreement; and

WHEREAS, the Project includes the relocation of Image’s operations to the City from West Chester Township, Butler County, Ohio (“West Chester Township”), the Board of Trustees of West Chester Township and the Director of the Ohio Department of Development have been notified in accordance with R.C. Section 3735.673 and have been given a copy of this Agreement and the Application; and

WHEREAS, as required by Ohio Revised Code Section 3735.671(A), the Board of Education of the School District, pursuant to Resolution No. _____, adopted on _____, 2025 has approved this Agreement and the Exemption granted herein; and

WHEREAS, pursuant to Ohio Revised Code Section 3735.67 (A), and in conformance with the format required under Section 3735.671 (B) of the Ohio Revised Code, the parties hereto desire to set forth their agreement with respect to matters hereinafter contained;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties herein incorporate and agree to the foregoing premises and further agree as follows:

1. Image shall construct the Project being an approximately 50,000 square foot addition to the existing building on the Project Site and complete other site improvements to house the business operations of Image. The total cost for construction of the Project will be approximately Five Million Nine Hundred Thousand Dollars (\$5,900,000.00). The construction of the Project will begin on or after November 1, 2025 and all construction and installation shall be completed by December 31, 2026. At the time of execution of this Agreement, there is one unoccupied building and no machinery, equipment, furniture, fixtures or inventory of Image at the Project Site. As part of the Project, Image may relocate select machinery, equipment, furniture, fixtures, and/or inventory used prior to the execution of this Agreement in West Chester Township, another political subdivision in the State of Ohio. The assumptions and estimates provided in this Section are good faith estimates provided pursuant to Ohio Revised Code Section 3735.671(B) and shall not be construed in a manner that would limit the amount or term of the Exemptions.
2. Image will relocate and maintain in the City thirty-nine (39) existing full time equivalent employees from 4692 Brate Drive, West Chester Township, Ohio 45069 in West Chester Township. The annual payroll of the relocated/retained employees is estimated to be \$2,193,345. Additionally, Image will create twelve (12) new full time equivalent employees within a time period not exceeding thirty-six (36) months after completion of the construction of the Project, and will maintain these employees for the remainder of the term of this Agreement.
3. Image shall provide to the proper Tax Incentive Review Council any information reasonably required by the Council to evaluate the enterprise's compliance with the agreement, including returns filed pursuant to Section 5711.02 of the Ohio Revised Code if requested by the Council.
4. City hereby grants Image a tax exemption for real property improvements made to the Project Site pursuant to Section 3735.67 of the Ohio Revised Code for the following number of years and percentages:

<u>Years of Tax Exemption</u>	<u>Tax Exemption Amount (Percentage)</u>
-------------------------------	--

4 years	100%
---------	------

The exemption commences the first year for which the real property improvements would first be taxable were that property not exempted from taxation. No exemption shall extend beyond December 31, 2031 (for tax year 2030).

The exemption shall apply only towards the improvements completed as part of the Project. The exemption shall not apply towards the 50,000 square foot building already constructed and existing at the site prior to November 1, 2025 but will apply to remodeling improvements to the existing 50,000 square foot building which are completed after November 1, 2025 as part of the Project.

5. Image, as part of this agreement, and as authorized in Section 3735.671 (A)(2)(c), shall enter into a Community Reinvestment Area School Compensation Agreement with the Fairfield City School District and the Butler Technology and Career Development Schools providing for annual cash payments for each year it receives the above mentioned exemption.
6. Image shall pay such real and tangible personal property taxes as are not exempted under this agreement and as otherwise are required by law to be paid and are charged against such property and shall file all tax reports and returns as required by law. If Image fails to pay such taxes or file such returns and reports, all incentives and exemptions granted under this agreement are rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.
7. City shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve, and maintain exemptions from taxation granted under this agreement including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with such exemptions.
8. If for any reason the CRA designation expires, the Director of the ODOD revokes certification of the Area or City revokes the designation of the area, entitlements granted under this agreement shall continue for the number of years specified under this agreement, unless Image materially fails to fulfill its obligations under this agreement and City terminates or modifies the exemptions from taxation pursuant to this agreement.
9. If Image materially fails to fulfill any of their obligations under this agreement or if City determines that the certification as to delinquent taxes required by this agreement is fraudulent, City may terminate or modify the exemptions from taxation granted under this agreement. City may require the repayment of the amount of taxes that would have been payable had the property not been exempted from taxation under this agreement.
10. Image hereby certifies that at the time this agreement is executed, they do not owe any delinquent real or tangible personal property taxes to any taxing authority of the State of Ohio and does not owe delinquent taxes for which it is liable under Chapter 5733., 5735., 5739., 5741., 5743., 5747., or 5753. of the Ohio Revised Code, or, if such delinquent taxes are owed, Image currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101, et seq., or such a petition has been filed against Image. For the purposes of the certification, delinquent taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the revised code governing payment of those taxes.

11. Image and City acknowledge that this agreement must be approved by formal action of the legislative authority of the City of Fairfield, Ohio as a condition for the agreement to take effect. This agreement takes effect upon such approval.
12. City has developed a policy to ensure recipients of Community Reinvestment Area tax benefits practice non-discriminating hiring in its operations. By executing this agreement, Image is committing to following non-discriminating hiring practices acknowledging that no individual may be denied employment solely on the basis or race, religion, disability, color, national origin, or ancestry.
13. Exemptions from taxation granted under this agreement shall be revoked if it is determined that Image or any successor property owner, or any related member (as those terms are defined in Division (E) of Section 3735.671 of the Ohio Revised Code) has violated the prohibition against entering into this agreement under Division (E) of Section 3735.671 or Section 5709.62, 5709.63, or 5709.632 of the Ohio Revised Code prior to the time prescribed by that division or any of those sections.
14. This Agreement is not transferable or assignable without the express written approval of City.
15. Image affirmatively covenants that they have made no false statements to the State or City or any other local political subdivisions in the process of obtaining approval of the Community Reinvestment Area incentives for the Project. If any representative of Image has knowingly made a false statement to the State or a local political subdivision to obtain the Community Reinvestment Area incentives, Image shall be required to immediately return all benefits received under this Agreement pursuant to Ohio Revised Code Section 9.66(C)(2) and shall be ineligible for any future economic development assistance from the State, any State agency or a political subdivision pursuant to Ohio Revised Code Section 9.66(C)(1).
16. This Agreement may be executed in several counterparts, each of which shall be deemed to constitute an original, but all of which together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the City of Fairfield, Ohio, by Scott W. Timmer, its City Manager, and pursuant to Ordinance No. _____ has caused this instrument to be executed this _____ day of _____, 2025, and Image Solutions Apparel, Inc. by Paula Fox, its Vice President for Finance & Accounting, has caused this instrument to be executed this _____ day of _____, 2025.

CITY OF FAIRFIELD, OHIO

By _____
Scott W. Timmer, City Manager

IMAGE SOLUTIONS APPAREL, INC.

By _____
Paula Fox, VP for Finance & Accounting

Approved as to form:

Approved as to content:

John H. Clemmons
Fairfield City Law Director

Greg Kathman
Fairfield Development Services Director

Exhibit A

Legal Description of Project Site

The Land referred to herein below is situated in the County of Butler, State of Ohio and is described as follows:

Property 1

Parcel: A0700151000027

Property Address: 3750 Port Union Rd, Fairfield, OH 45014

Situate in the County of Butler, State of Ohio and City of Fairfield and being Lot 12628 of the replat of Pt. Lot 7301 of Fairfield Commerce Center West Section 1, Block "B", recorded in Plat Book 2796, Pages A & B of the Records of Butler County, Ohio.

Property 2

Parcel: A0700151000072

Property Address: 3710 Port Union Rd, Fairfield, OH 45014

Situate in the County of Butler, State of Ohio, and City of Fairfield and being Lot 14019 of the replat of Lots 13962 and 13963 Fairfield Commerce Center West, Section 2, Block "B" and Lot 12629, Section 1, Block "B" and City Lot 7302, recorded in Plat Book 7976, Pages 1257-1258 of the records of Butler County, Ohio.

Property 3

Parcel: A0700151000073

Property Address: 525 Quality Boulevard, Fairfield, OH 45014

Situate in the County of Butler, State of Ohio and City of Fairfield and being Lot 14020 of the replat of Lots 13962 and 13963 Fairfield Commerce Center West Section 2, Block "B" and Lot 12629, Section 1, Block "B" and City Lot 7302, recorded in Plat Book 7976, Pages 1257-1258 of the Records of Butler County, Ohio.

Said lots have been consolidated and are also now described as Lot 14222 on the Re-Plat of Fairfield Commerce Center West Section 1, Block "B" recorded in Plat Book 10103, Pages 1659 Records of Butler County, Ohio.

Parcel ID:A0700151000097

Map of Project Site

Quality Blvd

Port Union Rd

Port Union Rd

Quality Blvd

N

Map data: Microsoft, Esri, Community Maps Contributors, City of Hamilton, OH, Butler County, Ohio Rail Development Commission, © OpenStreetMap contributors, Garmin, SateLabs, GeoTechnologies, Inc. METI/ NASA, USGS, EPA, NOAA, US Census Bureau, USDA, USFWS

Exhibit B
Agreement Application

(Attached Hereto)

OHIO CRA PROGRAM APPLICATION

City of Fairfield

**OHIO DEPARTMENT OF DEVELOPMENT
OHIO COMMUNITY REINVESTMENT AREA ZONE PROGRAM**

PROPOSED AGREEMENT for Community Reinvestment Area tax incentives between the City of Fairfield located in the County of Butler and Enterprise 1 and Enterprise 2 (Enterprise 3 needed?).

- 1a. Name of business, home or main office address, contact person, and telephone number (attach additional pages if multiple enterprise participants).

Enterprise 1

Image Solutions Apparel, Inc

enterprise name

Paula Fox
contact person

310 404 0542
 telephone number

2931 Redondo Avenue
Long Beach, CA 90806
address

California
State that company was incorporated in

Enterprise 2

enterprise name

contact person

telephone number

address

State that company was incorporated in

- 1b. Project site:

Enterprise 1

Alana Owens

contact person

310 404 0544
telephone number

4692 Brate Drive, Ste 300
address

Westchester, OH 45011

Enterprise 2

contact person

telephone number

address

- 2a. Nature of business (manufacturing, distribution, wholesale or other).

Uniform distribution

- 2b. List primary 6 digit NAICS # 812330
Business may list other relevant SIC numbers.

- 2c. If a consolidation, what are the components of the consolidation? (Must itemize the location, assets, and employment positions to be transferred)

Not Applicable

- 2d. Form of business of enterprise (corporation, partnership, proprietorship, or other).

S Corporation

3. Name of principal owner(s) or officers of the business (attach list if necessary).

Christopher Kelley

4. Is business seasonal in nature? Yes ___ No ☒

- 5a. State the enterprise's current employment level at the proposed project site:

0

- 5b. Will the project involve the relocation of employment positions or assets from one Ohio location to another? Note that relocation projects are restricted in non-distress based Ohio Enterprise Zones. A waiver from the Director of the Ohio Department of Development is available for special limited circumstances. The business and local jurisdiction should contact Ohio Department of Development early in the discussions.

Yes ☒ No _____

- 5c. If yes, state the locations from which employment positions or assets will be relocated and the location to where the employment positions or assets will be located:

Relocation from Westchester, OH to Fairfield, OH

- 5d. State the enterprise's current employment level in Ohio (itemized for full and part-time and permanent and temporary employees):
39 Full Time
- 5e. State the enterprise's current employment level for each facility to be affected by the relocation of employment positions or assets: 39
- 5f. What is the projected impact of the relocation, detailing the number and type of employees and/or assets to be relocated?
Not applicable
- 6a. Has the Enterprise previously entered into a tax incentive agreement with the local legislative authorities at any site where the employment or assets will be relocated as a result of this proposal? Yes _____ No ✓
- 6b. If yes, list the local legislative authorities, date, and term of the incentives for each tax incentive agreement: Not applicable
7. Does the Enterprise owe:
- a. Any delinquent taxes to the State of Ohio or a political subdivision of the state?
 Yes _____ No ✓
- b. Any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State? Yes _____ No ✓
- c. Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not.
 Yes _____ No ✓
- d. If yes to any of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (add additional sheets if necessary). Not application
8. Project Description (attach additional pages if necessary):
New building construction and build-out
9. Project will begin October 2025 and be completed March 2026 provided a tax exemption is provided.
- 10a. Estimate the number of new employees the business intends to hire at the facility that is the project site (job creation projection must be itemized by full and part-time and permanent and temporary):
12 additional full time employees

- 10b. State the time frame of this projected hiring: 12 additional full time employees
- 10c. State proposed schedule for hiring (itemize by full and part-time and permanent and temporary employees): 4 new employees per year
- 11a. Estimate the amount of annual payroll such new employees will add (new annual payroll must be itemized by full and part-time and permanent and temporary new employees).
- | | |
|------------|-----------------------|
| \$ 564,656 | Full Time (permanent) |
| \$ | Part Time (temporary) |
| \$ | Permanent |
| \$ | Temporary |
- 11b. Indicate separately the amount of existing annual payroll relating to any job retention claim resulting from the project:
\$ 2,193,345 (The annual payroll of **existing** Ohio jobs before expansion into a new facility in the City of Fairfield.)
12. Market value of the existing facility as determined for local property taxation.
\$8,400,000
- 13a. Business's total current investment in the facility as of the proposal's submission.
\$0
- 13b. State the businesses' value of on-site inventory required to be listed in the personal property tax return of the enterprise in the return for the tax year (stated in average dollar value per most recent 12 month period) in which the agreement is entered into (baseline inventory):
\$0
14. An estimate of the amount to be invested by the enterprise to establish, expand, renovate or occupy a facility:
- | | | |
|----|--------------------------------------|----------------------|
| A. | Acquisition of Land/Buildings: | \$ 8,450,000 |
| B. | Additions/New Construction: | \$ 5,000,000 |
| C. | Improvements to existing buildings: | \$ 900,000 |
| D. | Machinery & Equipment: | \$ 30,000 |
| E. | Furniture & Fixtures: | \$ 87,000 |
| F. | Inventory: | \$ |
| | Total New Project Investment: | <u>\$ 14,467,000</u> |
15. Business's reasons for requesting tax incentives (be as quantitatively specific as possible)
\$14.1M is a significant investment for the company resulting to additional jobs in Fairfield, OH.
Tax incentives will help Image Solutions in expanding and providing additional jobs in Fairfield.

Submission of this application expressly authorizes the City of Fairfield of Butler County to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item #7 and to review applicable confidential records. As part of this application, the business may also be required to directly request from the Ohio Department of Taxation or complete a waiver form allowing the Ohio Department of Taxation to release specific tax records to the local jurisdictions considering the incentive request.

Applicant agrees to supply additional information upon request.

The applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C)(1) and 2921.13(D)(1) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefit as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than six months.

Image Solutions Apparel	09/24/25
Name of Enterprise	Date
 Paula Fox (Sep 24, 2025 17:14:27 PDT)	Paula Fox, VP for Finance and Accounting
Signature	Typed Name and Title

* A copy of this proposal must be forwarded by the local governments to the affected Board of Education along with notice of the meeting date on which the local government will review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Board of Education to appear and/or comment before the legislative authorities considering the request.

** Attach to final CRA Agreement as an exhibit

Please note that copies of this proposal must be included in the finalized Community Reinvestment Area Agreement and be forwarded to the Ohio Department of Development within fifteen (15) days of final approval.

EXHIBIT B

Final Audit Report

2025-09-25

Created:	2025-09-25
By:	Madeleine Dela Cruz (madeleine@imageinc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvlpDxTx49_bPJFvABM586Nji-Q-4Q-21

"EXHIBIT B" History

-  Document created by Madeleine Dela Cruz (madeleine@imageinc.com)
2025-09-25 - 0:13:34 AM GMT
-  Document emailed to Paula Fox (paula@imageinc.com) for signature
2025-09-25 - 0:13:41 AM GMT
-  Email viewed by Paula Fox (paula@imageinc.com)
2025-09-25 - 0:14:04 AM GMT
-  Document e-signed by Paula Fox (paula@imageinc.com)
Signature Date: 2025-09-25 - 0:14:27 AM GMT - Time Source: server
-  Agreement completed.
2025-09-25 - 0:14:27 AM GMT

COMMUNITY REINVESTMENT AREA SCHOOL COMPENSATION AGREEMENT (Image Solutions)

This agreement between the City of Fairfield, a municipal corporation with its principal office at 5350 Pleasant Avenue, Fairfield, Ohio 45014 (hereinafter “City”), the Fairfield City School District Board of Education, a public school district with its principal offices at 4641 Bach Lane, Fairfield, Ohio 45014 (hereinafter “FCSD”), Butler Technology and Career Development Schools, a public joint vocational school district with its principal offices at 3603 Hamilton Middletown Road, Hamilton, Ohio 45011 (hereinafter “Butler Tech”), and Image Solutions Apparel, Inc., a California corporation (hereinafter referred to as “Image”) with offices located at 2931 Redondo Avenue, Long Beach, California 90806, specifies the manner and procedure to be used pursuant to Ohio Revised Code (ORC) Section 5709.82 authorizing general compensation relating to the Image Solutions Community Reinvestment Area project.

Whereas, the Ohio Community Reinvestment Area Program, pursuant to ORC Section 3735.66 authorizes municipalities to grant real property tax exemptions on eligible new investments; and

Whereas, the City of Fairfield, by Ordinance No. 173-95 adopted November 27, 1995 designated an area within the municipality as a Community Reinvestment Area;

Whereas, effective January 4, 1996, the Director of the Ohio Department of Development determined the area designated by the municipality contains the characteristics set forth in Section 3735.66 of the ORC and certified the area as a Community Reinvestment Area;

Whereas, City provided FCSD and Butler Tech notice of the project prior to formal action as required within ORC section 3735.671 (A) (1) or 5709.83, and the FCSD approved the exemption pursuant to Resolution No. _____ adopted on _____, 2025;

Whereas, City has elected, pursuant to Ordinance No. _____ adopted on _____, 2025, to grant a tax exemption to Image and enter into a formal Community Reinvestment Area Agreement; and

Whereas, City, FCSD, Butler Tech, and Image pursuant to ORC section 5709.82 elect to enter into a Compensation Agreement concerning the benefits relating to the aforementioned project.

Now Therefore, in consideration of the foregoing and of the mutual promises, covenants and agreements hereinafter set forth, City, FCSD, Butler Tech, and Image agree as follows:

Section 1. FCSD Compensation. Image shall make an annual cash payment to FCSD by March 1 of each calendar year subsequent to an exemption year in which the property received a real property tax benefit. The amount of the payment to FCSD shall be in the amount of thirty-two percent (32%) of the total value of the tax exemption received for the preceding tax year. On or before January 31 of each year in which a payment is due by Image, City and FCSD shall

calculate the amount of the payment and notify Image of this value via an invoice or other correspondence.

Section 2. Butler Tech Compensation. Image shall make an annual cash payment to Butler Tech by March 1 of each calendar year subsequent to an exemption year in which the property received a real property tax benefit. The amount of the payment to the Butler Tech shall equal \$635.00, which is estimated at the time this agreement is executed to equal one percent (1%) of the total value of the tax exemption received annually during the exemption term.

Section 3. Waiver of Notice Provision. FCSD and Butler Tech hereby waive any notice provisions pursuant to ORC 3735.671 (A) (1) or 5709.83 for this tax exemption only.

Section 4. Amendments. This agreement may be amended or modified by the parties, only in writing, signed by all parties to the agreement or by applicable law changes. Should the State of Ohio significantly alter the manner in which funding is provided to local and joint vocational school districts, then all parties agree to reconsider the terms of this agreement for possible amendment.

Section 5. Entire Agreement. This agreement sets forth the entire agreement and understanding between the parties as to the subject matter contained herein and merges and supersedes all prior discussions, agreements, and undertakings of every kind and nature between the parties with respect to the subject matter of this agreement.

Section 6. Notices. All payments, certificates, reports and notices which are required to or may be given pursuant to the provisions of this agreement shall be sent by regular mail, postage prepaid, and shall be deemed to have been given or delivered when so mailed to the following addresses:

City:	City Manager 5350 Pleasant Avenue, Fairfield, Ohio 45014
FCSD:	Treasurer 4641 Bach Lane, Fairfield, Ohio 45014
Butler Tech:	Chief Financial Officer 3603 Hamilton Middletown Road, Hamilton, Ohio 45011
Image:	Vice President for Finance & Accounting 2931 Redondo Avenue, Long Beach, California 90806

Any party may change its contact or address for receiving notices and reports by giving written notice of such change to the other parties.

Section 7. Severability of Provisions. The invalidity of any provision of this agreement shall not affect the other provisions of this agreement, and this agreement shall be construed in all respects as if any invalid portions were omitted.

In witness thereof, the City of Fairfield by Scott W. Timmer, its City Manager, and pursuant to Ordinance No. _____, has caused this instrument to be executed this _____ day of _____, 2025, the Fairfield City School District Board of Education by Jay Phillips, its Treasurer, has caused this instrument to be executed this _____ day of _____, 2025, the Butler Technology and Career Development School Board of Education by Paul Carpenter, its Chief Financial Officer, has caused this instrument to be executed this _____ day of _____, 2025, and Image Solutions Apparel, Inc. by Paula Fox, its Vice President for Finance & Accounting has caused this instrument to be executed this _____ day of _____, 2025.

FAIRFIELD CITY SCHOOL DISTRICT
BOARD OF EDUCATION

By _____
Jay Phillips, Treasurer

BUTLER TECHNOLOGY AND CAREER
DEVELOPMENT BOARD OF EDUCATION

By _____
Paul Carpenter, Chief Financial Officer

CITY OF FAIRFIELD

By _____
Scott W. Timmer, City Manager

IMAGE SOLUTIONS APPAREL, INC.

By _____
Paula Fox, VP for Finance & Accounting

Approved as to content:

Greg Kathman
Fairfield Director of Development Services

Approved as to form:

John H. Clemmons
City of Fairfield Law Director

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO EXECUTE A COMMUNITY REINVESTMENT AREA AGREEMENT AND A COMMUNITY REINVESTMENT AREA SCHOOL COMPENSATION AGREEMENT WHICH WILL PROVIDE PROPERTY TAX INCENTIVES FOR IMAGE SOLUTIONS APPAREL, INC. TO INCLUDE AN EXPANSION TO ITS CAMPUS BY MEANS OF RENOVATING AND ENLARGING AN EXISTING BUILDING ON PORT UNION ROAD AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to execute a Community Reinvestment Area Agreement and a Community Reinvestment Area School Compensation Agreement which will provide property tax incentives for Image Solutions Apparel, Inc. to include an expansion to its campus by means of renovating and enlarging an existing building on Port Union Road in accordance with the agreements on file in the office of the City Manager.

Section 2. This Ordinance is hereby declared to be an emergency measure necessary for the urgent benefit and protection of the City and its inhabitants for the reason that the project be authorized to proceed and create additional employment as soon as possible; wherefore, this ordinance shall take effect immediately upon its passage.

Passed	_____	_____
		_____ _Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____ _____
Second Reading	_____	Emergency _____ _____
Third Reading	_____	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council



**City Council Communication
Regular Meeting - October 27, 2025**

Submitted by: Tom Lakamp, Fire Chief
Department: Fire

Subject:

Ordinance to adopt the 2025 Emergency Operations Plan

Legislation Title:

Ordinance to adopt the 2025 Emergency Operations Plan for the City of Fairfield.

- Legislation - First Reading

Recommendation:

It is recommended that Council adopt the 2025 Emergency Operations Plan for the City of Fairfield.

Discussion:

The 2025 Emergency Operations Plan revision was a complete overhaul of the previous edition. This revision better aligns with the emergency management operations plans at the County, State and Federal levels.

Financial Impact:

None

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. City of Fairfield - Annex-A-Transportation-Function-ESF 1 - 2025
2. City of Fairfield - Annex-B-Communication-Function-ESF 2 - 2025
3. City of Fairfield - Annex-C-Engineering-and-Public-Works-Function-ESF 3 2025
4. City of Fairfield - Annex-D-Fire-and-EMS-Function-ESF 4 2025
5. City of Fairfield - Annex-E-Information-and-Planning-Function-ESF 5 - 2025
6. City of Fairfield - Annex-F-Mass-Care-Function-ESF6 - 2025
7. City of Fairfield - Annex-G-Resource-Support-Function-ESF7 2025
8. City of Fairfield - Annex-H-Health-and-Medical-Function-ESF 8-2025
9. City of Fairfield - Annex-I-Search-and-Rescue-Function-ESF9-2025

10. City of Fairfield - Annex-J-Hazardous-Materials-Function-ESF10-2025
11. City of Fairfield - Annex-K-Animals-and-Agriculture-Function-ESF11-2025
12. City of Fairfield - Annex-L-Energy-Function-ESF12-2025
13. City of Fairfield - Annex-M-Law-Enforcement-Function -ESF13- 2025
14. City of Fairfield - Annex-N-Disaster-Recovery-Function-ESF14-2025
15. City of Fairfield - Annex-O-Public-Information-Function-ESF15-2025
16. City of Fairfield-Base-Plan-2025
17. City of Fairfield-Tab-1-Emergency-Proclamation-Example-2025
18. City of Fairfield-Tab-2-Threat-and-Hazard-Ranking-2025
19. City of Fairfield-Tab-3-Public Works Appendix-2025
20. City of Fairfield-Tab-4-Public Utilities Appendix-2025
21. City of Fairfield-Tab-5-Development Services Appendix-2025
22. City of Fairfield-Tab-6-Finance Appendix-2025
23. City of Fairfield-Tab-7-IT Appendix-2025
24. City of Fairfield-Tab-8-Damage Assessment Appendix-2025
25. City of Fairfield-Tab-9-Volunteer and Donations Appendix-2025
26. City of Fairfield-Tab-10-Evacuation Appendix-2025
27. City of Fairfield-Tab-11-Parks & Recreation Appendix-2025
28. PDA-Field-Guide
29. EMERGENCY OPERATIONS PLAN-ORD

ANNEX A — TRANSPORTATION FUNCTION (ESF #1)

Transportation Function Representative: Fairfield Public Works

I. Introduction

Transportation functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #1 – Transportation. The Transportation Function at the local level addresses the following areas of concern during emergencies:

- Assess damage to, restore, and maintain land, air, and water transportation routes during emergencies in coordination with governmental and private organizations as required.
- Transport personnel, materials, goods, and services to emergency sites.
- Support evacuation and reentry operations for threatened areas.

II. Situation

- Hazards that affect the City of Fairfield may damage transportation infrastructure and can hamper the movement of emergency personnel and delay the delivery of vital resources.
- Disasters will reduce the availability of many local resources and require the transportation of outside resources to the affected areas.
- During an emergency incident when resources are scarce, Incident Command may need to prioritize which transportation routes are cleared or repaired to support incident goals.
- Emergency evacuation activities are usually conducted by local response organizations. The County and State may coordinate these activities as needed.
- Most state transportation resources cannot be committed off of the state highway system without a declaration of emergency by the Governor. Contact the Butler County Emergency Management Agency (EMA) to begin the process for a county or state declaration.

III. Assumptions

- Disaster response for transportation systems may be difficult to coordinate immediately following an emergency since routes may be blocked by traffic, debris, and/or damage.
- Repairs to transportation systems will be prioritized based upon benefit to disaster survivors and affected neighborhoods.
- Repair of access routes will permit a sustained flow of emergency relief although localized distribution patterns may be disrupted for a significant period.
- Transportation surges during the response phase may exceed the availability of local resources for traffic control.
- Butler County EMA or the Butler County EOC, if activated, is available for assistance and support during emergencies. Transportation needs can be supplemented by contacting Hamilton County EMA or the EOC.

IV. Concept of Operations

1. The Transportation Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Public Works
 - b. Law Enforcement
 - c. Fire Department
 - d. Local School District (Transportation Coordinator)
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate support organizations to answer the needs of the affected community. These needs may include the following:
 - a. Damage assessment of transportation infrastructure.
 - b. Identification of transportation routes including routes for evacuation and response resources.
 - c. Ensure transportation route repair activities include bridges and culverts.
 - d. Debris clearance from transportation routes.
 - e. Hauling materials.
 - f. Transportation resource management.
 - g. Technical assistance.
 - h. Interfacing with railroads, airports, port authorities and related transportation providers/facilitators.

V. Organization and Assignment of Responsibility

Organization

1. All Transportation Function organizations are responsible for the development of internal SOPs/SOGs that support the Transportation Function and EOC operations.
2. Transportation Function resources will be alerted and activated by the Transportation Function Representative for assessment, response, and recovery operations based on the needs of the emergency. These resources may include but are not limited to:
 - School buses
 - Church buses
 - Charter buses
 - Private ambulances
 - Street department vehicles
 - Fire department vehicles
 - Law enforcement vehicles
3. The Butler County Regional Transit Authority (BCRTA) should be coordinated through the County EOC.

Assignment of Responsibility

The City of Fairfield Public Works Department has been identified as the organization who will fill the role of the Transportation Function Representative and will lead this Function.

Transportation Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate available resources for transportation activities.
3. Identify evacuation and reentry routes in coordination with the Incident Commander.
4. Identify response resource transportation routes and potential staging areas.
5. Coordinate with supporting agencies, including those listed below, to maintain an accurate overview of transportation activities.
6. Coordinate with transportation resources to develop and prioritize missions for local, county, state and federal Emergency Support Function #1 personnel.
7. Coordinate with the County's ESF #1, if activated.
8. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

City of Fairfield Public Works / City Engineer will:

1. Conduct damage assessments and determine the types of damage to and repairs needed for transportation infrastructure. Report damage assessment information to the local Damage Assessment Coordinator and provide support in completing documentation of transportation damage.
2. Provide debris clearance of roadways to ensure transportation assets can complete their missions. More information about debris removal may be found in Annex C – Engineering and Public Works Function.
3. Assist the agencies supporting emergency transportation response and recovery activities by providing fuel and maintenance for local vehicles.
4. Support the transportation of emergency personnel, goods, and services to the site of the disaster.
5. Coordinate with transportation resources to develop and prioritize missions for local, county, state and federal Emergency Support Function #1 personnel.
6. Provide on-going internal communications and coordination.
7. Maintain an overview of Transportation Function activities for briefing purposes.
8. Coordinate and/or ensure bridge and roadway repair on transportation routes.

9. Coordinate with public and private transportation providers for emergency information and assistance as appropriate.
10. Procure equipment and services from private contractors as needed during emergencies in coordination with City of Fairfield Finance Department.
11. Coordinate with transportation organizations in the affected area in order to obtain information on the transportation infrastructure and assist local organizations in emergency repairs to transportation infrastructure.
12. Provide reports to county and state agencies on the status of transportation routes at the site of the emergency.
13. Coordinate transportation support with other Functions as required.

Fairfield Local School District will:

1. Coordinate with local jurisdiction school boards for use of transportation assets to support disaster response operations, as needed.
2. Provide transportation support if able and requested.

City of Fairfield Police Department will:

1. Provide traffic control, enforcement, coordination, support, and related services on roads and other traffic routes during emergencies as directed.
2. Assist in emergency evacuation, relocation, and reentry operations.
3. Support assessment of damage to transportation infrastructure.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of transportation capabilities to fill unmet transportation requirements.
2. Coordinate with Ohio EMA/State EOC for support as needed.

VI. Resource Requirements

Transportation Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX B — COMMUNICATION FUNCTION (ESF #2)

Communication Function Representative: City of Fairfield Information Technology

I. Introduction

Communication functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #2 – Communication. The Communication Function at the local level addresses the following areas of concern during emergencies:

- Damage assessment of communication infrastructure
- Communication repair activities
- Technical assistance
- Modes of communication
- Liaison with communication/telecommunication agencies
- Support of local communication activities

II. Situation

Disasters affect the ability to communicate by damaging and overloading systems and equipment, overwhelming staff, and creating conditions that prevent the expedient repair of existing communications systems or transport of new equipment into the affected area. Communications in the City of Fairfield are vital to protect life and property and restore the affected area to pre-disaster conditions.

- Landline/Non-wireless Capabilities:
 - Telephonic capabilities for the City of Fairfield.
- Wireless Capabilities:
 - Wireless or radio capabilities for the City of Fairfield include cell phone systems and the Butler County fire and police radio systems.
- Data:
 - Facility data communications For the City of Fairfield is maintained by the Information Technology Division.
 - Internal data service is provided through servers that provide for the routing and distribution of information for day-to-day and emergency activities. This includes the capability for local agencies to access their servers from the City of Fairfield EOC during emergencies.

III. Assumptions

- During a disaster, communications capabilities will be non-existent or strained at best.
- Outside agencies will assist the City of Fairfield in accomplishing as much restoration and reconstruction of telecommunications infrastructure as conditions permit.
- The Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Communication needs can be supplemented by contacting the Butler County EMA or the County EOC.

IV. Concept of Operations

1. The Communication Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Dispatch
 - b. Information Technology
 - c. Public Works
 - d. Public Utilities
 - e. Fire Department
 - f. Police Department
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community. These needs may include the following:
 - a. Damage assessment of communication infrastructure.
 - b. Ensure communication repair activities to the City of Fairfield's EOC.
 - c. Technical assistance.
 - d. Interfacing with communications providers, neighboring dispatch centers/Public Safety Answering Points (PSAPs).
3. These responsibilities may fall to the Communications Officer within an ICS system.

V. Organization and Assignment of Responsibility

Organization

1. All Communication Function organizations are responsible for the development of internal SOPs/SOGs that support the Communication Function and EOC operations.
2. Communication organizations will be alerted and activated by the Communication Function Representative for assessment, response, and recovery operations based on the needs of the emergency. These resources may include but are not limited to:

- a. City of Fairfield Information Technology
- b. City of Fairfield Communications Center/Butler County Communications Center
- c. Duke Energy
- d. ALTA FIBER

Assignment of Responsibility

City of Fairfield Information Technology has been identified as the organization who will fill the role of the Communication Function Representative and will lead this Function.

Communication Function Representative will:

- 1. Provide support to Incident Command and/or other EOC Functions.
- 2. Coordinate with supporting agencies, including those listed below, to maintain an accurate overview of communication activities.
- 3. Coordinate with the County's ESF #2, if activated.
- 4. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.
- 5. Provide briefings in the City of Fairfield EOC on communications operations.

City of Fairfield Information Technology will:

- 1. Manage and maintain communications capabilities within the City of Fairfield EOC.
- 2. Coordinate requests for mobile communications as needed during emergencies.
- 3. Provide technical assistance and support for system restorations.
- 4. Establish and maintain the communication capabilities, data communication links, and computer systems needed for EOC operations.
- 5. Provide ongoing maintenance and restoration of the City of Fairfield owned communication systems.
- 6. Deploy and install transportable communications systems to include radio base stations, satellite links and portable communications equipment.
- 7. Provide staffing of and/or support to the City of Fairfield EOC during emergencies.
- 8. Maintain data communications to law enforcement and fire agencies.

City of Fairfield Public Works Department will:

1. Provide technical assistance for the restoration of communications systems.
2. Assess communications infrastructure following a disaster and prioritize assistance based on the assessments.
3. Act as a liaison with local communications/telecommunications companies.
4. Maintain and monitor City's central traffic system (CCTV cameras; traffic signal monitoring; etc)

City of Fairfield Public Information Officer will:

1. Gather and retain audiovisual materials of the disaster (i.e., video recordings and drone images) for documentation purposes, if available.
2. Coordinate public messages with the County's Joint Information Center, if activated.

City of Fairfield Finance Department will:

1. Obtain communications resources by contract as needed.

City of Fairfield Police Department will:

1. Request radio operators, as needed, to support the City of Fairfield's EOC operations during emergencies.
2. Request activation of the Integrated Public Alert & Warning System (IPAWS) and/or the Emergency Alert System (EAS) as needed for emergency notification.

City of Fairfield Fire Department will:

1. Request activation of the Integrated Public Alert & Warning System (IPAWS) and/or the Emergency Alert System (EAS) as needed for emergency notification.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of communications capabilities to fill unmet communication requirements.
2. Coordinate with the Ohio EMA / State EOC for support, as needed.
3. Activate the IPAWS and/or the EAS as needed for emergency notification.

VI. Resource Requirements

Communication Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX C — ENGINEERING AND PUBLIC WORKS FUNCTION (ESF #3)

Engineering and Public Works Function Representative: City of Fairfield Public Works

I. Introduction

Engineering and public works functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #3 – Engineering and Public Works. The Engineering and Public Works Function at the local level address the following areas of concern during emergencies:

- Damage assessment
- Provision of technical advice
- Debris removal
- Demolition and stabilization projects
- Inspections
- Evaluations of public infrastructure
- Contracting
- Reconnaissance
- Emergency repairs
- Temporary and permanent construction

II. Situation

- There is no single local department/organization that has oversight over all varieties of public works/engineering assistance that may be required following a disaster.
- Disasters often cause property damage to homes, public buildings and other facilities. Those structures may require reinforcement, demolition or isolation to ensure safety. Public utilities may be partially or fully inoperable following disasters.
- Equipment in the immediate disaster area may be damaged or inaccessible. Local government may have to deploy resources from outside the affected area in order to ensure a quick, effective response.
- Deactivation of the Engineering and Public Works Function can be a long-term process, extending deep into the recovery phase since public works and engineering projects may require many months to complete.

III. Assumptions

- The Engineering and Public Works Function will prioritize local emergency missions by addressing life-safety and human health issues first.
- Rapid damage assessment of the disaster area will be necessary to determine the need for additional resources, assistance, or local declaration of a disaster.
- Emergency environmental waivers and legal clearance will be needed for disposal of materials from debris clearance and demolition activities.
- Consumer protection programs will be in place to protect citizens.
- The Engineering and Public Works Function support services for the disaster area will be provided, to some degree, by contractors from outside the disaster area.

- Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Engineering and Public Works needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concepts of Operations

1. In general, the City of Fairfield Public Works Department addresses most engineering concerns; therefore, they serve as the lead for this Function. All supporting agencies may be required to report individually on their emergency missions when activated in the City of Fairfield's EOC or at the site of the disaster.
2. The Public Works Director will notify elements of the Engineering and Public Works Function when public works and engineering capabilities are required for local damage assessment, response, and recovery activities during emergencies.
3. Engineering and Public Works Function organizations are prepared to staff and/or support the City of Fairfield's EOC and provide personnel and equipment as applicable for emergency response and recovery activities at the disaster site.
4. Additional public works and engineering services and equipment may be contracted on an emergency basis when required for response and recovery operations.
5. Close coordination is maintained between Engineering and Public Works Function organizations during emergencies to:
 - a. Prioritize response and recovery missions.
 - b. Share and update information.
 - c. Ensure expedient response and recovery actions.
 - d. Avoid redundant activities.
 - e. Ensure a unified effort when working with local, county, state, federal, and private organizations.
 - f. Provide accurate intelligence to other organizations in the EOC and at the site of the emergency.
6. Each Engineering and Public Works Function department/agency is responsible for providing logistical support to their personnel in addition to tracking and maintaining equipment and supplies.
7. The Engineering and Public Works Function will coordinate with the Information and Planning Function (Annex E) and the Resource Support Function (Annex G), when establishing staging areas for public works and engineering personnel, equipment and supplies. This will ensure that the best sites are identified and established and that site locations, contact numbers and capabilities are distributed to personnel needing this information.
8. The Engineering and Public Works Function will coordinate with the Disaster Recovery Function, to support conducting damage assessments. More details about the damage assessment process are located in Annex N - Disaster Recovery Function.

V. Organization and Assignment of Responsibility

Organization

All Engineering and Public Works Function organizations are responsible for the development of internal SOPs/SOGs that support the Engineering and Public Works Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Public Works Department has been identified as the organization who will fill the role of the Engineering and Public Works Function Representative and will lead this Function.

Engineering and Public Works Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate with support agencies, including those listed below, to maintain an accurate overview of engineering and public works activities.
3. Coordinate with the County's ESF #3, if activated.
4. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

The City of Fairfield Building and Zoning Division will:

1. Provide building inspectors as needed at the site of the emergency.
2. Provide information to the City of Fairfield EOC personnel on industries affected by the disaster.
3. Provide personnel and equipment for the following engineering emergency activities:
 - a. Damage assessment

City of Fairfield Public Works Department will:

1. Provide personnel and equipment for the following public works emergency activities:
 - a. Debris removal
 - b. Damage assessment
 - c. Engineering reconnaissance
 - d. Demolition and/or emergency repairs or stabilization of unsafe public structures
 - b. Assist with emergency drainage problems
 - c. Ensure emergency access to all areas
 - d. Deliver potable water as directed
 - e. Restore structural integrity of damaged public property as directed

- f. Inspection of dikes, levies, dams and related structures
 - g. Maintain city fuel supply
 - h. Contact private organizations as necessary to support the Engineering and Public Works Function assessment, response, and recovery activities
- 2. Provide technical recommendations as requested by the Engineering and Public Works Function organizations during emergencies.
- 3. Provide equipment and personnel for the Engineering and Public Works Function operations.

Local Public Utilities Companies will:

- 1. Provide emergency coordination information to the City of Fairfield EOC as needed during a disaster.
- 2. Provide intelligence on local water resources
- 3. Support evaluation and repair of public utility systems following a disaster.

Butler County EMA / Butler County EOC will:

- 1. Assist in the coordination of engineer and public works capabilities to fill unmet engineering and public works requirements.
- 2. Coordinate with the Ohio EMA/State EOC for support, as needed.

VI. Resource Requirements

Engineering and Public Works Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX D — FIRE AND EMS FUNCTION (ESF – 4)

Fire and EMS Function Representative: City of Fairfield Fire Department

I. Introduction

Fire and Emergency Medical Services (EMS) functions at the county level are addressed in Emergency Support Function (ESF) #4 – Fire & EMS and at the state and federal levels in ESF #4 – Firefighting and ESF #8 – Public Health and Medical Services. The Fire and EMS Function at the local level addresses the following areas of concern during emergencies:

- Initial damage assessment
- Incident Command
- Mutual aid fire and EMS mobilization
- Hazardous materials event recognition and identification
- Pre-hospital medical care resulting from or occurring with an emergency or disaster
- Medical transport
- Fire suppression and rescue activities

II. Situation

- Fire is one of the primary hazards facing the City of Fairfield. It has the possibility of generating the secondary hazards of hazardous materials incidents and utility outages. Fire may also be the secondary hazard of a larger incident but will still need to be addressed quickly.
- The City of Fairfield is vulnerable to multiple hazards that could result in serious health risks and situations that adversely affect the population and overwhelm EMS and healthcare systems.
- All of the City of Fairfield is provided with fire and EMS protection through the following agencies or departments:
 - City of Fairfield Fire Department
- Fire, always a danger, could become more lethal during a natural or human-caused disaster that impacts the City. Fire, flood, aircraft crashes, train accidents, hazardous materials incidents and numerous other causes occasionally create situations which require mobilization of firefighting/EMS equipment beyond that which is normal.
- The City of Fairfield is serviced by fire hydrants. In the event of a long-term water outage, a water contingency plan will have to be identified.
- The risks associated with a fire emergency are mainly to lives, property, utilities, and infrastructure.
- If necessary, specialized teams or response organizations from local jurisdictions and Butler and Hamilton County may be brought in to assist on scene in the suppression of the fire or containment of the emergency.

- Requests for assistance will be forwarded from the Incident Commander or their designee through the Fairfield Dispatch Center or the City of Fairfield EOC to the Butler County Emergency Management (EMA) or the Butler County Emergency Operations Center (EOC), if activated.
- All Fire and EMS departments in Butler County are part of a mutual aid agreement that is designed to dispatch fire and medical units to an incident from multiple jurisdictions based upon different factors. Large scale incidents that max out an individual fire department's resources will receive additional responses from neighboring departments to handle the size of the incident.
- The Ohio Fire Chiefs' Association's Ohio Fire Service Emergency Response System (ERS) provides local fire chiefs with easy access to large quantities of fire service resources (HazMat, water rescue, fire response resources, emergency medical services, incident management assistance, etc.) that may be needed to respond to a major fire, mass casualty incident (MCI), or other disaster. The ERS provides for rapid activation and response of fire/EMS resources in quantities beyond the means of a single fire/EMS department and local mutual aid.
 - The ERS is activated by local Incident Commander(s) or the dispatch center through a central dispatch point. The Fire and EMS Function Representative may be responsible for activating the ERS, if requested by the Incident Commander (IC).

III. Assumptions

- Wheeled-vehicle access may be hampered by such occurrences as falling trees and power lines, bridge failures, and landslides, making conventional travel to the fire location extremely difficult or impossible.
- Planning for every firefighting or EMS contingency is beyond the scope of this Function, but it will outline broad objectives that will provide the greatest protection of life and property that can be achieved with the resources available.
- In large scale disasters multiple incident commanders may be present. The City of Fairfield EOC will coordinate resource requests.
- In most situations, individual department personnel and equipment, in conjunction with personnel and equipment provided through preexisting mutual aid agreements, the ERS, and the Intrastate Mutual Aid Compact (IMAC) should be adequate for responding to any disaster.
- Once the City of Fairfield has exhausted all its resources, including mutual aid, a local emergency will be declared so that state and federal resources may be made available.
- Butler County EMA or the County EOC, if activated, is available for assistance and support during emergencies. Firefighting/EMS support needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. The Fire and EMS Function will be assigned a representative. Representatives may be called upon from the Fairfield Fire Department.
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate support organizations to answer the needs of the City of Fairfield. These needs may include the following:

- a. Casualty and fatality estimates
 - b. Initial damage assessment including scope and severity of incident
 - c. Mutual aid mobilization for additional fire and EMS resources
 - d. Emergency public notification if protective actions need to be taken, including evacuation routes, for hazardous materials incidents
 - e. Assist the Incident Commander and/or the Transportation Officer in determining medical facilities for patient transport
 - f. Resource attainment and allocation
 - g. Technical assistance for fire suppression and rescue activities
3. The first arriving apparatus will establish command, following the Incident Command System, and alert other responders regarding the status of the situation. The IC will then be responsible for advising decision-makers about the risks associated with the threat and recommending methods for incident stabilization.
 4. The Fire and EMS Function manages and coordinates firefighting and EMS activities by mobilizing resources of multiple firefighting/EMS agencies. This Function will also likely be a direct link from the City of Fairfield EOC to the Incident Command Post (ICP).
 5. The Fire and EMS Function Representative may be at either the local EOC or the ICP based on the incident.
 6. The Fire and EMS Representative will coordinate with the IC at the site of the disaster and work with Fire and EMS Function support organizations to provide resources.
 7. In the event of an emergency that requires the activation of the Fire and EMS Function there will also be a need for large numbers of resources to coordinate such things as emergency sheltering, feeding sites, and other duties not previously assigned. Many of these activities will be coordinated under the Mass Care Function (Annex F).
 8. When Fire and EMS resource requests exceed the local, county and established mutual aid resources, the State of Ohio ERS shall be activated. This plan was developed to bring large quantities of fire and EMS resources to an area in a timely manner.

V. Organization and Assignment of Responsibility

Organization

The Fairfield Fire Department is responsible for the development of internal SOPs/SOGs that support the Fire and EMS Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Fire Department has been identified as the organization who will fill the role of the Fire and EMS Function Representative and will lead this Function.

Fire/EMS Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate with support agencies, including those listed below, to maintain an accurate overview of Fire and EMS activities.
3. Coordinate with the County's ESF #4, if activated.
4. Disseminate information that may be of value to other local Function Representatives, including incident related activities. This information sharing contributes to the response and recovery during an emergency/disaster of any type.
5. Report to or supplement staffing in the City of Fairfield's EOC upon its activation. The Representative will report on the risks and activities related to the incident, including coordination of fire and EMS activities within affected disaster area(s).
6. Coordinate with the on-scene IC to assess the fire rescue situation, including a determination of the functional needs on scene.
7. Coordinate with the on-scene IC to assess the EMS situation, including a determination of incident type, number of casualties and resource needs.
8. Obtain from the IC or dispatch whether they have executed the State ERS and if their capabilities (including mutual aid) will meet the needs of the incident.
9. In conjunction with the IC, begin planning for the acquisition of additional equipment and personnel that may be required to effectively respond to the emergency.
10. Coordinate with the Water Department to maintain pressure to the hydrant system and address disruptions to the water supply, as needed.
11. Begin developing secondary water supply contingencies, if appropriate.
12. Review, and if directed by the IC, initiate plans for evacuation of risk areas. Designate exit routes for threatened populations and entrance routes for emergency services. This is done in coordination with the Transportation Function (Annex A), Information and Planning Function (Annex E), Law Enforcement Function (Annex M), and Public Information Function (Annex O).
13. Receive and share reports pertaining to casualties, injuries, damage observations, evacuation status, radiation levels, chemical exposures, and potential needs.

City of Fairfield Public Works will:

1. Assist in maintaining access to arterial roadway corridors for fire/EMS equipment.
2. Provide equipment such as trucks, backhoes, loaders, earth-moving equipment, etc. if requested and able.

City of Fairfield Public Utilities will:

1. Maintain pressure to the hydrant system and address disruptions to the water supply.
2. Assist in obtaining additional water resources, as needed.

City of Fairfield Police will:

1. Provide traffic control and direction during evacuation.
2. Maintain scene security for firefighting and EMS operations, as needed.

Butler County EMA / Butler County EOC will:

1. Assist in coordinating resource support for the Fire and EMS Function response, as needed.
2. Coordinate with Ohio EMA/EOC for support, as needed.

VI. Resource Requirements

The Fire Department will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. These organizations will also be responsible for providing necessary support to their personnel for food, water, fuel and emergency power. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX E — INFORMATION AND PLANNING FUNCTION (ESF #5)

Information and Planning Function Representative: City Manager's Office/Administration

I. Introduction

Information and planning functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #5 – Information and Planning. The Information and Planning Function at the local level addresses the following areas during emergencies:

- Manage the collection, processing, and analysis of information for dissemination to operational elements and for inclusion in various reports.
- Coordinate development of overall incident situational awareness, including status of operations and impacts.
- Support the identification of overall priorities for local-level emergency activities by gathering information from within and outside of the Emergency Operations Center (EOC), displaying/disseminating information, routinely briefing EOC personnel, and creating Situation Reports/Incident Action Plans.

II. Situation

- An incident that would require the activation of the City of Fairfield's EOC would trigger activation of the Information and Planning Function.
- Information and Planning Function personnel are initially taken from different departments of local government and may be supplemented by personnel from other organizations as the emergency increases in scope and duration. Oftentimes the Information and Planning Function becomes overwhelmed by the large amount of information coming into the EOC and will need to supplement staffing.
- The receipt, analysis, and dissemination of timely and accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.
- The collection and organization of the incident status, situation information and the evaluation, analysis and display of that information for use by the EOC will be critical for decision-making in the disaster response and recovery process.

III. Assumptions

- If an emergency increases in duration and scope the demands for information support will be immediate and continuous.
- Local personnel in the field will be the best source of vital information regarding damage assessments, needs assessments, geographical, logistical, and other necessary site information.
- Early in most incidents little information will be available and initial information received may be vague or inaccurate.
- The ability to initially report may be delayed due to incident impacts to communication systems.

- The Butler County Emergency Management Agency (EMA) or the County EOC, if activated, is available for assistance and support during emergencies. Information and Planning needs can be supplemented by contacting the Butler County EMA or the County EOC.

IV. Concept of Operations

1. The Information and Planning Function will typically be one of the first Functions activated and will begin monitoring/documenting events as they are reported.
2. The Information and Planning Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Administration
 - b. Fire Department
 - c. Finance Department
 - d. Law Enforcement
 - e. Public Works
3. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community. These needs may include the following:
 - a. Collecting information
 - b. Analyzing information for elements that impact decision making and operations
 - c. Sharing and updating information
 - d. Displaying crucial information in the EOC
 - e. Disseminating information to partners outside of the EOC
4. Situation Reports are developed in cooperation with each organization represented based on briefing information and meetings. Charts, spreadsheets, database graphs, maps, automated tracking systems, and other items illustrating information contained in the Situation Report may be attached at the end of the report.
5. The Incident Action Plan (IAP) is a written plan that sets forth incident objectives and reflects the tactics necessary to manage an incident during an operational period. The IAP provides essential information regarding incident organization, work assignments, resources, and safety. This plan does not replace the IAP developed by the Incident Commander. This plan is developed to identify current conditions and anticipate future overall needs for the disaster. The IAP includes goals, alternate strategies for achieving goals and mentioning what work has been done. This plan can be spoken or written. If the incident is large or complex, chances are that the IAP will be written. This can include maps, ICS forms, rosters of EOC staff, weather forecasts, lists of goals, and/or lists of personnel on scene.

V. Organization and Assignment of Responsibility

Organization

All Information and Planning organizations are responsible for the development of internal SOPs/SOGs that support the Information and Planning Function and EOC operations.

Assignment of Responsibility

The City Manager's Office (CMO) has been identified as the organization who will fill the role of the Information and Planning Function Representative and will lead this Function.

Information and Planning Function Representative will:

1. Assist in the development of a Situation Report for the jurisdiction that provides an overview of emergency activities.
2. Assist in the development of the IAP for the local level.
3. Assist in the development of computer graphics, briefing summaries and various other displays used in the City of Fairfield EOC.
4. Supervise development of the Mission Tracking Chart, which provides a listing of local missions and their status. This chart is developed, updated, and maintained throughout response and recovery.
5. Coordinate with the County's ESF #5, if activated.
6. Compile damage assessment information and send to Butler County EMA or the County EOC, if activated.
7. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.
8. Assist in the development of the After-Action Report, as appropriate. The After-Action Report is a detailed, written analysis of the strengths and weaknesses of emergency response and recovery activities based upon extensive research of the event and interviews with participating assessment, response, and recovery personnel.

Administration/Human Resources will:

1. Assist with providing personnel and equipment for EOC support as needed.
2. Assist in coordinating resource support for the Incident Commander, Information and Planning Function, and the City of Fairfield EOC.

All other activated agencies of local government will:

1. Support the Information and Planning Function operations at the City of Fairfield EOC as required.

Butler County EMA / Butler County EOC will:

1. Provide coordination and information to the Information and Planning Function for planning purposes.
2. Coordinate with Ohio EMA/State EOC for support, as needed.

VI. Resource Requirements

Information and Planning Function organizations will maintain organizational SOPs, SOGs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX F — MASS CARE FUNCTION (ESF #6)

Mass Care Function Representative: City of Fairfield Parks Department

I. Introduction

Mass care functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #6 – Mass Care. The Mass Care Function at the local level addresses, coordinates, and reports on the following areas of concern during emergencies:

- Emergency sheltering
- Feeding activities for disaster survivors and responders
- Distribution of emergency relief items
- Counseling and mental health services
- Provision of first aid
- Short-term housing support
- Family reunification
- Social services and welfare activities required to assist survivors

II. Situation

- Disasters can occur with little or no warning. Mass care shelters, points of distribution, first aid, and feeding sites may have to be set up with little or no advanced notice.
- Many people displaced by a disaster will stay with family or friends, rather than seek public shelter. Although many people may initially be self-sufficient, as the duration of displacement continues, more people will seek assistance. Depending on the event and area(s) affected, it is estimated nationally that between 15-25% of dislocated populations may seek public shelter.
- A primary reason individuals and households may not evacuate is if they feel they cannot bring their pets with them or if their pets are not taken care of in some way.
- Some individuals and households may choose to evacuate an affected area, even though an evacuation order has not been given.
- If the County's ESF #6 – Mass Care is activated and mass care shelters are being opened, individual jurisdictions may choose to:
 1. Operate their own shelter(s).
 2. Participate in county-level sheltering operations.

III. Assumptions

- Mass care shelters will be opened with consideration to areas that have the greatest need following a disaster. Long-term mass care may be required following some disasters.
- Individuals and households who do not evacuate to a community sheltering location may still need mass care assistance in the form of feeding or emergency supplies.
- Disasters and evacuations may cause family members to become separated and unable to locate each other, which may result in minors who are unaccompanied and may require assistance reunifying with their family.
- A significant influx of mass care workers could strain resources in the impacted area. Therefore, local-level mass care personnel must be prepared to support their own logistical needs when assigned to the site of a disaster.
- Mass Care Function personnel should work closely with county, state, and federal personnel throughout response and recovery to ensure coordinated and consistent service to the affected population.
- Law enforcement may be required at mass care facilities for crowd control and security.
- The Butler County Emergency Management Agency (EMA) or the County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies.

IV. Concept of Operations

1. The Mass Care Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Non-profit Organization
 - b. Administration
 - c. Police Department
 - d. Fire Department
 - e. Parks and Recreation
 - f. Religious Organization
 - g. Community and Economic Development
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community. These needs may include the following:
 - a. Sheltering
 - b. Sheltering-in-place
 - c. Feeding
 - d. Hydration
 - e. First aid care
 - f. Transportation
 - g. Counseling and mental health services
 - h. Storage and distribution of supplies and equipment
3. Each Mass Care Function supporting agency has internal plans and procedures that detail how it will address responsibilities during emergencies. Supporting agencies are not required to address any emergency responsibilities that are contrary to the laws or policies that govern their organizations.

Emergency Shelters vs. Reception Centers

1. Emergency Shelters are established shelters that address some of the more complex and long-term needs of displaced individuals and households. Emergency shelters should include a secure location in which displaced individuals and households can sleep, eat meals, receive disaster health and mental health services, work to reconnect with separated family members, receive information about the incident and the status of their property, and access information about disaster-related resources within the City of Fairfield.
2. Reception Centers are locations where displaced individuals and households can seek immediate shelter from the elements. It can be any designated location where individuals and households have a roof over their head, heating or air conditioning, and restrooms. Light refreshments (not meals) and an opportunity to charge portable electronic devices may also be available.
 - a. Reception Centers can be used as a temporary location people can congregate until an emergency shelter is established or as a warming/cooling center that is a temporary location for displaced individuals to seek refuge.
3. The City of Fairfield has identified multiple locations that may be suitable shelters. See the Emergency Shelters Locations sheet attached to this annex for a list of preidentified shelter locations (See last page of this annex).

V. Organization and Assignment of Responsibility

Organization

1. All Mass Care Function organizations are responsible for the development of internal SOPs/SOGs that support the Mass Care Function and EOC operations.
2. The following organizations have specific responsibilities for mass care and maintain close coordination with each other throughout the emergency. All organizations maintain their own internal command and control structures during emergency operations.

Assignments of Responsibility

The City of Fairfield Parks Department has been identified as the organization who will fill the role of the Mass Care Function Representative and will lead this Function.

Mass Care Function Representative will:

1. Coordinate with all Mass Care Function supporting agencies to maintain an accurate overview of mass care activities.
2. Monitor and report on mass care activities throughout the response and recovery phases.
3. Identify unmet needs within the community.
4. Coordinate with the County's ESF #6 to provide county-level services (e.g., welfare/employee assistance) to the community.
5. Provide listings of schools, churches, or other facilities that can be used for shelters or to support shelter activities when requested.
6. Coordinate with law enforcement for security at shelter locations.

7. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Fairfield Board of Education may:

1. Provide listings of schools that can be used for shelters or to support shelter activities when requested.
2. Assist in the coordination of school transportation assets as required.

City of Fairfield Police Department will:

1. Provide traffic control assistance for movement of resources into mass care staging areas.
2. Assist in the coordination of security at shelter sites as required.

City of Fairfield Department of Economic Development will:

1. Identify and provide listings of available housing in communities affected by emergencies and provide referrals to disaster survivors.
2. Maintain support to people in emergency shelters and temporary housing.

Butler County Health Department will:

1. Provide required health certifications for shelter(s).
2. Certify food safety at mass feeding sites.

American Red Cross of Central and Southern Ohio may:

1. Provide fixed feeding, mobile feeding, and snacks to disaster survivors and responders.
2. Provide first aid and related health services.
3. Distribute appropriate bulk materials for disaster relief.
4. Provide Family Welfare Information (FWI) services when requested.
5. Aid disaster survivors by providing needed, accurate recovery information, listings, referrals, items, and financial assistance.

Butler County EMA / Butler County EOC will:

1. Coordinate with Ohio EMA/State EOC for support as needed and FEMA on the Temporary Housing Program.
2. Assist in the coordination of mass care operations and resources to fill unmet mass care requirements.

VI. Resource Requirements

Each Mass Care Function organization maintains internal SOPs, SOGs, MOUs, and Resource Listings that detail the logistical and administrative support arrangements internal to its organization. Additional support needs during an emergency may be requested through the City of Fairfield EOC to the Resource Support Function.

VII. Attachment: Emergency Shelter Locations

See next page.

VII. Attachment: Emergency Shelter Locations

City of Fairfield Emergency Shelter Locations

All identified shelter locations should be reported to the Butler County Mass Care Coordinator
Email this page to:

Name of Building	Community Art Center
Building Address	411 Wessel Drive, Fairfield, OH 45014
Point of Contact Name	Amanda Brock
Phone Number	513-867-5348
Alternate Phone / After Hours Number	513-600-5007
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

Name of Building	South Trace Golf Course
Building Address	2200 John Gray Rd, Fairfield, OH 45014
Point of Contact Name	Chris Rossi
Phone Number	513-858-7750
Alternate Phone / After Hours Number	513-889-8117
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

Name of Building	Fairfield YMCA
Building Address	5220 Bibury Rd.
Point of Contact Name	
Phone Number	513-829-3091
Alternate Phone / After Hours Number	
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	Yes, with the Red Cross.

Name of Building	
Building Address	
Point of Contact Name	
Phone Number	
Alternate Phone / After Hours Number	
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

ANNEX G — RESOURCE SUPPORT FUNCTION (ESF 7)

Resource Support Function Representative: City of Fairfield Public Utilities

I. Introduction

Resource support functions at the county and state levels are addressed in Emergency Support Function (ESF) #7 – Resource Support and the federal level in ESF #7 – Logistics. The Resource Support Function at the local level addresses the following areas of concern during emergencies:

- Pre-incident preparation and resource planning
- Receiving local resource requests
- Identifying/acquiring resources
- Tracking resources
- Prioritizing resource requests
- Obtaining resources for the EOC
- Resource demobilization
- Establishing staging areas and supporting resource transportation

II. Situation

- Disasters have an immediate impact on local resources resulting in shortages of critical supplies.
- Local resources should be utilized first, then mutual aid or other existing agreements.
- If necessary, resources may be requested from the county, state, or federal levels.
- Expedient identification, procurement, and allocation of resources are vital to ensure effective local emergency operations.
- Specialized equipment and services may be required to save lives and protect/restore property during response and recovery operations.

III. Assumptions

- Resource Support Function organizations will work within their existing plans and partnership agreements to meet the identified resource needs of disasters. This may include utilizing internal jurisdiction resources, mutual aid agreements, established contractual service agreements, memorandums of understanding, or other agreements that provide resources.
- During a large-scale incident, local resources may be quickly overwhelmed, requiring requests for outside resources.
- Any disaster situation is beyond the scope of a routine response and will likely require additional resources and the activation of local staging areas in order to expedite the delivery of resources to the site of the emergency.
- Some resources may not be available due to being damaged by the hazard or may not be able to be transported to the impacted site due to debris and damage from the hazard.
- During a large-scale disaster, it is likely there will be several resource requests. Resource requests will be prioritized based on the priorities of the incident.

- The Butler County Emergency Management (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies.

IV. Concept of Operations

1. Resource Support Function personnel will coordinate with supporting agencies to obtain needed emergency equipment, supplies, and services.
2. A request will be made through the Resource Support Function that emergency purchasing rules be enacted during an emergency as outlined in Fairfield City Policy 3-15 – Purchasing 15.9 Emergency Purchase Orders – Procedures (12-14-04)
3. The Resource Support Function representative and the City of Fairfield Finance Department will establish funding for the disaster.
4. The Resource Support Function will review resource requests to determine the most effective sources of supply and funding.
5. The Resource Support Function will coordinate with other agencies for the following resource support concerns:
 - a. Resources available through charitable/volunteer organizations.
 - b. Services available from the local, county or state level for disaster survivors.
 - c. Services available from the local, county or state level for transportation and logistical support.
 - d. Local, county, and/or state funding available for resource support.
6. Resource support from county and state levels of government is requested through Butler County EMA or the County's ESF #7, if activated.

V. Organization and Assignment of Responsibilities

Organization

All Resource Support Function organizations are responsible for the development of internal SOPs/SOGs that support the Resource Support Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Public Utilities Department has been identified as the organization who will fill the role of the Resource Support Function Representative and will lead this Function.

Resource Support Function Representative will:

1. Provide for procurement of services and a listing(s) of buildings and facilities that may be used for different resource need(s).
2. Research and identify providers of required resources.
3. Identify the most effective and attainable resources for response and recovery efforts.
4. Coordinate with the City of Fairfield's EOC Director to review resource requests from local emergency responders and identify local, county, state, private, or volunteer providers.
5. Track all requested local resources from the initial request through demobilization by documenting the request, maintaining situational awareness on the status of all resources, and documenting the status of each resource.
6. Coordinate with the County's ESF #7 to provide volunteer resources. These resources may include:
 - a. Support from non-profit organizations like the American Red Cross and Salvation Army
 - b. Inmate provided labor
 - c. Spontaneous unaffiliated volunteers
7. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.
8. Provide additional local personnel as needed to support emergency operations in the City of Fairfield's EOC.
9. As requested, support the distribution of resources to responders including establishing a centralized distribution location when appropriate.
10. Ensure all resources requested through the EOC are checked out and assist with the demobilization process as requested.
11. Coordinate with the Finance Department to:
 - a. Identify funding lines and requests for threshold increases as needed.
 - b. Identify possible vendors, obtain guidance on purchasing procedures, and procure needed resources.
12. Coordinate with supporting agencies including those listed below to maintain an accurate overview of transportation activities.

The City of Fairfield Finance Department will:

1. Coordinate with the Resource Support Function Representative and the City of Fairfield EOC Director in the development of emergency funding lines to increase spending threshold levels and for related budgetary and fiscal needs.
2. Request suspension of purchasing and contracting requirements as defined by local ordinance.

The City of Fairfield Public Works will:

1. Transport local resources to the site of the emergency.
2. Identify local-level staging areas and support their operations.
3. Identify local facilities that can be used to house responders and/or equipment related to disaster response.

The City of Fairfield Police Department will:

1. Provide traffic control activities for the movement of local resources into local staging areas and at the site of the emergency.
2. Provide security for resources at local staging areas.
3. Assist in the delivery of emergency resources when required.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of resource support capabilities to supplement unmet resource needs.
2. Assist in the development and submittal of necessary paperwork.
3. Identify county, local, and private volunteer providers.
4. Identify county, state, and federal funding lines.
5. Coordinate support for county-level staging area operations.
6. Interface with county departments and local governments to assist local Resource Support Function personnel in County resource tracking.
7. Coordinate with Ohio EMA/State EOC for support, as needed.

V. Resource Requirements

Resource Support Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX H — HEALTH AND MEDICAL FUNCTION (ESF 8)

Health and Medical Function Representative: City of Fairfield Fire Department

I. Introduction

Health and medical functions at the county level are addressed in Emergency Support Function (ESF) #8 – Public Health and Healthcare Providers and at the state and federal levels in ESF #8 – Public Health and Medical Services. The Health and Medical Function at the local level monitors and addresses the following areas of concern during emergencies:

- Assessment of health/medical needs
- Fatality management
- Laboratory testing and analysis
- Prevention and control practices
- Mass prophylaxis/vaccination
- Public information/notification
- Environmental concerns – drinking water and waste management
- Vector control
- Worker health and safety
- Mental health care
- Patient evacuation
- Health/medical equipment and supplies
- Health surveillance/epidemiological investigation

II. Situation

- Disasters typically impact community health and require a medical response. Wastewater, solid waste, potable water, and health services are commonly affected. This necessitates health advisories and interventions including disease control management.
- Natural disasters may lead to secondary events such as the release of chemical, biological, or radiological materials that could seriously impact communities and overwhelm state, county, and local health response organizations.
- Butler County General Health District (BCGHD) provides coordination of public health issues for the majority of the County. BCGHD has the responsibility for response to public health-related emergency issues in the City of Fairfield.

III. Assumptions

- Local hospitals and Butler County General Health District will coordinate the status of communicable disease emergencies and the need for assistance with public health issues.
- Although a disaster may not initially be a public health emergency, secondary events stemming from the initial incident may cause a public health emergency to develop.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for injury and the spread of disease.
- Catastrophic events may require the establishment of temporary medical facilities.
- The Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Health and medical needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. The public health and medical issues will typically be addressed by fire and EMS personnel who will coordinate with the on-scene Incident Commander to assess the situation, including the number of injured/ill, number of fatalities, estimated damage, and resource needs.
2. All requests for county, state, and/or federal assistance will be submitted to Butler County EMHSA or the County EOC. These may include resource requests from the Strategic National Stockpile (SNS) or for disaster response team assets from the National Disaster Medical System (NDMS).
3. Points of Dispensing (PODs) are specific locations pre-screened and identified by an agency that can be utilized for distributing medications or vaccines to a large number of people in the event of a public health emergency.
4. The preidentified POD locations and signed agreements for the City of Fairfield can be found in the *Point of Dispensing Locations* sheet attached to this annex (see last page of this annex).

V. Organization and Assignment of Responsibility

Organization

All Health and Medical Function organizations are responsible for development of internal SOPs/SOGs that support the Health and Medical Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Fire Department has been identified as the organization who will fill the role of the Health and Medical Function Representative and will lead this Function.

Health and Medical Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate with supporting agencies, including those listed below, to maintain an accurate overview of health and medical activities.
3. Assist with coordinating the acquisition and distribution of medical supplies and equipment (e.g., resources from the Strategic National Stockpile).
4. Coordinate with the County's ESF #8, if activated.
5. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Butler County General Health District (BCGHD) will:

1. Have a representative located at the County EOC, if activated.
2. Conduct and coordinate public health assessments of conditions in the communities affected by the emergency and, when possible, determine where health problems are most likely to occur.
3. Maintain ongoing public health surveillance of affected communities in order to rapidly identify and address health-related problems.

4. Conduct and coordinate health, food, and safety inspections.
5. Provide and coordinate consultation for household sewage disposal, housing sanitation, vector control, and public health nuisances.
6. Assess and coordinate public health concerns regarding mass fatality efforts in affected communities.
7. Coordinate response actions and guide decision making if isolation and/or quarantine of individuals is necessary.
8. Be available to assist with coordinating the acquisition and distribution of medical supplies and equipment.
9. Provide prophylaxis, including antibiotics, antivirals, vaccinations, and testing as needed during the emergency. Activities will be coordinated with local fire and/or law enforcement.
10. Coordinate with the Public Information Function and the County's ESF #15 – Emergency Public Information, if activated, for the inclusion of appropriate information for public dissemination including public health and medical advisories.
11. Coordinate with local cemetery owners to determine public health concerns for grave sites/cemeteries that are impacted by the disaster.
12. Coordinate alternative sources for human waste disposal.

The Health Collaborative will:

1. Have a representative located at the County EOC, if activated.
2. Assist in the identification and delivery of needed medicines, medical supplies and services during emergencies.
3. Coordinate local hospital requirements.
4. Coordinate the assessment of medical needs of the affected communities.

American Red Cross of Central and Southern Ohio may:

1. Have a representative located at the County EOC, if activated.
2. Receive health and welfare inquiries from the public.
3. Provide disaster mental health and spiritual care services for survivors and emergency workers.
4. Coordinate with local agencies for health-related and mental health-related issues in shelters.

Butler County Coroner will:

1. Have a representative located at the County EOC, if activated.
2. Coordinate internally and with external response groups to supply personnel and materials to support mass fatality response and expanded mortuary services.
3. Identify the remains of disaster-related fatalities.

4. Assist with the coordination for the disposition of human remains due to the disaster.

The City of Fairfield Police Department will:

1. Provide site security and access restrictions to areas upon request.
2. Provide traffic control as needed.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of health and medical activities to supplement unmet health and medical requirements.
2. Coordinate with Ohio EMA/State EOC for support, as needed.
3. Request activation of the SNS.

Local Hospitals will:

1. Provide health services and support EMS by providing medical related services and supplies.
2. Provide assistance and support for mass fatality and triage sites.
3. Maintain ongoing medical surveillance to rapidly identify and address emergency medical-related problems in coordination with BCGHD.
4. Notify the local health department and the Health Collaborative of the status of local health emergencies and the need for assistance.

Ohio Environmental Protection Agency may:

1. Coordinate drinking water, waste disposal and environmental safety information.

VI. Resource Requirements

Health and Medical Function organizations at the county level maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies. These organizations will also be responsible for providing necessary support to their personnel for food, water, fuel, and emergency power. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

VII. Attachment: Point of Dispensing Locations

City of Fairfield Point of Dispensing Locations

Name of Building	Community Art Center
Building Address	411 Wessel Drive
Point of Contact Name	Amanda Brock
Phone Number	513-867-5348
Alternate Phone / After Hours Number	513-600-5007
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	N/A City owned facility

Name of Building	South Trace Golf Course
Building Address	2200 John Gray Road
Point of Contact Name	Chris Rossi
Phone Number	513-858-7750
Alternate Phone / After Hours Number	513-889-8117
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	N/A City owned facility

Name of Building	
Building Address	
Point of Contact Name	
Phone Number	
Alternate Phone / After Hours Number	
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

Name of Building	
Building Address	
Point of Contact Name	
Phone Number	
Alternate Phone / After Hours Number	
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

ANNEX I — SEARCH AND RESCUE FUNCTION (ESF 9)

Search and Rescue Function Representative: City of Fairfield Fire Department

I. Introduction

Search and rescue (SAR) functions at the county, state and federal levels are addressed in Emergency Support Function (ESF) #9 – Search and Rescue. The Search and Rescue Function at the local level address the following areas of concern during emergencies:

- Locating victims
- Extraction and recovery of victims (including decedent remains)
- Scope of damage
- Resource needs of responders and survivors
- Presence of hazardous materials or conditions
- Impacts to infrastructure, including road conditions and structural integrity of buildings and other infrastructure
- Fatality estimates

II. Situation

- The City of Fairfield may be tasked to initiate a SAR mission that requires the utilization of air, ground, and/or water rescue operations to preserve life. The City of Fairfield Fire Department is the lead agency for these types of incidents.
- Agencies that conduct preplanning for SAR missions must consider hazards such as fire, confined spaces, high-rise structures, urban and suburban areas, trenches, subsurface, recreational areas/facilities, waterways, and chemical, biological, radiological, nuclear, & explosive (CBRNE) contamination.
- Responders may face added difficulties or hindrances after a disaster because of extensive damage to local infrastructure. Such damage may then create environmental safety and health hazards such as downed power lines, unstable foundations or structures, rapidly rising waters, exposure to biohazards, toxins, blood-borne pathogens, and explosive environments.
- Responders must take into consideration when their safety and the safety of the victims are being impacted by severe weather conditions such as temperature extremes, snow, rain, high winds, and flooding.

III. Assumptions

- A major disaster or emergency situation may result in large numbers of displaced, stranded, lost, or trapped individuals needing prompt rescue and medical attention.
- The need for SAR operations may be experienced by any community.
- If a SAR incident overwhelms local capabilities, the Butler County Emergency Operations Center (EOC) will be activated.

- Especially in a localized incident, spontaneous unaffiliated volunteers often want to assist with SAR mission(s). These volunteers must be directed to volunteer reception centers or established volunteer organizations to prevent their personal injury, contamination of the search area, and to provide accountability.
- Access to the areas impacted by the disaster may be limited or restricted. Initially some areas may only be accessible to aviation, maritime assets or by foot.
- Support such as helicopters, tracking dogs, and external SAR groups may be required from adjoining political subdivisions or from state resources to ensure maximum SAR effectiveness.
- A survival window for many victims occurs within the first 48 hours of an incident. A concentration of efforts should be directed towards locations where the greatest potential for survivors exists and begin immediately.
- The search for, and recovery of, bodies will be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by SAR personnel.
- Personnel with foreign language and/or special needs communications skills may be necessary.
- The Butler County Emergency Management Agency (EMA) or the County EOC, if activated, is available for assistance and support during emergencies. SAR needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. The City of Fairfield Fire Department is the lead agency for the Search and Rescue Function.
2. When it is determined that the scope of the incident will or has overwhelmed local resources, including mutual aid, Butler County EMA or the County EOC will be contacted to request state and/or federal resources.
3. The Search and Rescue Function will begin to acquire the resources necessary to sustain the mission(s) and to meet the needs of the responders. Examples of such resources may include shelter, food supplies, fuel, and sanitation facilities.
4. In search mission(s) the media can be a valuable resource. Coordinate with the Public Information Function (Annex O) to determine the best location for the media to set up their operations.
5. Additional SAR support may be provided by the Butler County Technical Rescue Team (BCTRT) and the Hamilton County Urban Search and Rescue (HCUSAR) Task Force. Requests for the BCTRT shall be made through West Chester Dispatch (7COM: 513-777-2231) and requests for the HCUSAR Task Force must go through the Hamilton County Communications Center (513-825-2280).
6. Water-based SAR efforts may be supplemented by requesting:
 - a. Hamilton Fire (9-Com): 513-785-1300 (Swiftwater)
 - b. Colerain Fire (HCCC): 513-825-2280 (Swiftwater)
 - c. Monroe Fire (9-Com): 513-785-1300 (Swiftwater)
 - d. Middletown Fire (9-Com): 513-785-1300 (Swiftwater)
 - e. Hamilton County USAR: 513-825-2280 (Flat Water)
 - f. Ohio Homeland Security Region 6 Task Force 1 (the local water-based SAR team) through the HCCC 513-825-2280 (Dive Capable)

V. Organization and Assignment of Responsibilities

Organization

1. All Search and Rescue Function organizations are responsible for the development of internal SOPs/SOGs that support the Search and Rescue Function and EOC operations.
2. Search and Rescue Function organizations will be activated by the City of Fairfield Fire Department for assessment, response, and recovery operations based on the needs of the emergency.

Assignment of Responsibility

Search and Rescue Function Representative will:

1. Coordinate SAR activities.
2. Provide information about SAR needs to the City of Fairfield EOC.
3. Coordinate with the County's ESF #9, if activated.
4. Coordinate with the City of Fairfield Police Department, Engineer's Office and/or Public Works in the determination of routes and control points for evacuation operations.
5. Coordinate with the Fire and EMS Function (Annex D) to receive medical assistance and transportation for victims.
6. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

City of Fairfield Police Department will:

1. Provide site security and access restrictions to areas upon request.
2. Ensure evidence collection is provided once a deceased person(s) is found.

City of Fairfield Public Works Department will:

1. Provide vehicles and crews to assist in debris removal and access to the SAR mission area(s).

Butler County EMA / Butler County EOC will:

1. Activate the County EOC as the central coordinating location for all county, state and federal agencies/resources involved in the SAR mission(s) when needed.
2. Coordinate with Ohio EMA/State EOC for support, as needed.

Butler County Technical Rescue Team and Hamilton County Urban Search & Rescue Task Force will:

1. Operate as an all-hazards search and rescue team capable of providing resources for the first operational period, when requested.

VI. Resource Requirements

The Search and Rescue Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. These organizations will also be responsible for providing necessary support to their personnel for food, water, fuel, and emergency power. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield's EOC.

ANNEX J — HAZARDOUS MATERIALS FUNCTION (ESF 10)

Hazardous Materials Function Representative: City of Fairfield Fire Department

I. Introduction

Hazardous materials (HazMat) functions at the county, state and federal levels are addressed in Emergency Support Function (ESF) #10 – Hazardous Materials. The Hazardous Materials Function at the local level addresses the following areas of concern during emergencies:

- HazMat substance identification
- Plume modeling
- Containment of HazMat release or spill
- Environmental impact remediation
- Decontamination
- Shelter-in-place and evacuation
- Re-entry operations

II. Situation

- A HazMat release is one of the likely hazards facing the City of Fairfield.
- While a HazMat release may be the larger incident, it is also possible for a release to be a secondary incident that is a consequence of the larger incident. Regardless of whether the hazardous material is released as an accident, as an intentional action, or as a consequence of another incident, appropriate response and recovery actions need to be taken to ensure the public's safety.
- The City of Fairfield has numerous identified sites that contain extremely hazardous and hazardous substances that are required to report type and quantity to the City of Fairfield Fire Department annually. There may be additional unknown sites within the jurisdiction that are not reporting and are unknown to first responders.
- The City of Fairfield has multiple roads and railways upon which hazardous materials may be transported.
- Both fixed facility sites and transportation routes are potential locations for a HazMat release.
- Specialized HazMat response teams may be dispatched at the request of the Incident Commander through the local Public Safety Answering Point (PSAP)/dispatch center (7-Com).
- Public protective measures such as shelter-in-place and evacuation are usually conducted by local response organizations. The County and State may support and assist in coordinating these activities as needed.

III. Assumptions

- HazMat releases can occur with little to no warning and can be released from a variety of sources.
- The release of hazardous materials may have short and/or long-term health, environmental and economic effects depending upon the type of product.
- Victims of a HazMat incident may require unique or special medical treatment.

- The City of Fairfield utilizes the process, guides, protocols and procedures prescribed in the National Incident Management System (NIMS)/Incident Command System (ICS) at the scene of emergencies.
- All responding agencies will be trained in accordance with OSHA 1910.120 – Hazardous Waste Operations and Emergency Response Standard, which describes minimum levels of emergency responder skills, knowledge, and functional levels to meet health and safety requirements for response to a HazMat incident. Additionally, first responders will follow the guidance provided in National Fire Protection Association (NFPA) 472, which defines competencies for personnel responding to hazardous materials emergencies. Training is available through a variety of sources and managed by the individual teams.
- First responders (e.g., HazMat Teams, EMS, law enforcement, as well as other local agencies with hazardous materials support responsibilities such as public works departments) will maintain procedures, protocols and guidelines specifying the appropriate specialized personnel protective equipment requirements and response actions for incidents involving HazMat.
- Specialized HazMat response teams will be dispatched as needed and will lead the technical response.
- Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. HazMat needs can be supplemented by contacting Butler County EMA or the EOC.
- In major incidents, state and federal resources will be available to assist jurisdictions in augmenting local and regional capabilities, but their availability may not be immediate.

IV. Concept of Operations

1. The City of Fairfield Fire Department is the lead agency for the Hazardous Materials Function. A representative from the fire department will staff/support the City of Fairfield EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community. These needs may include the following:
 - a. Interfacing with the specialized HazMat response team(s).
 - b. Supporting public protective actions (evacuation, shelter-in-place, and reentry)
2. The Ohio Revised Code gives township and municipal police and fire departments and the County Sheriff the power to protect the lives and property of the citizens in their jurisdictions. The Butler County Sheriff and the municipal fire and police chiefs are empowered to determine the need for and order public protective measures during emergencies.
3. It is usually the Incident Commander's responsibility to decide if an evacuation or shelter-in-place order is necessary and to define that area requiring the public protective measure. The Incident Commander is the ranking fire official. Once the decision has been made to evacuate or shelter-in-place, law enforcement is responsible for carrying out the task. Communication to residents about public protective actions that need to be taken will be coordinated through the Public Information Function (Annex O).
4. Public protective measures that need to be taken will vary by incident. Several factors must be considered when deciding to evacuate an area or have an area shelter-in-place. These factors also aid in determining the number of people to be evacuated or sheltered, the time constraints, and the travel distance. These factors include:

- a. Incident Type
 - b. Incident Magnitude
 - c. Speed of onset
 - d. Incident duration
 - e. Demographic impact
5. The Butler County Hazardous Materials Response Team is the specialized team that provides the technical response for HazMat incidents in the City of Fairfield.

V. Organization and Assignment of Responsibility

Organization

All Hazardous Materials Function organizations are responsible for the development of internal SOPs/SOGs that support the Hazardous Materials Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Fire Department has been identified as the organization who will fill the role of the Hazardous Materials Function Representative and will lead this Function.

Hazardous Materials Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate available resources for HazMat response and public protective activities.
3. Establish and maintain operational awareness of HazMat activities through direct communication links with HazMat units in the field.
4. Coordinate with supporting agencies including those listed below to maintain an accurate overview of HazMat response and public protective activities.
5. Coordinate with facility sites and transportation operators upon the request of Incident Command.
6. Coordinate with the County's ESF #10, if activated.
7. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Butler County HAZMAT Response Team will:

1. Respond to the release site and lead the HazMat response (substance identification, containment, decontamination, remediation, etc.).
2. Coordinate with HazMat responders to develop and prioritize missions for local, county, state, and federal ESF #10 personnel.
3. Provide on-going internal communications and coordination.

4. Maintain an overview of the HazMat response for briefing purposes.
5. Provide reports to local, county and state agencies on the status of the HazMat response.

City of Fairfield Public Works Department may:

1. Provide equipment such as trucks, backhoes, loaders etc. on an as needed bases in support of the HazMat release response operations.

City of Fairfield Police Department will:

1. Provide security for the HazMat spill site.
2. Provide traffic control, enforcement, coordination, and support during emergencies as directed.
3. Assist with emergency evacuation relocation and reentry operations.

Butler County EMA / Butler County EOC will:

1. Assist in coordinating resource support for the Hazardous Materials Function response, as needed.
2. Coordinate with Ohio EMA/State EOC for support as needed.

VI. Resource Requirements

Hazardous Materials Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX K — ANIMALS AND AGRICULTURE FUNCTION (ESF 11)

Animals and Agriculture Function Representative: City of Fairfield Animal Control

I. Introduction

Animals and agriculture functions at the county and state levels are addressed in Emergency Support Function (ESF) #11 – Animals and Agriculture and the federal level in ESF #11 – Agriculture and Natural Resources. The Animals and Agriculture Function at the local level addresses the following areas of concern during emergencies:

- Safety of domesticated animals, including livestock
- Economically significant losses to livestock and/or crops
- Coordination of services to animals
- Agricultural needs in affected areas
- Livestock disease management
- Animal reunification with owners

II. Situation

- Disasters occurring in the City of Fairfield have the potential to impact domesticated as well as non-domesticated animals.
- For the purposes of this annex, the term "domesticated animals" includes household pets and livestock but does not include any dangerous wild animals and snakes as defined by the Ohio Revised Code Chapter 935: Possession of Wild Animals and Snakes.
- Domestic and non-domestic animals, including livestock that are lost, strayed, incapable of being cared for by their owners, or are a danger to themselves or the public will be the responsibility of the City of Fairfield Animal Control Officer. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be processed in accordance with established procedures.
- Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are a danger either to themselves or the public will be the responsibility of the Ohio Department of Natural Resources, Division of Wildlife.
- Livestock that are loose or in need of assistance due to the emergency or absence of their owners, will be referred to the City of Fairfield Animal Control Officer.
- County, state and federal assistance is typically required for animals and agriculture following disasters.
- Agricultural emergencies can have significant economic impacts requiring long-term local, state, and federal assistance recovery programs.

III. Assumptions

- Disasters have the potential to affect domestic and non-domestic animals, crops, livestock, and food supplies.
- The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
- The sheltering and protection of domestic and non-domestic animals (including livestock) is the responsibility of their owners.
- Disasters may create natural resource issues such as potential contamination of the water and/or soil, as well as plants and animal life.
- Veterinary hospitals in the immediate and surrounding areas will serve as primary medical facilities.
- Each animal shelter will identify resources for potable water, food, medical, cleaning, and shelter supplies in advance of an emergency.
- Successful management of animal care during an emergency improves citizen cooperation with evacuation directives and lessens the chance of disease transmission to humans.
- The Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Animals and agricultural needs may be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. The Animals and Agriculture Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Animal Resource Officer
 - b. Parks and Recreation Department
 - c. Agricultural Representative
 - d. Local Veterinarian
 - e. Law Enforcement
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community.

V. Organization and Assignment of Responsibility

Organization

All Animals and Agriculture Function organizations are responsible for the development of internal SOPs/SOGs that support the Animals and Agriculture Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Animal Control Officer has been identified as the organization who will fill the role of the Animals and Agriculture Function Representative and will lead this Function.

Animals and Agriculture Function Representative will:

1. Coordinate with supporting agencies including those listed below to maintain an accurate overview of animal and agriculture related activities.
2. Determine if animal shelters have been established.
3. Provide information and support for assessment, response and recovery operations that may impact the farming communities, both animal and agricultural, in the jurisdiction during disasters.
4. Identify supporting agencies available to assist with animal and agricultural issues and request subject-matter expertise to assist in the response and recovery operations.
5. Support the efforts to test and/or dispose of contaminated food, livestock and agricultural products.
6. Coordinate with appropriate organizations for emergency food inspections and distribution.
7. Coordinate with the County's ESF #11, if activated.
8. Maintain ongoing agriculture surveillance in affected areas to rapidly identify and address agricultural problems.
9. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Butler County General Health District will:

1. Coordinate with the Animals and Agriculture Function, as needed, for food inspections, investigations and advisories.
2. Assist in the investigation of animal bites with regard to rabies quarantine, and provision of post-exposure rabies prophylaxis to rescue personnel, if not available through regular medical services.
3. Conduct disease surveillance in animals to monitor for indications of a biological outbreak.
4. Provide subject matter expertise for a response involving a vector-borne or zoonotic disease outbreak.
5. Consult with the appropriate state agencies in order to test and/or coordinate disposal of contaminated food, livestock and agricultural products.
6. Coordinate with the Ohio Department of Health to provide health and medical advisories, recalls, and news releases as well as health and medical-related information to the public as it relates to the consumption of food.

Local Veterinarians may:

1. Assist in administering livestock disease prevention and assistance programs.
2. Assist in livestock surveillance of affected areas.
3. Assist with animals that have been injured in the disaster.

Animal Friends Humane Society may:

1. Provide personnel, equipment, and resources for animal issues.
2. Oversee animal reunification operations.
3. Ensure all appropriate protocols are followed in established emergency animal shelters.
4. Assist in identifying and setting up emergency animal sheltering locations.
5. Work with emergency animal shelters to identify and track domesticated animals.

VI. Resource Requirements

Animals and Agriculture Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX L — ENERGY FUNCTION (ESF 12)

Energy Function Representative: City of Fairfield Public Utilities Department

I. Introduction

Energy functions at the county, state and federal levels are addressed in Emergency Support Function (ESF) #12 – Energy. The Energy Function at the local level addresses the following areas of concern during emergencies:

- Fuel shortages
- Power outages
- Capacity shortages
- Coordination with utility providers
- Transmission/distribution problems
- Alternate power sources
- Restoration of power
- Assessment of damage to energy systems and estimation of resulting impacts

II. Situation

- The Energy Function will collect, evaluate and share information on energy system damage and estimations on the impact of energy system outages within the affected area(s).
- Restoration of normal operations at energy facilities is the responsibility of the facility owners.
- The primary energy providers in the City of Fairfield include:
 - Duke Energy electric and gas
 - Butler Rural Electric Cooperative, Inc.
- Energy shortages may be caused by generation capacity shortfalls (demand for energy is higher than the supply) or interruptions in supply of natural gas, petroleum fuels, propane, and/or coal. Either may be the result of natural disasters or extreme weather conditions.
- During disasters, energy generating capacity, and the ability to transmit, distribute and transport energy and fuel may fall below customer demands.
- Fuel may be hoarded if the public perceives prolonged energy scarcities are to occur.

III. Assumptions

- Energy utilities and fuel providers will provide accurate and timely reporting of utility customer outages, fuel shortages and repair time estimates.
- Hazardous conditions may delay energy system restorations.
- Communications and traffic signals may be impacted by power failures, affecting public health and safety services and overall response to the disaster site.
- Water pressure systems requiring electricity may be low or zero, affecting facilities essential to health and safety.
- Damaged areas may not be readily accessible.

- All major utilities will have service outages.
- In the first hours after a disaster, all available portable generators will be committed, and additional resources will be needed. These additional resources will need to be prioritized and possibly shared between agencies.
- Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Energy needs can be supplemented by contacting Butler County EMA or the EOC.

IV. Concept of Operations

1. The Energy Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:

a. Engineering	d. Law Enforcement
b. Public Works	e. Fire Department
c. Administration	f. Community and Economic Development
2. The Energy Function Representative will begin communicating with local utilities and notifying additional personnel for situation monitoring and staging of resources/personnel.
3. Each agency/department will assist the Public Information Officer (PIO) with providing the public information regarding energy conservation advisories, outages, and other issues. Information will be disseminated utilizing all available means.
4. When necessary, the Energy Function will establish contact and maintain on-going communications with energy suppliers, transporters, and related organizations in order to obtain information about damage assessment, repair problems, repair schedules and response activities with respect to energy in the disaster area(s).
5. The Energy Function will identify any unmet needs that could be provided by County agencies to facilitate recovery, including energy-related programs, logistical support, resource support, and coordination.
6. The Energy Function will document and inform the other EOC Functions of energy-related problems and requests for aid that have been received from energy suppliers and distributors.
7. The Energy Function will forecast energy needs based on current and future recovery activities.

V. Organizations and Assignment of Responsibilities

Organization

All Energy Function organizations are responsible for the development of internal SOPs/SOGs that support the Energy Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Public Utilities Department has been identified as the organization who will fill the role of the Energy Function Representative and will lead this Function.

Energy Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Act as the point of contact with the energy industry for information sharing and requests for assistance from private- and public-sector owners and operators.
3. Act as the point of contact for energy information for the City of Fairfield during disasters. This includes information concerning the energy restoration process such as projected schedules, restoration completion percentage, and geographic information on restoration.
4. Coordinate emergency utility services by contacting energy utilities and related governmental and private organizations to provide information for assessment, response and recovery operations related to fuel shortages, power outages, transmission/distribution problems, and capacity shortages impacting the jurisdiction.
5. Provide information available on the transportation of fuel, sources for the provision of emergency power to support immediate response operations, and the restoration of normal energy supplies to energy-affected areas.
6. Liaise with councils and associations representing energy providers to assess energy system damage, energy supply, energy demand, and restoration needs of investor-owned energy systems.
7. Identify energy needs for emergency operations with businesses that provide/offer such products.
8. Provide conservation guidance to the PIO and the Information and Planning Function (Annex E).
9. Coordinate with supporting agencies including those listed below to maintain an accurate overview of energy activities.
10. Coordinate with the County's ESF #12, if activated.
11. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

City of Fairfield Public Works Department will:

1. Provide crews to clear debris from roads and provide traffic control while roads are being cleared.
2. Assist in the transportation of fuel sources for the provision of emergency power.
3. Provide a coordinated overview of energy issues, emergency activities, energy needs, and repair status during emergency response and recovery operations.
4. Interface with the County's ESF #12, as required during emergencies.

City of Fairfield Police Department will:

1. Assist in providing security at energy utility sites as requested.
2. Provide site security and access restrictions to areas upon request.

Butler County EMA / Butler County EOC will:

1. Coordinate with local energy suppliers for energy status updates and projected repair completion.
2. Assist in allocating emergency power generation equipment, as needed.
3. Assist in locating a list of portable generators.
4. Coordinate with Ohio EMA/State EOC for support, as needed.

Public Utilities Companies will:

1. Monitor operational status of water related systems essential to health and safety.
2. Work in conjunction with the Energy Function Representative to restore utility services.
3. Provide outage and repair information to the City of Fairfield's EOC.
4. Maintain a current emergency contact list for Duke Energy and other utility providers.
5. Provide crews to clear debris from roads and provide traffic control while roads are being cleared.

VI. Resource Requirements

Energy Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX M — LAW ENFORCEMENT FUNCTION (ESF 13)

Law Enforcement Function Representative: City of Fairfield Police Department

I. Introduction

Law enforcement functions at the county and state levels are addressed in Emergency Support Function (ESF) #13 – Law Enforcement and the federal level in ESF #13 – Public Safety and Security. The Law Enforcement Function at the local level address the following areas of concern during emergencies:

- Traffic control
- Law and order
- Site/scene security
- Public notification
- Criminal investigations
- Evacuation and relocation of general population and institutionalized individuals

II. Situation

- The City of Fairfield Police Department is responsible for law enforcement activities within the City of Fairfield. The Police Chief, or their designee, will serve as the Law Enforcement Function Representative in the City of Fairfield's Emergency Operations Center (EOC) during emergencies.
- The City of Fairfield Police Department has a 24-hour responsibility for law enforcement on all local roadways, properties, and facilities. Requests for law enforcement support during a disaster will be coordinated and prioritized through the City of Fairfield EOC.
- Law Enforcement Function capabilities support incident management requirements including, but not limited to critical infrastructure protection, security planning, and technical assistance.
- The City of Fairfield Law Director will review, and/or ensure the enforcement of the jurisdiction's laws.
- Ohio's Law Enforcement Response Plan (LERP) is a tool for local law enforcement agencies to acquire large quantities of law enforcement resources in response to a domestic terrorist attack, a major disaster, or other emergencies. When the LERP is activated, a Law Enforcement Automated Data System (LEADS) resource request alert is sent to appropriate agencies. The LERP system can only be activated through a Sheriff's request (under ORC 311.07) or through a Chief's request under the Intrastate Mutual Aid Compact (ORC 5502.41).

III. Assumptions

- Activities of local, county, and state law enforcement agencies will significantly increase during emergency operations.
- Large-scale disasters will necessitate the coordination of all law-enforcement assets in order to expedite assistance to government agencies and departments in the affected areas.

- Even in cases of large-scale disasters, local law enforcement agencies will have the primary authority and responsibility for law enforcement activities in their jurisdiction.
- The City of Fairfield Police Department will utilize the process, guides, protocols and procedures prescribed in the National Incident Management System (NIMS)/Incident Command System (ICS).
- Each local, state, and federal law enforcement organization has an established chain of command prepared to integrate and coordinate law enforcement activities within and among organizations during an emergency.
- Additional law enforcement support will be needed for the maintenance, control and support of evacuation traffic control patterns, community reception and care facilities, and for institutions such as hospitals, prisons, and mental institutions.
- The Butler County Emergency Management Agency (EMA) or County EOC, if activated, is available for assistance and support during emergencies. Law enforcement support needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. Human-caused incidents are more law enforcement focused because of the criminal nature tied to the incident. Therefore, during human-caused incidents, law enforcement will take a greater role in the EOC.
2. Each Law Enforcement Function supporting agency has internal plans and procedures that detail how it will address responsibilities during emergencies. Supporting agencies are not required to address any emergency responsibilities that are contrary to the laws or policies that govern their organizations.
3. Within their own jurisdictions, law enforcement agencies shall provide security for, and limit access to, the local EOC and/or Incident Command Post (ICP), key governmental facilities, and locations of the emergency. All law enforcement agencies will operate in accordance with their own SOPs/SOGs.
4. Additional resources, including personnel and equipment, should be obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or state authorities, with incident operations managed through the ICS.
5. When local resources including mutual aid have been exhausted, additional resources may be requested through the County EOC.

V. Organization and Assignment of Responsibilities

Organization

All Law Enforcement Function organizations are responsible for the development of internal SOPs/SOGs that support the Law Enforcement Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Police Department has been identified as the organization who will fill the role of the Law Enforcement Function Representative and will lead this Function.

Law Enforcement Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate law enforcement activities from the City of Fairfield EOC or ICP as needed to manage resources and personnel.
3. Furnish status reports on casualty estimations, damage observations, and law enforcement activities to the City of Fairfield EOC on a timely basis.
4. Coordinate with supporting agencies including those listed below to maintain an accurate overview of law enforcement activities.
5. Assist in the dissemination of alerts, warnings, and notifications.
6. Support the relocation and temporary detention of persons confined to institutions.
7. Assist in the provision of law enforcement support in a phased return to evacuated areas.
8. Coordinate with agencies responsible for the protection of vital private sector sites, as directed.
9. Release personnel and equipment acquired under mutual aid agreements.
10. Coordinate with the County's ESF #13, if activated.
11. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

The City of Fairfield Police Department may:

1. Request the activation of the Emergency Alert System (EAS) and/or the Integrated Public Alert & Warning System (IPAWS).
2. Provide liaison support to local ICPs/EOCs as required.
3. Maintain routine law enforcement operations, including protection of life and property, enforcement of laws, criminal investigations, and related tasks throughout the duration of the emergency.
4. Provide traffic control, including evacuation/relocation assistance and the movement of essential supplies.
5. Prepare to staff roadblocks, traffic control points and other sites when required. This includes both evacuation/relocation support and logistical efforts.
6. Support recovery operations at the site of the disaster.
7. Provide law enforcement support (to include security) for local facilities, institutions, services, officials, and resources.
8. Support the following actions based upon the availability of resources and training:
 - a. Search and rescue operations
 - b. Forensic laboratory support

c. Victim identification

The City of Fairfield Law Director will:

1. Advise and assist the City of Fairfield Council and other department/agency heads regarding legal questions arising from emergency response and recovery operations.
2. Draft and disseminate emergency declarations and related legal documents that support emergency response and recovery operations.
3. Provide interpretations of law as needed during emergencies.
4. Review results of investigations with regard to potential criminal allegations related to emergency response and recovery activities, and then decide whether to prosecute.
5. Take appropriate action against public and/or private entities on behalf of the City of Fairfield for damages or claims, which might arise from emergency response and recovery activities.

VI. Resource Requirements

Law Enforcement Function organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX N — DISASTER RECOVERY FUNCTION (ESF 14)

Disaster Recovery Function Representative: City of Fairfield Public Utilities

I. Introduction

Disaster recovery functions at the county level are addressed in the *Butler County Disaster Recovery Framework*. The State of Ohio addresses recovery in Emergency Support Function (ESF) #14 – Recovery and Mitigation. The Disaster Recovery Function at the local level addresses the following areas of concern during emergencies:

- Damage assessments
- Coordination of needs assessments
- Damage restoration
- Information gathering for disaster recovery fund applications
- Development of disaster-specific recovery plans
- Temporary housing beyond basic sheltering
- Debris removal
- Heating assistance programs
- Provision of potable water
- Support for aging and institutionalized populations
- Disaster related mental health assistance programs
- Medical assistance programs

II. Situation

- Recovery activities begin in the City of Fairfield's Emergency Operations Center (EOC) when the immediate threats to life and property have been addressed and restoration activities, identified through damage assessments, begin.
- A pre-disaster recovery planning process is necessary to enable local governments to predetermine local recovery functions, roles, structures, and funding for post-disaster recovery efforts to expedite the recovery process.
- The County's short-term recovery activities will be coordinated by multiple ESFs in the County EOC. The County will address long-term recovery activities through a coordinated effort involving all the affected jurisdictions within Butler County.
- Recovery efforts will frequently overlap with the response phase.
- The public could be displaced, requiring sheltering and social services. Sheltering activities could be short or long-term depending on the severity of the incident.
- Critical infrastructure, including public and private utilities (e.g., potable water supplies, electrical power, natural gas, and sewer services), could be compromised. Restoration of critical infrastructure/key resources may last well into the recovery phase.
- Disaster Recovery Function personnel will coordinate with the Mass Care Function (Annex F) to coordinate necessary short and long-term recovery activities related to temporary housing, potable water, and assistance programs.

- Recovery activities are dependent upon rapid, thorough and accurate damage assessments, conducted in coordination with the Butler County Emergency Management Agency (EMA) and local officials in affected areas specifically the Damage Assessment Coordinator (Development Services Director) and local Damage Assessment Teams.
- The City of Fairfield has a Damage Assessment Coordinator and a Damage Assessment Team that has attended the Butler County Damage Assessment Training.
- Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also support post-disaster mitigation efforts that result in building codes and land-use regulations that could reduce much of the structural damage that often result from disasters.

III. Assumptions

- Butler County EMA or the Butler County EOC, if activated, is available for assistance and support during emergencies. Disaster recovery needs can be addressed by contacting Butler County EMA or the County EOC.
- Supplemental state and/or federal assistance will be necessary for short and long-term recovery.
- Response activities and short/long-term recovery activities will occur concurrently at different rates, which may result in high demand for limited resources. This will be exacerbated when there are secondary hazards (e.g., aftershocks to an earthquake) and/or inadequate processes for prioritizing needs.
- Short and long-term recovery priorities will be constantly evolving as the incident progresses.
- The City of Fairfield will document response and recovery costs for possible reimbursement.

IV. Concept of Operations

1. The Disaster Recovery Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Public Utilities
 - b. Public Works
 - c. Finance
 - d. Development Services
 - e. Administration
2. The Disaster Recovery Function assists in processing damage assessment information, requests for county, state, and federal assistance, and in the administration of the Individual and Public Assistance Programs.
3. Within Butler County, the process of recovery occurs in two phases, short-term recovery and long-term recovery.
 - a. Short-Term Recovery: Occurs during the days to weeks following a disaster and overlaps with response. The priority during short-term recovery is providing for the immediate needs of impacted individuals and the community. Actions taken during this phase may only be

temporary in nature. Activities may include restoration of critical functions and vital resources, damage assessment, debris removal, power restoration, and temporary housing.

- b. Long-Term Recovery: In the months to years following a disaster, short-term recovery transitions to long-term recovery. This phase focuses on transitioning from short-term recovery solutions to more permanent solutions for communities and individuals. It makes efforts to restore and make improvements to the community to encourage new development and opportunities. This phase focuses on restoring economic activity and rebuilding the community.
4. The information collected during Damage Assessments will be critical for determining the availability of state and federal funding as part of the recovery process. There are two types of funding that may be available following a disaster, Individual Assistance and Public Assistance.
 - a. Individual Assistance: Funding or direct assistance to individuals, families, and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help with critical expenses that cannot be covered in other ways.
 - b. Public Assistance: Reimbursement and emergency assistance provided to local governments and certain types of private non-profit (PNP) entities from the state and federal governments. Public Assistance provides supplemental disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain PNP organizations.

Local Damage Assessment

1. Local damage assessment is a response operation conducted by the City of Fairfield EOC, by on-scene personnel. If the City of Fairfield EOC is activated, all local damage assessments should be complete before deactivation.
2. Butler County EMA will receive compiled damage assessment data from the local Damage Assessment Coordinator or the Damage Assessment Unit in the County EOC, if activated, and determine if the damages warrant a request by the Board of County Commissioners for state assistance. If so, Butler County EMA will provide assistance to prepare the appropriate request for the Commissioners' signatures. If state assistance is granted by the governor, the state may ask for a federal declaration. If this is the case, members of the state and federal governments may complete a joint preliminary damage assessment.
3. Damage Assessment has multiple phases including initial assessment, windshield survey, detailed survey, and state and federal validation.
 - a. Initial Assessment: Completed during the first few hours of a disaster and is provided by first responders, Public Safety Answering Points (PSAPs), the local media, and the general public. Critical information that should be included is the number and locations of injuries or deaths, the location, type and extent of known damages, the initial impact to critical infrastructure, and types of assistance needed. As incident information is received at the local level, it should be communicated with the Butler County EOC's Damage Assessment Unit in the Planning Coordination Section. If the County EOC is not activated, damage assessment information should be shared with Butler County EMA through the Butler County Communications Center.

- b. Windshield Surveys: Conducted by local first responders on scene and focus on the number of dwellings, businesses, public buildings, and infrastructure that has been damaged or destroyed. First responders should report the information to the City of Fairfield Damage Assessment Coordinator. Upon receiving notification of damage within the jurisdiction, the Damage Assessment Coordinator should begin reaching out to local first responders for additional information.
- c. Detailed Surveys: Detailed walk-through assessments of the damaged areas conducted by Damage Assessments Teams (DATs). DATs document the damage by completing the Ohio EMA Individual Assistance Street Sheet (see last page of this Annex) and taking photos. These surveys are coordinated by the Damage Assessment Coordinator and conducted by the City of Fairfield DAT. When local resources are exhausted, other local DATs within Butler County may supplement their efforts. All documentation from the detailed surveys is submitted to the City of Fairfield Damage Assessment Coordinator. The data from the detailed survey will be sent to Butler County EMA or the County EOC within 24 hours of incident stabilization (i.e., after the end of the initial response operations).

Consider using unmanned aerial systems (UAS) to assist in conducting damage assessments.

- d. State and Federal Validation: This step may be taken if the area has received a state or federal declaration. State or federal assessment teams identify and validate damaged property and public infrastructure, define the scope of repairs, and determine appropriate repair or replacement costs.
4. A Presidential Disaster Declaration may be justified based on aerial reconnaissance flyovers and reports from on scene. If a disaster necessitates immediate federal and state assistance, damage assessments will be conducted later to serve as tools to guide the recovery effort, but initial damage assessments will be waived.
 5. Exit interviews with Butler County EMA and local officials may be conducted after local assessments have been made to discuss the results of the assessment and the need for support from the county, state, or federal governments.

V. Organization and Assignment of Responsibilities

Organization

All organizations involved in disaster recovery are responsible for the development of internal SOPs/SOGs that support the Disaster Recovery Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Public Utilities Department has been identified as the organization who will fill the role of the Disaster Recovery Function Representative and will lead this Function.

Disaster Recovery Function Representative will:

1. Participate in county-wide recovery efforts through Butler County EMA or the County EOC if activated.
2. Coordinate with the Mass Care Function (Annex F) to facilitate disaster assistance programs, including designating a point of contact for questions about available disaster assistance programs.
3. Make recommendations to the Fairfield City Council concerning requests for disaster declarations and County assistance.

4. Coordinate the dissemination of information on state and federal disaster assistance available to public and private agencies, organizations, individuals, and families.
5. Provide regular updates to the City of Fairfield Public Information Officer (PIO) and the Information and Planning Function (Annex E) for use in the development of information packets, briefing information, displays, news releases, etc.
6. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Damage Assessment Coordinator will:

1. Identify and train local Damage Assessment Team members in coordination with Butler County EMA.
2. Gather preliminary information about most critically impacted areas.
3. Coordinate the DATs deployment.
4. Coordinate with Butler County EMA for additional DATs after local resources become exhausted.
5. Review and verify damage assessment and assistance information.
6. Compile Damage Assessment information from the DATs into an Excel spreadsheet provided by Butler County EMA.
7. Share all damage assessment information with Butler County EMA.
8. Provide regular updates to the PIO and the Information and Planning Function (Annex E) for use in the development of information packets, briefings, displays, news releases, etc.
9. Coordinate the documentation of all costs and expenses related to the disaster that affect the public sector or eligible private non-profit organizations for possible Public Assistance Grant submission.

Damage Assessment Teams will:

1. Complete the Damage Assessment training provided by Butler County EMA.
2. Conduct damage assessments of residential and business properties for possible submission for Individual Assistance and publicly owned properties for possible submission for Public Assistance.
3. Submit damage assessment documentation to the Damage Assessment Coordinator.

American Red Cross of Central and Southern Ohio may:

1. Provide information releases to the City of Fairfield PIO, and the Information and Planning Function (Annex E) at the City of Fairfield EOC.
2. Assist with damage assessment of residential structures.
3. Provide assistance to disaster survivors to include accurate recovery information, referrals, items, and financial assistance if available.

City of Fairfield City Manager's Office will:

1. Coordinate with Butler County EMA for long-term recovery assistance for individuals, businesses, and organizations in the impacted areas.
2. Assist Butler County EMA in the coordination and administration of applicable state/federal disaster assistance programs.

City of Fairfield Board of Education may:

1. Assist the Butler County EMA or the local Damage Assessment Coordinator with the dissemination of information to public and private educational institutions impacted by the disaster.
2. Provide listings of the educational institutions located in the jurisdiction that are eligible for assistance under the Public Law 93-288, as amended, to the Butler County EMA or local Damage Assessment Coordinator.
3. Assist school districts, in coordination with the local Damage Assessment Coordinator and Butler County EMA, in filing applications for disaster assistance.
4. Develop and implement a policy for reopening or temporarily relocating schools after an emergency.
5. Promote disaster preparedness planning and training in educational institutions.

City of Fairfield Historical Society may:

1. Provide technical advice to impacted jurisdictions concerning historical properties/artifacts destroyed or harmed during emergencies.
2. Provide personnel to serve on DATs with respect to losses and repairs for public historical sites and artifacts.

The Fairfield Lane Library will:

1. Provide technical advice to affected jurisdictions concerning book/document restoration/preservation for articles affected by a hazard and restoration/repair of damaged library structures.
2. Provide assessments and evaluations for damaged libraries.

City of Fairfield Law Director will:

1. Conduct or assist in the investigation of potential/reported fraud associated with disaster assistance.
2. Conduct appropriate action designed to ensure effective consumer protection during emergency response and recovery.

Butler County EMA / Butler County EOC will:

1. Provide technical assistance to local Damage Assessment Coordinators.
2. Compile damage assessments from all jurisdictions impacted by the disaster.
3. As appropriate, facilitate exit interviews with local officials to discuss the results of the damage assessment and the need for support.

4. Assist in the coordination of recovery capabilities to fill unmet recovery needs.
5. Coordinate with Ohio EMA/State EOC for support as needed.

VI. Resource Requirements

Disaster Recovery Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

VII. Attachment: Individual Assistance Street Sheet

See next page.

INDIVIDUAL ASSISTANCE STREET SHEET

Page ____ of ____

County	Jurisdiction Name		Date		Assessor's Name/Phone Number						
Butler	City of Fairfield										
Location (Street Address, Apt/Condo, Complex, MH Park)		Type of Structure	Status	Area	Depth of Water	Insurance	Local Preliminary Determination				State Use Only
						D	Maj	Min	A		
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
		First Floor		__ ft __ in	Homeowners ____						
		Crawl Space		__ ft __ in	Renters ____ Sewer B/U Rider ____						
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
		First Floor		__ ft __ in	Homeowners ____						
		Crawl Space		__ ft __ in	Renters ____ Sewer B/U Rider ____						
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
		First Floor		__ ft __ in	Homeowners ____						
		Crawl Space		__ ft __ in	Renters ____ Sewer B/U Rider ____						
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
		First Floor		__ ft __ in	Homeowners ____						
		Crawl Space		__ ft __ in	Renters ____ Sewer B/U Rider ____						
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
		First Floor		__ ft __ in	Homeowners ____						
		Crawl Space		__ ft __ in	Renters ____ Sewer B/U Rider ____						
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
		First Floor		__ ft __ in	Homeowners ____						
		Crawl Space		__ ft __ in	Renters ____ Sewer B/U Rider ____						
Comments:											
Rev. 5/2015						Total for page:					

ANNEX O — PUBLIC INFORMATION FUNCTION (ESF 15)

Public Information Function Representative: City of Fairfield City Manager's Office

I. Introduction

Public information functions at the county level are addressed in Emergency Support Function (ESF) #15 – Emergency Public Information and at the state and federal levels in ESF #15 – Emergency Public Information and External Affairs. The Public Information Function at the local level addresses the following areas of concern during emergencies:

- Gathering and analyzing information
- Timely release of incident-related information to the public and media
- Accessible information for those with disabilities and other access and functional needs
- Coordinated, unified messaging
- Verifying accuracy of information
- Communicating with individuals with limited English proficiency

II. Situation

- Due to the overlapping responsibilities, the Public Information Function Representative will likely be the Public Information Officer (PIO) for the jurisdiction during the incident. Initially, there may be a designated person on scene to serve as the PIO. Once the incident escalates, the Public Information Function Representative would be utilized. The person/organization serving as the Public Information Function Representative may be different from the initially designated PIO on scene. Please note the Function Representative/PIO does not have to be the individual acting as the spokesperson during the incident. Conducting media interviews and making public statements may be the responsibility of elected officials, administrators, public safety officials or other leadership positions.
- There will be a strong need for the public to get disaster-specific information before, during, and after the emergency. The timely dissemination of accurate, well-coordinated emergency public information will reduce the impact to life and property, help to maintain public trust and confidence, and help the residents find information and resources they need to recover from the disaster.
- Many disasters can occur rapidly, hampering the ability of response organizations and local government to provide comprehensive information to everyone impacted at the onset. For this reason, it is important to ensure the public is aware of potential hazards and knows the appropriate protective and preparedness efforts before a disaster occurs.
- Following a disaster, information from some sources may often be vague, erroneous or contradictory. Rumors or misinformation may be spread before, during, and after a disaster. This can cause unnecessary distress among the public, provoke counter-productive public actions, and impede response and recovery efforts.
- A disaster may have negative impacts on the existing communication infrastructure or systems requiring the use of alternative methods to provide information to the public.
- Disasters may impact individuals' abilities to receive public information due to displacement, or limited access to television, phone, newspaper, the internet, social networks, etc.

- For some slowly developing emergency situations (i.e., flooding, winter storms, or wildland fires) there may be several days for authorities and the media to provide detailed information about the hazard and what residents should do.
- The interest generated by a disaster may lead to requests for information or visits from a variety of public officials, dignitaries, or VIPs. Such requests will require coordination and resources.
- Once other levels of government are involved local, county, state, and federal public information personnel will work in cooperation and coordination with one another by establishing a Joint Information System (JIS) to ensure that precise, correct, and verified emergency public information (EPI) is released to the public and media representatives. These actions will help to ensure public confidence and reduce public concern.
- The Emergency Alert System (EAS) and the Integrated Public Alert and Warning System (IPAWS) can be used to widely disseminate EPI. The EAS and IPAWS are activated through Butler County Emergency Management (EMA).

III. Assumptions

- During a disaster, the means of dispersing EPI to survivors of the disaster and the surrounding community may be severely affected by overwhelming demand and/or damage to media infrastructure. County and/or State assistance may be required to supply critical information to survivors, responders, recovery personnel and members of the media.
- All local EPI will be coordinated by the City of Fairfield Public Information Officer (PIO) for approval before release.
- To the maximum extent possible, local organizations involved in emergency response and recovery operations will coordinate EPI and related information with the City of Fairfield PIO or their designee before release.
- The City of Fairfield PIO maintains listings of media contacts and relies on those contacts for the dissemination of EPI.
- Social media platforms will be utilized as a platform to disseminate EPI as well as a tool to maintain situational awareness.
- Once a Joint Information Center (JIC) is established, all EPI will be coordinated with the JIC.
- Butler County EMA or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Public information needs can be addressed by contacting Butler County EMA or the County EOC if activated.

IV. Concept of Operations

1. Public information officers engaged in the incident effort will collect and document relevant information in order for accurate information to be efficiently communicated to the public. Such relevant information may include, but is not limited to:
 - a. Information from Incident Command
 - b. Weather updates
 - c. Damage reports
 - d. Persons injured or affected
 - e. Threats to public safety

- f. Road closures
 - g. Closure of government offices for employees and/or the public
 - h. Potential rumors and misinformation
- 2. Information will be collected from a wide range of sources including response agencies, traditional and social media, calls from public and elected officials, technical specialists, and other emergency management partners such as utility companies or the National Weather Service.
- 3. Depending upon the severity of the emergency, PIO personnel from other departments may also be requested to provide support during local emergency operations.
- 4. The City of Fairfield PIO is responsible for ensuring that coordinated public information services are provided throughout a local emergency from assessment through response and recovery and that these services are provided in a cooperative manner with local, state, and federal PIOs as applicable.
- 5. The Public Information Function will work to verify the accuracy of information and dispel rumors.
- 6. The Fairfield City Council or their appointed designees operating as part of the City of Fairfield's EOC Executive Group during local emergencies have ultimate control over the release of local EPI. Coordination is maintained through ongoing Executive Group briefings in the City of Fairfield EOC and submission of all EPI and related news releases to the Executive Group for approval.
- 7. After EPI and media releases have been approved, copies will be given to the Information and Planning Function (Annex E) for distribution to local personnel in the EOC and in the field as needed.
- 8. The Joint Information Center (JIC) is a physical location designed to support the gathering, verification, coordination, and dissemination of accurate, accessible, and timely information. A single location for the JIC is preferable, but the system is flexible enough to accommodate virtual or multiple JIC locations. As the disaster escalates, the use of the County JIC is recommended and the City of Fairfield PIO will coordinate EPI with it.

V. Organization and Assignment of Responsibility

Organization

All Public Information Function organizations are responsible for the development of internal SOPs/SOGs that support the Public Information Function and EOC operations.

For smaller incidents, the public information function would be handled by the designated spokesperson of the appropriate responding department. The spokesperson would provide situational updates to the media in accordance with the department's standard operating procedures.

Assignment of Responsibility

The City of Fairfield Public Information Group has been identified as the organization/position that will fill the role of the Public Information Function Representative/PIO and will lead this Function.

Public Information Function Representative / PIO will:

- 1. Staff and manage PIO activities during local assessment, response, and recovery operations.

2. Coordinate the collection and dissemination of public information during the assessment, response, and recovery phases of an incident.
3. Provide coordinated briefings for media representatives and receive inquiries from the media and the public concerning an emergency and respond with official information or relay inquiries to the appropriate Function.
4. Release EPI as directed by the Executive Group and in coordination with other localities, the county, state and federal PIOs.
5. Ensure approval of news releases and related information by the Executive Group before issuing to media representatives.
6. Advise the Incident Commander on all public information matters relating to the management of an incident, as needed.
7. Ensure coordination of all news releases through the County JIC.
8. Review media reporting for accuracy, content, and adjustment to ensure that accurate public information is being disseminated to the media and citizens.
9. Monitor social media outlets such as news websites, blogs, Facebook and Twitter to ensure accuracy and detect information trends.
10. Provide required reports of activities to the Information and Planning Function for inclusion in Situation Reports.
11. Provide hazard specific EPI for preparedness, response, and recovery activities as needed.
12. Be prepared to accompany personnel going to the site of the disaster if needed.
13. Coordinate visual documentation of the incident or event.
14. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

The City of Fairfield's Public Information Group will:

1. Assist in providing updated information from the Information and Planning Function to the PIO for inclusion in media releases.
2. Maintain copies of all press releases issued during the incident at the Emergency Operations Center.
3. Directly supervise the selection and orientation of persons to assist the Public Information Officer during the event.
4. Log all incoming and outgoing public information requests.
5. Establish a procedure for the dissemination of information via electronic media.
6. In cooperation with Incident Command establish a schedule for conducting routine briefings during the incident.

All Organizations of Local Government will:

1. During local emergencies, submit for approval news releases, interviews with media, etc. to the City of Fairfield PIO.

VI. RESOURCE REQUIREMENTS

Public Information Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.



The City of Fairfield EMERGENCY OPERATIONS PLAN BASE PLAN

December 2025

APPROVAL & IMPLEMENTATION PAGE

This Emergency Operations Plan (EOP) addresses the City of Fairfield's planned response to extraordinary disaster situations associated with all hazards such as natural disasters, technological accidents and human-caused incidents. It is the principal guide for ensuring the protection of health, safety, and property of the public and aiding in short-term recovery operations for the City of Fairfield. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly among local, state, and federal agencies in emergency management, and establish a framework for an effective system of comprehensive emergency management.

This plan was developed using generally accepted emergency management principles and practices. Incorporated are planning elements derived from Federal Emergency Management Agency and Ohio Emergency Management Agency planning documents. Additionally, this plan was developed to be consistent with the Butler County EOP. Modifications to this plan may be made under the direction of the City of Fairfield City Manager. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption.

This plan is approved and endorsed by the City Manager of the City of Fairfield.

This plan supersedes any previous versions.

Mitch Rhodus, Mayor

Date

Scott Timmer, City Manager

Date

Steve Maynard, Chief of Police

Date

Thomas Lakamp, Fire Chief

Date

PROMULGATION

Ohio Administrative Code (4501:3-6-01) requires each political subdivision to maintain a current Emergency Operations Plan (EOP) and ensure its consistency with the Butler County EOP. This plan lists the responsibilities and authority of the City of Fairfield as it pertains to the actions taken to adequately prepare for, respond to, and recover from emergencies and disasters.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to organizations within or providing services to the City of Fairfield. It is developed pursuant to Section 5502 and 3750 of the Ohio Revised Code and 4501 of the Ohio Administrative Code. Additionally, it conforms to the National Incident Management System (NIMS) and all applicable Homeland Security Presidential Directives.

In order to execute this plan effectively, all organizations having roles and authorities are expected to partake in plan maintenance activities, trainings, and exercises. Additionally, they will develop standard operating procedures/standard operating guidelines (SOPs/SOGs) based on the provisions of this plan. This will ensure all implementing personnel have a familiarity with the procedures set forth in this plan.

The primary responsibility of elected and appointed officials is to ensure the welfare of those who reside or work in the City of Fairfield. This EOP directly supports that responsibility with the goal of ensuring a timely and organized management of the consequences arising from emergencies to save lives, protect property and preserve the environment.

Tim Meyers, Councilmember At-Large

Date

Gwen Brill, Councilmember At-Large

Date

Matthew Davidson, Councilmember At-Large>

Date

Leslie Besl, Councilmember 1st Ward

Date

Dale Paullus, Councilmember 2nd Ward

Date

Debbie Pennington, Councilmember 3rd Ward

Date

Adam Kraft, Councilmember 4th Ward

Date

RECORD OF CHANGES

Change Number	Date of Change	Section Changed	Description of Change	Made By
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

RECORD OF DISTRIBUTION

Upon adoption of the plan by the Mayor and City Council an electronic and a hard copy of the final plan will be distributed to the Mayor, City Manager, Police Chief, and all entities with responsibilities within this plan. A copy of the finalized plan will also be sent to the Butler County Emergency Management (EMA).

Change Number	Name	Title	Organization	Date Distributed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Table of Contents

APPROVAL & IMPLEMENTATION PAGE.....	I
PROMULGATION	II
RECORD OF CHANGES	IV
RECORD OF DISTRIBUTION	IV
I. PURPOSE	1
II. SCOPE	1
III. SITUATIONAL OVERVIEW	1
IV. PLANNING ASSUMPTIONS	1
V. CONCEPT OF OPERATIONS	2
Overall Plan Priorities.....	2
Emergency Operations Center.....	3
Declaration of a State of Emergency	4
Alert & Notification.....	4
Public Protective Action Notifications	6
Emergency Management Partner Notification	6
Requesting Additional Assistance	7
Whole Community.....	8
VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITY	8
Organization	8
Assignment of Responsibility.....	8
VII. DIRECTION AND CONTROL	12
VIII. ADMINISTRATION, FINANCE, AND LOGISTICS	13
IX. PLAN MAINTENANCE	14
X. AUTHORITIES & REFERENCES	14
Authorities	14
References.....	15
XI. ACRONYMS AND GLOSSARY.....	17
Acronyms.....	17
Glossary	19

I. PURPOSE

1. The purpose of this plan is to:
 - a. Establish a concept of operations spanning the emergency from initial monitoring through disaster response and finally disaster recovery.
 - b. Define interagency and intergovernmental coordination to facilitate delivery of local response and recovery forces.
 - c. Assign specific functional responsibilities to appropriate local departments, private sector groups, and volunteer organizations.
2. The intent of this plan is to:
 - a. Ensure prompt and efficient emergency response and recovery.
 - b. Effectively utilize systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.
 - c. Provide for the rapid and orderly restoration and recovery of persons and property affected by emergencies.

II. SCOPE

Effective emergency management requires trust and close working relationships among all levels of government, non-governmental organizations, the private sector, and the general public. Each of these groups within the City of Fairfield are affected by this plan and all emergency management activities. Additionally, the organizations explicitly having responsibilities outlined in this plan are involved in emergency and disaster preparedness, response, and recovery efforts. The City of Fairfield's EOP addresses preparedness, response, and recovery activities for events that exceed normal operating response capabilities within the jurisdiction and are so complex they require assistance from outside resources or capabilities, and/or are expected to last for an extended period of time.

III. SITUATIONAL OVERVIEW

The City of Fairfield is a densely populated city situated in the southwest portion of Butler County, Ohio with an estimated population of 45,000. Nine hazards are likely to affect the City of Fairfield and lead to emergency/disaster declarations. A complete list can be found in Tab #2 – Threat and Hazard Ranking. Full analyses of these hazards and delineation of risks are addressed in the *2023 Butler County Multi-Hazard Mitigation Plan*.

IV. PLANNING ASSUMPTIONS

- A hazard may occur with little or no warning and may escalate quicker than the ability of any single local response organization to handle.
- Disasters or incidents will occur that exhaust local response forces and there will be a need to receive county, state or federal level assistance.

- Hazards may extend beyond the borders of the City of Fairfield and may require a coordinated response and recovery effort between multiple jurisdictions at the local, county, or even state level.
- Hazards may have cascading effects that require their own unique approaches for response and recovery.
- Hazards may overwhelm the response and recovery capabilities of the City of Fairfield.
- Response and recovery may include prolonged, sustained incident management activities.
- Response support from outside the City of Fairfield that extends beyond their day-to-day limited assistance from surrounding communities may not arrive immediately. Even after outside support arrives, there may be a scarcity of resources available.
- Communications capabilities are adequate to provide a coordinated local response.

V. CONCEPT OF OPERATIONS

It is the responsibility of local government to reasonably protect life, property, and the environment from the effects of disasters. Most emergencies are handled by the local jurisdiction; however, supplemental assistance and coordination can be called upon whenever the consequences of a disaster exceed local capabilities. Butler County can be requested to provide assistance in a disaster. Assistance may take the form of coordinating County resources, gathering and disseminating incident information, or requesting additional assistance from the State of Ohio. Additionally, local and county entities may proactively take certain measures to prepare for pre-planned events.

Generally, to receive County and/or State assistance, information on the impact of the disaster and a request for specific assistance must be communicated to the Butler County Emergency Management (EMA) or the Butler County EOC, located at the Butler County Emergency Management Office, by the local jurisdiction. A declaration of a State of Emergency from the elected governing body of the City of Fairfield will aid in facilitating the process of obtaining additional assistance.

This Emergency Operations Plan (EOP) serves to provide guidance and should not be rigidly applied to every disaster or pre-planned event. Every situation will present different and unique challenges, complexities, and requirements. The specific tasks, assignments, and provisions contained within this plan may need to be modified to effectively deal with the situation at hand.

Overall Plan Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

1. Life Safety:
 - a. Save or rescue human lives.
 - b. Treat the injured.
 - c. Warn the public to avoid further casualties.
 - d. Evacuate people from the effects of the emergency.

- e. Search for human lives.
 - f. Shelter and care for those evacuated.
2. Incident Stabilization:
 - a. Secure the impacted area.
 - b. Contain the source of the hazard.
 - c. Mitigate cascading effects.
 3. Property Conservation:
 - a. Save property from destruction.
 - b. Take action to prevent property damage.
 - c. Provide security for property (e.g., evacuated or destroyed areas).
 4. Community Recovery:
 - a. Reestablish essential services.
 - b. Repair community infrastructure.
 - c. Restore economic base of the community.

Emergency Operations Center

1. The City of Fairfield's EOC is the physical location at which all appropriate entities involved in the response effort coordinate, develop a common operating picture, and share information with executives who have the authority to make decisions in support of incident response.
2. The City of Fairfield's EOC is made up of an Executive Group (including their support staff), the EOC Director, and 15 Functions. Not all of the 15 Functions may be needed in all disasters and they are scalable based on the need. Detailed procedures covering EOC operations and coordination are addressed in the Emergency Operations Center Standard Operating Procedures/Guidelines (EOC-SOPs/SOGs).
3. The City of Fairfield's EOC is located at 5230 Pleasant Ave – Police Training Room. The 24-hour emergency number for the EOC is 513-858-2397. In the event this structure has sustained damage or otherwise unavailable, the alternate EOC will be located at the Fairfield Public Works facility on North Gilmore Road.
4. The City Manager or their designee, will activate the EOC. Activation of the EOC may occur at the request of the Incident Commander, fire chief, police chief, or chief elected official. Once the EOC is activated, appropriate entities will be requested to respond to the EOC by the EOC Director, or their designee. The EOC Director will evaluate the status of the EOC including whether or not to maintain current operations, increase operations, or demobilize.
5. The notification system found in the Alert & Notification Section (below) will be used to notify organizations when the City of Fairfield's EOC is activated. After initial notification, the EOC Director is responsible for ensuring proper staffing of the EOC and notification of additional Functions needed.

6. Organization of Emergency Operations Center: See EOC SOPs/SOGs

Declaration of a State of Emergency

Declaration of a State of Emergency may be made when a disaster has reached a level where additional resources will be needed, or it is anticipated that the scale of the disaster shall exceed the capabilities of the City of Fairfield.

1. Declaring a State of Emergency will facilitate the process of obtaining County assistance, and possibly state or federal assets. Additionally, declaring a State of Emergency grants special powers that are outlined in state and local law.
 - a. Fairfield City Charter: Article V, 5.02 Powers and Duties: (D) The Mayor shall be the head of the City government for all military purposes in time of war, national emergency, riot or insurrection, or other emergency threatening the safety of life or property within the City; and as such head shall have all the powers, duties and functions granted by the Constitution and laws of Ohio to mayors or other chief executives of municipal corporations, or as granted to the Mayor by ordinances or resolutions adopted by the Council.
2. A State of Emergency may be declared through adoption of a resolution by the Fairfield City Council, upon finding that a disaster has occurred, or the threat of a disaster within the jurisdiction is imminent.
3. When County-level capabilities, including mutual aid are not sufficient to address the disaster, the Butler County Board of County Commissioners may declare an emergency for the County and request state assistance through Butler County EMA or the County EOC, if activated.

Alert & Notification

Public notification is accomplished through the use of mass notification systems and broadcast media. Based upon resident location and activity, there may be some individuals who do not receive warning due to limitations of existing systems. To mitigate this, residents are encouraged to have multiple methods of receiving alerts and warnings. As technology continues to advance, new means of public notification will be explored.

1. The City of Fairfield utilizes the Code Red public notification system. The Code Red system requires the public to subscribe to the system using an address and a phone number to receive alerts. Subscribers control the types of alerts they wish to receive. Code Red activation can be authorized by the following:
 - a. City Manager
 - b. Assistant City Manager
 - c. Police Chief
 - d. Fire Chief
 - e. Deputy Fire Chief

The Code Red system can be activated by Fairfield Dispatch or from any computer with the proper access codes. The Assistant City Manager serves as the administrator for the Code Red system.

2. Butler County uses "Alert Butler County (Alert BC)" through RAVE Mobile Safety as the mass notification system used to notify opted-in subscribers about emergencies and other important information throughout Butler County. The public chooses to sign up for the alerts and warnings they would like to receive and designates the methods (email, text, or voice call) for how they will receive them.
 - a. Butler County EMA manages Alert BC and can send alerts and warnings.

- b. Alerts can be requested by public safety officials through the Butler County Dispatch Center.
3. The Integrated Public Alert and Warning System (IPAWS) is an internet-based capability that federal, state, territorial, tribal, and local authorities can use to issue critical public alerts and warnings. Warning systems included in IPAWS are: Emergency Alert System (EAS), National Warning System (NAWAS), and Wireless Emergency Alerts (WEA). EAS messages appear as the scrolling messages across the television screen and over the radio. NAWAS is an automated telephone system used to convey warnings to federal, state, and local governments as well as the general public. WEA is an alerting network designed to disseminate emergency alerts to mobile devices located within a specific geographic area that has been designated to be at risk by a life-safety critical hazard.
 - a. Butler County is an alerting authority for IPAWS and may send alerts to the public including people within the City of Fairfield
 - b. Activation of IPAWS in the City of Fairfield is requested through Butler County EMA.
 - c. Alerts can be requested by public safety officials through the Butler County Dispatch Center.
4. The National Weather Service (NWS) is the government agency responsible for the declaration and dissemination of "Severe Weather Watches and Warnings." The NWS Office in Wilmington, Ohio serves as the warning center for all jurisdictions within Butler County.
5. There is a system of outdoor warning sirens within the City of Fairfield. These sirens are operated and activated by the Fairfield Communications Center. The sirens will be activated under one of the following criteria:
 - a. The NWS issues a Tornado Warning for all or part of Butler County or northern Hamilton County
 - b. A tornado is reported by a local public safety official to the NWS or The Fairfield Communications Center.
 - c. Locations of the 10 outdoor warning sirens:
 1. Tylersville Road/Seward Road
 2. Seward Road/Port Union Road
 3. Mack Road/Crestview Drive
 4. Mack Road/Boymel Drive
 5. Good Neighbor's Park – Walter Avenue
 6. River Road/Muskopf Drive
 7. Lake Manor Drive
 8. Nilles Road/Winton Road
 9. Gilmore Road – Fairfield High School
 10. Hunter Road/Pleasant Avenue
6. The use of mobile public address systems and/or door-to-door notification by emergency response personnel may be required when a quick onset emergency occurs necessitating an evacuation. At no time should the safety of personnel be compromised to complete door-to-door notifications.

Public Protective Action Notifications

Notifications to the public will need to be made when a community is faced with an evacuation or shelter-in-place order.

1. Shelter-in-place is a process for taking immediate shelter in a location readily accessible to the affected individual(s) by sealing off a single area (such as a room or building) from outside contaminants and shutting off all HVAC systems. This process is designed for situations when it is safer to remain in a building than to evacuate. Shelter-in-place incidents usually last a few hours, not days or weeks.
2. An evacuation is the process of relocating a segment of the population from a threatened location to a safe location during an emergency. Evacuation commonly takes place in the event of an impending natural disaster, transportation or industrial accident that releases hazardous materials; or other emergency situations, such as a bomb threat.
 - a. There are many populated areas within the City of Fairfield that are or could be in close proximity to hazardous materials production/storage facilities. The residents in these areas may have to be evacuated or ordered to shelter-in-place in the event of a hazardous materials incident. Maps of these locations are maintained by the City of Fairfield
 - b. There are flood plains in the City of Fairfield that affect populated areas.
 - c. During emergencies which require evacuations, residents will be directed along routes identified by the City of Fairfield officials.
 - d. The Ohio Revised Code grants township and municipal police and fire departments and the county sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the sheriff and the chiefs of these organizations, or their designees, may determine the need for and order evacuations during emergencies. When time allows, all evacuation orders will be coordinated with the City of Fairfield City Manager before they are released to the public.
 - e. The City of Fairfield is responsible for notifying other jurisdictions that may be affected.
 - f. Within any evacuation area, it is likely that certain facilities will require special consideration. These facilities include schools, nursing homes, day-care centers, shopping centers, theaters, and facilities that can be characterized as having large numbers of people clustered in a small geographic area with varying degrees of availability for transportation.
 - g. If the evacuation involves more than one jurisdiction, consider coordinating with County officials to evacuate by sectors or county-wide.
 - h. Law enforcement personnel will control evacuation routes.

Emergency Management Partner Notification

1. The City of Fairfield Communications Center will receive warnings and information regarding weather and other emergencies affecting the City of Fairfield. The dispatch center(s) will notify:
 - a. Law enforcement officers (Notify by radio and notify command staff via cell phone message)
 - b. Fire department personnel (Notify by radio and notify command staff via cell phone message)

- c. City Council
 - d. City Manager
 - e. Assistant City Managers
 - f. Public Works personnel
 - g. Public Utilities personnel
2. Once the notifications are made by dispatch, all subsequent notifications for those staffing positions in the EOC will be completed by the departments or agencies contacted (each department or agency will be responsible for maintaining phone trees for these notifications).
- a. Emergency Management Point of Contact Notifies:
 - i. Butler County EMA
 - b. The City Manager's Office Notifies:
 - i. Mayor and Council
 - ii. Confirms notification of department heads (police, fire, public works, etc.)
 - iii. Clerical support staff
 - c. Police Department Notifies:
 - i. Officers needed for increased operations
 - ii. Clerical support staff
 - d. Fire Department Notifies:
 - i. Fire/EMS units
 - ii. Firefighters needed for increased operations
 - e. Public Information Officer (PIO) Notifies:
 - i. Radio and TV stations
 - ii. Newspapers
 - iii. Social Media
 - f. Public Works Notifies:
 - i. Clerical support staff
 - ii. Staff needed for increased operations
 - g. Public Utilities (Water/Sewer)
 - i. Clerical support staff
 - ii. Staff needed for increased operations
3. Depending on the scale and scope of the event, Butler County EMA may also share information with partners within the City of Fairfield including the Mayor, the City Manager, the fire chief, and the police chief. Each of these department heads are responsible for disseminating the information to the appropriate individuals within their departments.

Requesting Additional Assistance

1. An EOC has a critical role in acquiring, allocating and tracking resources, managing and distributing information, and setting response priorities. Requesting resources using the City of Fairfield's EOC allows for greater accountability and will ensure situational awareness is maintained. Each level of

government may request additional resources from the next highest level of government. Local, county, state, and federal EOCs are used to communicate and process these requests.

2. When local capabilities, including mutual aid are not sufficient to address the disaster, requests for outside assistance may be made to the County. All requests for outside resources will be coordinated through Butler County EMA or the Butler County EOC, if activated. Butler County EMA will forward the requests to the appropriate agency or organization. If the resource request is outside of county-level capabilities, Butler County EMA will send the request to the Ohio Emergency Management Agency (EMA). Ohio EMA will then forward the requests to the appropriate agency or organization.
 - a. The City of Fairfield should request County assistance by contacting the Butler County EMA Duty Officer through the Butler County Dispatch Center.
 - b. If the Butler County EOC is activated:
 - o The EOC may be contacted directly at (513) 785-5810.
 - o Incident specific phones numbers for contacting EOC personnel will be shared in WebEOC or disseminated using other methods as appropriate.
 - o The City of Fairfield EOC Functions may be communicating directly with the corresponding County Emergency Support Functions.

Whole Community

The City of Fairfield recognizes that a government-centric approach to emergency management is not enough to meet the challenges posed by all hazards. As such, the City of Fairfield will make every effort to incorporate all of the resources within the community. This incorporates engaging the private and non-profit sectors, including businesses, faith-based and disability organizations, and the public.

VI. Organization & Assignment of Responsibility

Organization

Responsibilities for response operations are primarily an extension of services that are provided on a daily basis by most departments. During an emergency it is possible that the situation will require services of most City of Fairfield employees. This could mean that many would assist in the public safety response efforts, which would require working outside the scope of their day-to-day responsibilities. Additionally, during an emergency, some day-to-day operations that do not directly contribute to the emergency response efforts may be delayed while the incident is being managed.

Assignment of Responsibility

Comprehensive Responsibilities:

The following list of responsibilities is applicable to all entities, organizations, and individuals who have a defined role outlined in this EOP. This includes but is not limited to elected officials, the emergency management point of contact, the EOC Executive Group and all other organizations with a functional role.

1. Incorporate operational priorities into response activities.
2. Designate sufficient representatives to support/staff operations at the City of Fairfield's EOC/Incident Command Post (ICP) and maintain listings of these personnel, 24-hour contact information, and directions for contacting them in the event of communication outages.

3. Develop, maintain and implement internal emergency operations procedures including relevant SOPs/SOGs.
4. Develop and regularly update internal resource listings of personnel, equipment, supplies, and services that would be used by the jurisdiction during emergencies. Ensure emergency resources are operational and available.
5. Participate in Butler County's comprehensive training and exercise program.

Elected Officials – Fairfield City Council:

Elected officials are important stakeholders that represent the interests of those who elected them to office. They play an important role prior to, during, and after an emergency occurs. However, as stakeholders they may have a limited role in the EOC in order to avoid potential conflicts due to response priorities and allocation of limited resources. To support disaster operations, elected officials should:

1. Be present at a designated location during the initial 12 to 24 hours of the event, in case emergency legislation needs to be passed.
2. Approve emergency expenditures.
3. Maintain situational awareness.
4. Consult with senior public safety officials and determine if declaring a State of Emergency is necessary.
5. Understand the federal declaration process and what funding may be available to assist with recovery.
6. Understand the resource request process and work within the system to avoid competing or conflicting requests.
7. Coordinate public messages with the Public Information Function Representative/PIO and County PIO, if the disaster impacts more than one jurisdiction, to ensure a coordinated message.
8. Suspend non-essential daily operations of the government that do not contribute directly to emergency operations, when applicable.

Mayor:

Under Ohio Law and Section 5.02 of the Fairfield Charter, the ultimate responsibility for emergency management in the City belongs to the Mayor. Under him/her, in an established line of succession, are the responsibilities of the fire, police and service departments. During emergencies, these departments will follow the Standard Operating Procedures and actions as outlined under Ohio Law. To support disaster operations, the Mayor could do the following based on the nature and scope of the incident:

1. Issues a proclamation declaring that an emergency or disaster exists, based on information provided by the City Manager.
2. Requests a presidential disaster or emergency declaration from the Governor, based on information provided by the City Manager.
3. Delegates management of the EOC to the Fire Chief.
4. Manages City Council meetings

City Manager:

1. Responsible for notification of city officials of Emergency Declaration. Using email, text messaging, or dispatch will contact City Council members individually or collectively to deploy them to a designated site.
2. Provides liaison with elected officials; keeps the City Council informed in an emergency.

3. Requests appropriations and authorizes expenditure of funds, approves contracts and authorizes distribution of equipment, materials and supplies for disaster purposes.
4. Authorizes deployment of city resources beyond the scope of normal operations.
5. An integral part of the Unified Command System (UCS) and will be based in the EOC.
6. Provides liaison with other city managers, township managers, and county administrators.
7. Performs liaison activities between the City Council and the Emergency Operations Center.
8. Initiates action for request for disaster declaration to the Governor, based on information provided by the Fairfield Emergency Management.
9. Ensure that the line of succession is implemented, if warranted.

Emergency Manager:

In the City of Fairfield, the Fire Chief serves as the Emergency Manager and will oversee most disaster situations. With the concurrence of the City Manager, the Fire Chief will oversee the operations of the Emergency Operations Center and will coordinate the functions of the various city departments. In the event the incident dictates the presence of the Fire Chief at the incident scene, the overall management of the EOC will be transferred to the Police Chief or designee with the concurrence of the City Manager.

Emergency Management Point of Contact:

The emergency management point of contact coordinates and is knowledgeable about all the emergency responsibilities for the City of Fairfield. The responsibilities of the emergency management point of contact include:

1. Communicate with Butler County EMA or the County EOC, if activated, regarding the incident status and impact, including: the number of fatalities and casualties, the estimated number of affected buildings, road closures, facility closings (schools and businesses), and/or utility outages.
2. Ensure all past, active, and future mitigation projects are tracked.
3. Be aware of all emergency management responsibilities for the jurisdiction and ensure they are performed.

EOC Executive Group:

The EOC Executive Group provides support to all the activities of the City of Fairfield EOC. The EOC Executive Group shall be comprised of experienced and/or authorized individuals including, but not limited to the Mayor and City Council, the City Manager and Assistant City Managers, police chief, fire chief, and high-level subject matter experts. The EOC Executive Group may have the authority or information necessary to expedite response actions. Due to a limited number of personnel, individuals in the EOC may serve in multiple roles including the Executive Group and Function Representatives. Responsibilities for the EOC Executive Group may include:

1. Provide operational guidance during an emergency.
2. Adopt policy that relates to the incident or disaster.
3. Authorize additional fiscal resources required for the response.
4. Maintain on-going communications with the Board of County Commissioners and neighboring executives.
5. Serve as spokesperson for the EOC if requested by the PIO.

6. Resolve potential conflicts that may arise if there is a scarcity of resources.

EOC Positions:

The roles and responsibilities for all EOC positions are detailed in the EOC SOPs/SOGs.

Functional Groups:

The fifteen (15) EOC Functions identify and group government and certain private-sector entities by their capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed in a disaster. This plan is based off of the Emergency Support Functions (ESFs) format used federally, by the State of Ohio, and Butler County. Functions may directly communicate and coordinate with the corresponding ESFs at the county, state, and federal level. The Functional Annexes to this EOP describe the actions, roles, and responsibilities of each Function. One or multiple City of Fairfield departments/organizations may fulfill the capabilities identified in the Function. Similarly, one department/organization may be fulfilling the roles of multiple Functions. Some individuals serving as Function Representatives may be present in the EOC or fulfilling responsibilities while in the field. Below is a table identifying the organization/department/agency that will staff the position of the Function Representative. The Function Representative is the entity responsible for coordinating each Function's activities.

Functional Annexes		
Function	Annex	Organization(s)/Department(s)
Transportation Function	A	Fairfield Public Works
Communication Function	B	Fairfield Information Technology
Engineering and Public Works Function	C	Fairfield Public Works
Fire and EMS Function	D	Fairfield Fire Department
Information and Planning Function	E	Fairfield City Manager's Office/Administration
Mass Care Function	F	Fairfield Parks Department
Resource Support Function	G	Fairfield Public Utilities
Health and Medical Function	H	Fairfield Fire Department
Search and Rescue Function	I	Fairfield Fire Department
Hazardous Materials Function	J	Fairfield Fire Department
Animals and Agriculture Function	K	Fairfield Animal Control
Energy Function	L	Fairfield Public Utilities
Law Enforcement Function	M	Fairfield Police Department
Disaster Recovery Function	N	Fairfield Public Utilities
Public Information Function	O	Fairfield City Manager's Office/Administration

VII. DIRECTION AND CONTROL

The City of Fairfield utilizes the processes, guides, protocols and procedures prescribed in the National Incident Management System (NIMS). NIMS standardizes incident management for all hazards, regardless of the scale or requirements of the incident, across all levels of government. The Incident Command System (ICS) has been established by NIMS as the standardized incident organizational structure for the management of all incidents.

The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications within a common organizational structure. The ICS is a nationally used, standardized on-scene emergency management concept. The ICS, with a well-located command post and ICS positions filled as needed, will provide command and control to coordinate emergency response during disasters.

The first response agency on the scene will establish command, following the ICS, and alert other responders regarding the status of the situation. The Incident Commander will then be responsible for advising decision makers about the risks associated with the threat and recommending response actions. During the incident, the Incident Commander maintains command and control of all response and recovery operations regardless of what level of government provides resource support.

During a disaster or emergency, resource support for the Incident Commander is provided by the City of Fairfield EOC which will in turn contact the County EOC, if activated, for any additional resource support that is needed. When conflicts arise for resource needs, the City of Fairfield EOC Director and the City of Fairfield EOC Executive Group manage and coordinate the distribution of additional emergency response and recovery resources. The EOC should be viewed as an extension of the ICS and the two components should be fully integrated. Functions within the EOC exist to support Incident Command. Different Functions have unique responsibilities that support and supplement the Administration/Finance, Logistics, Operations, and Planning sections. These sections may exist in the field as part of the ICS, at the EOC, or a combination of the two.

Few, if any, jurisdictions have an adequate number of personnel to fully staff all ICS and EOC positions separately. Whenever possible, a single Function operating from either the ICS or the EOC, should provide service to the entire emergency operation. For example, the Resource Management Function may be established in the EOC and performed by a representative from the fire department. This person would be tracking resources involved in the response, obtaining additional resources, and supporting the demobilization of resources. Similarly, a Logistics Section Chief may be established in the field to manage a staging area and order additional resources to support the response effort. In both examples, the representative would be performing logistics duties for both the ICS and the EOC, regardless of their location.

In cases where the same or similar Functions are required on-scene and at the EOC, these Functions should be in close communication with one another. For example, an incident may require a Transportation Officer in the field. The EOC may also have a Transportation Function Representative. These two Functions should communicate with one another, although their missions may not be identical.

VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

Emergency response actions will generate increased costs for the City of Fairfield. These costs will primarily result from the deployment of personnel and equipment in support of emergency operations. While some personnel and equipment costs may be recoverable from state and federal agencies, it is unlikely that all costs will be reimbursed. To ensure reimbursement, the City of Fairfield must document all costs associated with an incident.

1. Documentation:

Responding agencies should keep documentation of actions taken using the ICS Activity Log (ICS Form 214) or another suitable log. All personnel in the City of Fairfield's EOC are required to use **ICS FORMS and WEBEOC** for documentation. Any forms used prior to an incident being created in WebEOC can be scanned and uploaded onto the Incident Documentation Board or by posting in the Activity Log. The Information and Planning Function will track information and document activities through situation reports, common operating pictures, and WebEOC, if applicable.

2. Finance:

Costs will be documented by the Finance/Administration Section located either in the EOC or ICP. If the Finance/Administration Section is not activated, documentation of cost will be the responsibility of the entity that makes the request. This request shall be submitted to the Incident Commander or the City of Fairfield's EOC, if activated.

3. Logistics and Resources:

Resource management is conducted in the EOC by the Resource Support Function. Resources include personnel, teams, facilities, equipment, and supplies. The Resource Support Function's primary mission is to provide logistical and resource support to local agencies or departments involved in emergency response and recovery. More detailed information about logistics and resources is found in Annex G – Resource Support Function.

In order to obtain federal reimbursement for a disaster, the incident must be declared an emergency by the federal government. After a local declaration is made, the process is initiated through Butler County. This is consistent with the requirements as outlined in the Robert T. Stafford Act (P.L. 100-707). Reimbursement may be obtained from the State of Ohio without a declared emergency through Individual Assistance or Public Assistance Programs.

IX. PLAN MAINTENANCE

Every five year(s) the City of Fairfield's EOP will undergo a comprehensive review. Additionally, the plan will undergo review after an incident and after exercises. The plan will be formally adopted by the City of Fairfield Council.

Major revisions, those which significantly alter or establish new policy, must be approved by the Mayor, City Manager, Police Chief and Fire Chief and adopted by the City of Fairfield Council. The plan will be redistributed as per the Record of Distribution. Minor revisions may be made by the City Manager as needed and will not require redistribution. All revisions will be recorded in the Record of Changes Table at the front of the plan.

X. AUTHORITIES & REFERENCES

Authorities

1. Federal

- a. Federal Disaster Assistance, 44 CFR § 206 (1990).
<https://www.ecfr.gov/current/title-44/chapter-I/subchapter-D/part-206>
- b. Homeland Security Presidential Directive 5
- c. Presidential Policy Directive 8 – National Preparedness
- d. Public Law 99-499 – Emergency Planning and Community Right-to-Know Act of 1986
- e. Public Law 100-707 – Robert T. Stafford Disaster Relief and Emergency Assistance Act
- f. Public Law 106-390 – Disaster Mitigation Act of 2000
- g. Public Law 107-296 – Homeland Security Act of 2002
- h. Public Law 109-295 – Title VI – Post-Katrina Emergency Management Reform Act of 2006
- i. Public Law 109-308 – Pets Evacuation and Transportation Standards Act of 2006

2. State

- a. Ohio Administrative Code 1301:7-7-01(D)(11) – Authority at Fires and Other Emergencies
- b. Ohio Administrative Code 3750-20 – Emergency Planning
- c. Ohio Administrative Code 4123:1-21-07 – Fire Department Occupational Safety and Health
- d. Ohio Administrative Code 4501:3 – Emergency Management Agency
- e. Ohio Revised Code 149.433 – Exempting Security and Infrastructure Records
- f. Ohio Revised Code 161 – Emergency Interim Government
- g. Ohio Revised Code 311.07 – General Powers and Duties of Sheriff
- h. Ohio Revised Code 737.11- General Duties of Police and Fire Departments
- i. Ohio Revised Code 733.03 – General Powers of Mayor in Cities
- j. Ohio Revised Code 935 – Possession of Wild Animals and Snakes
- k. Ohio Revised Code 3701 – Department of Health
- l. Ohio Revised Code 3750 – Emergency Planning
- m. Ohio Revised Code 5502 – Department of Public Safety

3. County

- a. Butler County Resolution dated May 4, 2006 – Resolution Authorizing the Enactment of County Emergency Management Agreements #06-05-0786

4. Local

- a. City of Fairfield Resolution No. 1-05; National Incident Management System Adoption – January 24, 2005

References

1. Federal

- a. Federal Emergency Management Agency. (2010). *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101*. Version 2.0. Retrieved from <https://www.fema.gov/media-library/assets/documents/25975>
- b. Federal Emergency Management Agency. (2010). *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*. Retrieved from https://www.fema.gov/pdf/about/odc/fnss_guidance.pdf
- c. Federal Emergency Management Agency. (2017). *National Incident Management System, Third Edition*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf
- d. U.S. Department of Homeland Security. (2011). *National Preparedness System*. Retrieved from <http://www.fema.gov/national-preparedness-system>
- e. U.S. Department of Homeland Security. (2013). *Homeland Security Exercise and Evaluation Program (HSEEP)*. Retrieved from <https://www.fema.gov/media-library/assets/documents/32326>
- f. U.S. Department of Homeland Security. (2015). *National Preparedness Goal, Second Edition*. Retrieved from <http://www.fema.gov/media-library/assets/documents/25959>
- g. U.S. Department of Homeland Security. (2016). *National Response Framework, Third Edition*. Retrieved from <http://www.fema.gov/media-library/assets/documents/117791>
- h. U.S. Department of Homeland Security. (2016). *National Disaster Recovery Framework, Second Edition*. Retrieved from https://www.fema.gov/sites/default/files/2020-06/national_disaster_recovery_framework_2nd.pdf

2. State

- a. Ohio Emergency Management Agency. (2014). *State of Ohio Emergency Operations Plan*. Retrieved from http://ema.ohio.gov/EOP_Detail.aspx
- b. Ohio Emergency Management Agency. (2015). *2015 State of Ohio Threat and Hazard Identification and Risk Assessment*.
- c. Ohio Emergency Management Agency. (2015). *Plan Development and Review Guidance for Local Emergency Operations Plans*.

3. County

- a. Butler County Emergency Management Agency. (2023). *Butler County All-Hazards Mitigation Plan*.
- b. Butler County Emergency Management Agency. (2020). *Butler County Emergency Operations Plan*.
- c. Butler County Local Emergency Planning Committee. (2023). *Butler County Hazardous Materials Response Plan*.

4. Local

- a. City of Fairfield EOC Operations Manual

XI. Acronyms and Glossary

Acronyms

BCGHD – Butler County General Health District

CART – County Animal Response Team

CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosive

COAD – Community Organizations Active in Disasters

DA – Damage Assessment

DAT – Disaster Assistance Team

EAL – Emergency Action Level

EAS – Emergency Alert System

EMA – Emergency Management Agency

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EPI – Emergency Public Information

EPA – Environmental Protection Agency

ERP – Emergency Response Plan

ERS – Emergency Response System

ESF – Emergency Support Function

FCC – Federal Communications Commission

FEMA – Federal Emergency Management Agency

FWI – Family Welfare Information

HazMat – Hazardous Materials

IA – Individual Assistance

IAP – Incident Action Plan

IC – Incident Commander

ICP – Incident Command Post

ICS – Incident Command System

IPAWS – Integrated Public Alert and Warning System

JIC – Joint Information Center

JIS – Joint Information System

LEADS – Law Enforcement Automated Data System

LERP – Law Enforcement Response Plan

MOA – Memorandum of Agreement

MOU – Memorandum of Understanding

NAWAS – National Warning System

NDMS – National Disaster Medical System

NFPA – National Fire Protection Association

NIMS – National Incident Management System

NWS – National Weather Service

OAC – Ohio Administrative Code

ODNR – Ohio Department of Natural Resources

OFCA – Ohio Fire Chief's Association

Ohio EMA – Ohio Emergency Management Agency
OKI – Ohio-Kentucky-Indiana Regional Council of Government
ONG – Ohio National Guard
ORC – Ohio Revised Code
OSHA – Occupational Safety and Health Administration
OSP/OSHP – Ohio State Patrol/Ohio State Highway Patrol

PA – Public Assistance
PIO – Public Information Officer
POD – Point of Dispensing
PSAP – Public-safety Answering Point

SAR – Search and Rescue
SNS – Strategic National Stockpile
SOG – Standard Operating Guidelines
SOP – Standard Operating Procedure
SORTA – Southwest Ohio Regional Transit Authority
SOSINK – Southwestern Ohio, Southeastern Indiana, Northern Kentucky

USAR – Urban Search and Rescue

WMD – Weapons of Mass Destruction

Glossary

Annex: A functional specific portion in an EOP.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Coordinate: To advance systematically an analysis and exchange of information among principals who need to know certain information to carry out specific incident management responsibilities.

Damage Assessment: A process to determine the severity and magnitude of a disaster or other emergency on the public and private sectors.

Disaster: An event in which a community undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available within the community are exceeded. In disasters, resources from beyond the local jurisdiction, that is state or federal level, are required to meet the disaster demands.

Emergency: An unexpected event which places life and/or property in danger and requires an immediate response through the use of routine community resources and procedures. Emergencies occur daily within Butler County and can usually be addressed by the resources of the local jurisdiction. Though the impact to individuals may be great, emergencies are not necessarily a disaster.

Emergency Alert System: The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service providers, and direct broadcast satellite providers to provide the communications capability to the President to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information, such as AMBER alerts and weather information targeted to specific areas.

Emergency Activation Levels: Emergencies that occur in Butler County may require the immediate activation of the entire EOP and Emergency Operation Center (EOC) or may require merely monitoring by emergency management personnel.

The following are the stages of activation:

Monitoring

The Emergency Management Agency notifies the Executive Committee of the current situation as well as begin the process of coordinating with affected jurisdictions. Emergency Management personnel report to the EOC for monitoring duties and assessment. Information is continuously gathered from locally affected agencies. Depending on the event, the situation is either ended or upgraded to the next activation level.

Partial

An Emergency Management Agency representative is sent to the emergency or disaster site to further evaluate the situation, provide information concerning the on-going incident and/or assess the needs of the jurisdiction(s). Emergency Management Agency personnel notify the Ohio Emergency Management Agency that state involvement or assistance may be required. Resources deemed necessary by the Incident Commander(s) will be notified and pre-positioned.

The following personnel will report to the EOC:

- Emergency Management Director
- Available members of the Butler County Incident Management Team (IMT)
- Other necessary EOC staff

The EOC will activate on 12-hour shifts until the event is either ended or upgraded to the next level of activation.

Full

24-hour activation of the EOC occurs. Emergency declarations are passed by the Board of County Commissioners and state assistance will be requested.

The following personnel will report to the EOC

- All personnel named in the partial EOC activation section
- All Emergency Support Functions (ESF) positions, as needed

Emergency Operations Centers: The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central, permanently established facility, perhaps at a higher level of organization within a jurisdiction.

Emergency Operations Plan: Emergency Operations Plans (EOPs) describe who will do what, as well as when, with what resources, and by what authority—before, during, and immediately after a disaster. EOPs provide for as much generally applicable capability as possible without reference to any particular hazard. Unique aspects of individual disasters are addressed in hazard-specific appendices.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides direct actions required to be taken by the general public.

Emergency Support Function: Emergency Support Functions (ESFs) is the grouping of governmental and certain private sector/nongovernmental organization capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help disaster survivors and communities return to normal following disasters.

Evacuation: The temporary, organized movement of people away from an area in imminent or present danger.

Event: A planned, non-emergency activity such as parades, concerts, or sporting events.

Function: In Butler County, Function refers to the local jurisdiction's capability of fulfilling the Emergency Support Functions.

Butler County Communications Center: The Butler County Communications Center (BCCC) is a 24-hour, 7-day a week public safety communications system that provides emergency dispatch services and 9-1-1 call answering for 29 jurisdictions in Butler County. Additionally, BCCC coordinates communications for 27 police, fire and EMS departments.

Hazard: A Hazard is a natural, technological or social phenomenon that poses a threat to people and their surroundings (in terms of both the natural and built environment) that may cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.

Hazards Identification/Analysis: Hazard identification is part of the process used to evaluate if any particular situation, place, thing, etc. may have the potential to cause harm. Hazard analysis is the process of recognizing hazards that may arise from a system or its environment, documenting their negative consequences and analyzing their potential causes.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System: The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Incident Commander: The incident commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.

Individual Assistance: Refers to certain state and federal programs that may be available to provide assistance or funding to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance.

Joint Information Center: The Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System. A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

Joint Information System: The Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector.

Local Jurisdiction: In Butler County, local jurisdiction refers to cities, villages and townships that are a part of Butler County. Disasters begin and end at the local level. Local jurisdictions must plan and prepare for disasters in the same way Butler County, the State of Ohio, and the federal government do. While they may not have the resources that the county, state, or federal government have, local jurisdictions will still be the first provider of emergency services.

Mitigation: The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

Memorandum of Agreement/Understanding: A memorandum of agreement/understanding (MOA/MOU) is a written document describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective. An MOA serves as a legal document and describes the terms and details of the partnership agreement.

Mutual Aid: In emergency services, mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire. Mutual aid may be ad hoc, requested only when such an emergency occurs. It may also be a formal standing agreement for cooperative emergency management on a continuing basis, such as ensuring that resources are dispatched from the nearest fire station, regardless of which side of the jurisdictional boundary the incident is on.

National Disaster Medical System: The National Disaster Medical System (NDMS) is a federally coordinated healthcare system and partnership of the Departments of Health and Human Services, Homeland Security, Defense, and Veterans Affairs. The purpose of the NDMS is to support state, local, tribal and territorial authorities following disasters and emergencies by supplementing health and medical systems and response capabilities.

National Incident Management System: The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. The NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

Nongovernmental Organization: A non-governmental organization (NGO) is an organization that is formed independently from any governmental structure. NGOs are typically nonprofit entities and many of them are active in humanitarianism or the social services sector.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector is made up of households, businesses, and organizations, spanning jobs in a variety of fields, such as retail, construction, and manufacturing. Most private sector organizations are run with the intention of making a profit, differentiating it from an NGO.

Public Assistance: Refers to certain state and federal programs that may be available to provide supplemental disaster grant assistance to local governments and certain types of nonprofit organizations for response and recovery activities.

Public Protective Actions: Those emergency measures taken to protect the population from the effects of a hazard. These may include shelter-in-place, evacuation and re-entry.

Staging Area: An area designated by the Incident Commander for the temporary assignment of equipment or personnel that could be used during an incident.

Standard Operating Procedures/Guidelines: Standard Operating Procedures/Standard Operating Guidelines (SOPs/SOGs) are a checklist or set of procedures that instruct the user of the document on how to accomplish a given task, such as decontaminating personnel and equipment. SOPs are generally written in step-by-step formats.

Strategic National Stockpile: The Strategic National Stockpile (SNS), managed by the Centers for Disease Control and Prevention, is the nation's largest supply of potentially life-saving pharmaceuticals and medical supplies for use in a public health emergency severe enough to cause local supplies to run out.

Threat and Hazard Identification and Risk Assessment: The Threat and Hazard Identification and Risk Assessment (THIRA) is a three-step risk assessment process that helps communities understand the threats and hazards that can affect the community, the potential impacts from the identified threats and hazards if they were to occur, and the capabilities the community should have to address the identified impacts. The THIRA helps communities understand their risks and determine the level of capability they need in order to address those risks.

Tri-State Community Organizations Active in Disaster: A nonprofit, nonpartisan, membership-based organization that serves as the forum where organizations from the Southeast Indiana-Northern Kentucky-Southwest Ohio Region share knowledge and resources throughout the disaster cycle—preparation, response and recovery—to help disaster survivors and their communities.

Volunteer Reception Center: A volunteer reception center is the location where spontaneous volunteers can be registered and assigned to work with an established non-governmental organization to aid the disaster response effort.

WebEOC: Butler County utilizes WebEOC which is a web-based information management system that provides a single access point for the collection and dissemination of disaster or event-related information.

Tab #1 Emergency Proclamation Example

EMERGENCY PROCLAMATION

City of Fairfield, Ohio
_____, 20__

AUTHORITY

WHEREAS, the City of Fairfield, Ohio has been or is imminently threatened by a natural/human-caused/technological hazard and/or nuclear or conventional attack, and;

WHEREAS, a State of Emergency has been declared by the Council of the City of Fairfield.

NOW, THEREFORE, we, the City of Fairfield Council declare that a State of Emergency exists in the City of Fairfield and that we hereby invoke and declare those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the City of Fairfield in order to exercise all necessary emergency authorities for protection of the lives and property of the people of the City of Fairfield and the restoration of local government with minimal interruption.

This declaration of a State of Emergency shall activate the response and recovery aspects of any and all local disaster emergency plans which are applicable to the City of Fairfield, Ohio and shall initiate the rendering of aid and assistance thereunder as needed.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5502.21 – 5502.99 of the Ohio Revised Code.

All public offices and employees of the City of Fairfield are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives, both state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operations plans, and to obey and comply with the lawful direction of properly identified officers.

All operating forces will direct their communications and requests for assistance and new operations directly to the City of Fairfield Emergency Operations Center.

In witness, whereof, we have hereunto set our hand this _____ day of _____, 20__ A.D.

<NAME, TITLE>
City of Fairfield

Tab #2 Threat and Hazard Ranking

Butler County Threat and Hazard Rankings

The table below is from the *2023 Butler County Hazard Mitigation Plan*. Since the City of Fairfield is a jurisdiction within Butler County, all the hazards listed below may occur within the City of Fairfield. Additional information about the specific hazards impacting the City of Fairfield can be found in the *2023 Butler County Hazard Mitigation Plan*, Section 5 – Mitigation Strategies: Butler County and All Participating Jurisdictions.

BUTLER COUNTY RISK FACTOR HAZARDS

Natural Hazards		Probability		Impact		Spatial Extent		Warning Time		Duration		RF Rating
1	Severe Thunderstorms	4	1.2	2	0.6	2	0.4	2	0.2	1	0.1	2.5
2	Extreme Temperatures	3	0.9	1	0.3	4	0.8	2	0.2	3	0.3	2.5
3	Severe Winter Storms	2	0.6	1	0.3	4	0.8	2	0.2	3	0.3	2.2
4	Drought	2	0.6	1	0.3	4	0.8	1	0.1	4	0.4	2.2
5	Earthquakes	1	0.3	1	0.3	4	0.8	4	0.4	4	0.4	2.2
6	Tornadoes	3	0.9	2	0.6	1	0.2	2	0.2	1	0.1	2.0
7	Dam/Levee Failure	1	0.3	1	0.3	2	0.4	3	0.3	4	0.4	1.7
8	Flooding	3	0.9	1	0.3	1	0.2	1	0.1	2	0.2	1.7
9	Health Related Emergencies	2	0.6	1	0.3	1	0.2	2	0.2	3	0.3	1.6
Man-Made Hazards		Probability		Impact		Spatial Extent		Warning Time		Duration		RF Rating
1	Hazardous Materials Incidents	4	1.2	2	0.6	1	0.2	4	0.4	1	0.1	2.5

Ranking of Risk Factor Hazards from the 2023 Butler County Hazard Mitigation Plan

TAB #3 — PUBLIC WORKS APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Public Works Department in the event of an emergency or disaster.

II. General Information

The Public Works Department is comprised of the following Divisions:

- i. Street Division
In this Division, the drainage crew regularly inspects and cleans catch basins, drywells and other structural components of the public storm sewer system, making necessary repairs to the system and removing log-jams from city streams. They also inspect major creek segments on a regular basis and in response to reported problems or emergencies. Log jams and other major obstructions are removed from the Pleasant Run Creek as part of the city's annual creek maintenance program.
- ii. Fleet Division
- iii. Building Maintenance Division
- iv. Administrative Division, which includes Construction Services

III. Areas of Responsibility

Street Division

- Repair and maintenance of roads & bridges
- Repair of street signs and traffic lights
- Clearing streets and sidewalks of debris and snow
- Signage for evacuation
- Emergency removal of debris from waterways
- Removal of debris and blockage to gain immediate access to affected areas
- Ongoing removal of debris during recovery efforts, including removal and disposal of debris staged by residents
- Debris Disposal.
- Stormwater cleanup and facility repair and improvement.
- Maintenance and repair of drainage ditches and culverts.
- Right-of-way permits and inspections - assist the Police Department in securing evacuation routes.
- Removing logjams from city streams.
- Inspect major creek segments on an annual basis and respond to reported problems or emergencies.

Fleet Division

- Maintaining city fuel supply.
- Maintaining city's heavy equipment.
- Repair of city vehicles.

Building Maintenance Division

- Maintains the physical operations of the EOC.
- Supplies security equipment.
- Maintain physical operations of Municipal Building, Annex Building, Library, and Public Works Facility.

Construction Services

- Construction bidding, inspection and management of capital improvement projects to include repair of roads, and bridges.
- Preparation of contract specifications for new and reconstruction of public infrastructure within the city owned right of way.

IV. Existing Infrastructure

Dams

There are two flood control dams located within the city limits. Dam Site A (Henesy Lane and Monica Drive) and Dam Site C (Resor Road adjacent to Winton Road). In the event of high water behind either dam, first on scene should notify dispatch. These sites are monitored for water and flow by Public Utilities-Water Division through telemetry devices.

Storm Water System

Fairfield has a storm drainage system which is comprised of both open and closed segments.

The open sections are drainage swales/ditches which are utilized to carry storm waters away from homes and businesses to drainage areas, such as creeks.

The closed system is comprised of storm water inlets and piping which carries the water from streets and developments to drainage areas or drywells. Drywells allow the storm water to percolate into the underlying sand and gravel which exist in certain sections of Fairfield.

A digital map of the public storm sewer system, using geographic information system (GIS) software, contains basic information about all components of the public storm sewer system.

Public Works flood response could have a significant impact on the city's sewer and stormwater systems. Public Works needs to coordinate its activities with Public Utilities to determine if any sewer or stormwater systems are present in the flood impact area, and what measures are required to protect these systems. Any floodwaters that exit the banks of waterways in the city is also a critical issue for Public Utilities.

Through this coordination, Public Works will know how to handle debris at chokepoints. For example,

some or all of the debris may require emergency removal, if the city's sewer or stormwater system is nearby. This is the case at the Happy Valley Bridge, where a debris-caused overflow could infiltrate the city's sewer system which is located 20 ft. from the bridge on the south side. At this site, floodwaters should not be prevented from overflowing the bank.

Wellhead Protection Program

Under City Ordinance 1192, portions of Fairfield have been delineated into a set of districts, collectively referred to as the "wellhead protection area." Development within these districts is regulated for the protection of groundwater resources. These regulations include restrictions on new businesses with high pollution risk potential, registration of existing facilities and requirements for spill control plans. This ordinance provides storm water quality benefits because it addresses a number of potential pollution sources (hazardous material spills, industrial operations involving hazardous materials, etc.) and provides authority to assess penalties for non-compliance. The Hamilton to New Baltimore Groundwater Consortium maintains the most recent mapping data related to sensitive areas of the aquifer.

V. Administration and Logistics

I. Administration

- a. Reports and records of public works activities during an emergency/disaster will be collected on a NIMS Form 214 and turned into the EOC (if activated) and also maintained at the Public Works Facility. Protection of these and other records deemed essential for continuing function and conduct of emergency operations is the responsibility of the Public Works Director.
- b. Record keeping is initiated at the beginning of an emergency or disaster and continues during the incident. A thorough accounting, including complete cost accountability is maintained.
- c. These records will separately identify disaster-related expenditures and obligations from general program and activities. All final reports and documentation will be maintained in each department with a copy to the Finance Director.
- d. All appropriate information collected will be analyzed and evaluated and made available to EOC staff, Butler County Emergency Management (EMA), and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets as JIC representatives, media sources.
- e. Each city department will collect and maintain logs, journals, and reports needed to establish a historical record, and to substantiate post-emergency claims.
- f. Each city department will maintain notification rosters with 24-hour telephone numbers, lists of supplies and equipment, and a file of maps and charts.
- g. Each city department will contribute to the disaster After Action Report.
- h. Mutual-Aid Agreements between outside agencies and the city are kept on file at the Public Works Facility. Mutual Aid will be activated in accordance with the procedures set forth in the Mutual Aid Agreements.
- i. Public Works will keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

II. Logistics & Resources

- a. Emergency expenditures occur within each department as long as they involve funds appropriated in their operating budget. In the event it will require the appropriation of additional funds, it will be necessary for City Council to convene and pass emergency financial legislation.
- b. Each Department maintains a resource list and is responsible for obtaining needed resources before, during, and after the disaster. Any resource need requiring special purchase orders should go through Emergency Operations Center to the City's Finance Director, who will likely be the Logistics person in Incident Command.
- c. The Emergency Operations Center financial liaison will review special resource requests to

make sure that the needed equipment or supplies cannot be met by other departments. A copy of these purchase orders will be retained by the EM financial liaison and will become part of the damage figure documentation for potential Federal reimbursement order FEMA/State Public Assistance Program. Each Department should keep records of resources purchased and equipment used.

- d. Public Works maintains an up-to-date internal personnel notification and recall rosters, including communications to implement can down for personnel assigned to the EOC, dispatch centers and response teams.
- e. Standard Operating Procedures includes specific methods for assigning personnel during an emergency, and detail assigned responsibilities, which support this planning document.
- f. Public Works is responsible for providing necessary support to their response personnel for food, water, fuel and emergency power. Requests and support for necessary items may be coordinated through the EOC.
- g. All Public Works resources will be inventoried at least annually to include personnel, equipment, supplies, and needs.
- h. Public Works will prepare all plans, specifications, details, estimates of cost, and submit forms of contracts for the construction, maintenance, and repair of all bridges, culverts, roads, drains, and ditches.

VI. Plan Development and Maintenance

- a. The Public Works Director is responsible for developing and annually updating the SOPs to be performed during emergencies.
- b. The Public Works Director is responsible for annually reviewing and updating this Tab.

TAB #4 — PUBLIC UTILITIES APPENDIX

I. Introduction

This Appendix provides supplemental information for the City of Fairfield Public Utilities Department in the event of an emergency or disaster and when the City's Emergency Operation Plan (EOP) is activated. The Public Utilities Department is responsible for Annex's G, L and N as outlined in the City's EOP.

II. General Information

The City's Public Utilities Department provides water and wastewater services for the residents and business owners of the city. Each division is licensed by the Ohio Environmental Protection Agency (OEPA) and are regulatory obligated to maintain individual emergency operation and contingency plans. This Tab of the EOP establishes the roles of the Water and Wastewater Division during Public Utility related emergency events within the City of Fairfield, Ohio.

Water Division

The Water Division has the primary responsibility to provide drinking water service to the residents and business owners of the City of Fairfield. This includes water for human consumption, for meeting sanitary needs and for fire-fighting capabilities. Water is treated at a treatment plant at 5021 Groh Lane and distributed throughout the city through a network of primary and secondary distribution mains.

The City of Fairfield's source of water is the Great Miami Buried Valley Aquifer (GMVBA). The City of Fairfield currently operates six deep production wells that are ~175 feet deep. Each well has the capacity to pump between 1,500 to 2,800 gallons per minute, pumping raw from the GMBVA to the Water Treatment Plant.

To ensure water quality and source water protection, the aquifer is monitored by the Hamilton to New Baltimore Groundwater Consortium. The Wellhead Protection Program was developed in conjunction with the City of Hamilton, the City of Cincinnati and other local water districts to further safeguard the GMBVA.

The City of Fairfield Water Treatment Plant is located at 5021 Groh Lane. The Plant has a rated treatment capacity of 9.1 Million Gallons a Day (MGD) with an average production of ~6 MGD. The facility is staff twenty-four (24) hours per day and serves as a call center for Public Utilities Department related emergencies, particularly during late night hours when the Wastewater Treatment Plant is not staffed.

Wastewater Division

The Wastewater Division has the primary responsibility to provide sanitary sewer service to the residents and business owners of the city. Water is collected through a network of primary and secondary collector lines and conveyed to the Wastewater Treatment Plant for treatment and ultimate release into the Lower Great Miami River (LGMR).

The Wastewater Treatment Plant is located at 4799 Groh Lane. The Plant has a rated treatment capacity of 10 MGD with average treatment being ~5 MGD. The plant is staffed with two (2), eight- hour (8 hr) shifts per day, seven (7) days per week, from 7:00 a.m. to 11:00 p.m.

III. Areas of Responsibility

Public Utilities has primary responsibility in the following areas:

- Water treatment and distribution
- Wastewater collection and treatment
- Stormwater management (in a supporting capacity of the Public Works Department) monitoring level status at City dam sites

IV. Existing Infrastructure

Water Division infrastructure includes the water treatment plant, six (6) raw water production wells, approximately 180 miles of water distribution mains, three (3) booster pump stations, two (2) pressure reducing stations, and five (6) water storage tanks.

Water storage tanks:

- Hunter Road Tank - 3 MG
- Mack Road Tank - .5 MG
- Seward Road Tanks, (2) - .5 MG, 1.5 MG
- Winton Road Tank- 1.5 million gallons
- Port Union Road Tank – 1.25 MG

Booster Pump Stations:

- Kay Dr. Booster Station
- Muskopf Rd. Booster Station – standby generator
- Route 4 Water Booster Station – standby generator

Pressure Reducing Stations

- Resor & Pleasant Ave.
- Crestwood & Pleasant Ave.
- Kay Drive

Alternate water supply connections:

For the purposes of providing back-up water or supplemental water for emergency events, the Public Utilities Department maintains mutual aid interconnection agreements with Greater Cincinnati Water Works (GCWW), Butler County and the City of Hamilton.

- Hamilton Pump Station Interconnection
- Ross Road GCWW Interconnection
- Winton Road GCWW Interconnection
- South Gilmore Road GCWW Interconnection
- Tylersville at Seward Butler County Interconnection

These interconnections can only be opened and placed into service by designated personnel from the Fairfield Water Division with mutual aid approval.

Wastewater Division infrastructure includes a treatment plant, approximately 180 miles of collector and interceptor sanitary sewers, twelve (12) lifts stations, a wet weather relief system, four (4) miles of wet weather relief collector sewers, five (5) miles of wet weather force mains. Located on the western boundary of the city and adjacent to the LGMR.

Sanitary Sewer Lift Stations:

- Route 4 Underpass – storm water lift station – standby generator
- Crystal Drive- sanitary lift station
- Seward Road No. 1 - sanitary lift station – standby generator
- Seward Road No. 2 - sanitary lift station – standby generator
- Sugarland - sanitary lift station – standby generator
- Fairfield Village Green - sanitary lift station – standby generator
- Lake Manor Drive - sanitary lift station – standby generator
- Homeward Way Drive - sanitary lift station – standby generator
- Gilmore Road - sanitary lift station
- Village Green Drive – sanitary lift station – standby generator
- Lakeside Manor Drive – sanitary lift station – standby generator
- Broadview Drive – wet weather relief sewer lift station- standby generator

Duke Energy provides electricity to the City of Fairfield's River Circle 41 and River Road 5751 feeders which provide power to each treatment plant. Contact information for all municipal accounts can be found in the Water Divisions Contingency Plan. Each treatment plant has been equipped with an emergency standby power generator in the case of emergency events and/or loss of power.

- Water Plant: Cummins Bridgeway 1MW
- Wastewater Plant: Volvo 1.2MW
- Production Well 7: Supplemental power supplied by WW Plant Generator

V. City of Fairfield Ohio PWS OH 0900715 – Critical Water Users

A top priority of the City of Fairfield Public Utilities Department is the protection of public health. As such, the Department makes every effort to provide a continuous supply of quality drinking water to all domestic, commercial, and industrial customers in our service area. In the event of planned and unexpected water service interruptions, the Public Utilities Department will attempt to notify such health care providers and residents as quickly as possible as conditions allow. Registered Critical Water Users:

Facility Name	Attn:	Address	City, State ZIP
Cincinnati Children's Hospital Medical Center		3050 Mack Rd	Fairfield, OH 45014
Davita Dialysis-Fairfield	Christine Helton, Facility Administrator	1210 Hicks Blvd	Fairfield, OH 45014
Fairfield Medical Group		741 Wessel Dr	Fairfield, OH 45014
Fairfield Pavilion	Dan Schwiegeraht, Maintenance Sup.	5251 Dixie Hwy	Fairfield, OH 45014
Fairfield Place	Mike Brune	2357 Mack Rd	Fairfield, OH 45014
Fresenius Medical Care of Fairfield	Carrie Land or Sharad Singh	3000 Mack Rd	Fairfield, OH 45013
Fresenius Medical Care of Fairfield	Carrie Land or Sharad Singh	4750 Dixie Hwy	Fairfield, OH 45014
Heartland of Woodridge		3801 Woodridge Blvd	Fairfield, OH 45014
Mercy Ambulatory Surgery Center		2990 Mack Rd	Fairfield, OH 45014
Mercy Health Fairfield Hospital	David Oelker, Plant Operations	3000 Mack Rd	Fairfield, OH 45014
Parkside Nursing & Rehab Center		908 Symmes Rd	Fairfield, OH 45014
Takoda Trails		350 Kolb Dr	Fairfield, OH 45014
Tri-County Care Center	Richard Barasch, Administrator	5200 Camelot Dr	Fairfield, OH 45014
Waterford at Fairfield	John B. Hoenemeyer	1460 Corydale Dr	Fairfield, OH 45014

VI. Administration and Logistics

Administration

- The Public Utilities Department administer Annex's G, L, and N, as outlined in the City's EOP.
- The Public Utilities Department will provide a representative to the Emergency Operations Center (EOC) to coordinate emergency events accordingly.
- The EOC Representative will communicate directly with their own field forces, and in turn, will keep Emergency Manager informed of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) during emergency operations. Internal resources of all operating departments will be managed by individual departmental procedures and policies.
- Reports and records of public utilities activities during an emergency/disaster will be collected and turned into the EOC per policy. Protection of these and other records deemed essential for continuing function and conduct of emergency operations is the responsibility of the Public Utilities Director.
- Record keeping is initiated at the beginning of an emergency or disaster and continues during the incident. A thorough accounting, including complete cost accountability is maintained.
- These records will separately identify disaster-related expenditures and obligations from general program and activities. All final reports and documentation will be maintained in each department with a copy to the Finance Director.
- All appropriate information collected will be analyzed and evaluated and made available to EOC staff, Butler County Emergency Management (EMA), and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets as JIC representatives, media sources.
- Mutual-Aid Agreements between outside agencies and the City are kept on file at the Public Works/Utilities facilities. Mutual Aid will be activated in accordance with the procedures set forth in the Mutual Aid Agreements.
- Public Utilities will keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

Logistics & Resources

- The Public Utilities Department maintains current contact information for all resource suppliers including but not limited to, chemicals, electric, natural gas and treatment and field supplies and equipment
- Emergency expenditures occur within the Public Utilities Department as long as they involve funds appropriated in their operating budget. In the event it requires the appropriation of additional funds, it will be necessary for the City Council to convene and pass emergency financial legislation.
- The Public Utilities Department maintains a resource list and is responsible for obtaining needed resources before, during, and after a disaster. Any resource need requiring special purchase orders should go through the EOC to the City's Finance Director, who will likely be the logistics person in Incident Command.
- The EOC financial liaison will review special resource requests to make sure that the equipment needed or supplies cannot be met by other departments. A copy of these purchase orders will be retained by the EM financial liaison and will become part of the damage figure documentation for potential Federal reimbursement order FEMA/State Public Assistance Program.
- The Public Utilities Department maintains an up-to-date internal personnel notification and recall rosters, including communications to implement can down for personnel assigned to the EOC, dispatch centers and response teams.

- The Public Utilities Department is responsible for providing necessary support to their response personnel for food, water, fuel and emergency power. Requests and support for necessary items may be coordinated through the EOC.
- All Public Utilities resources will be inventoried at least annually to include personnel, equipment, supplies, and needs.

VII. Plan Development and Maintenance

- The Public Utilities develops and maintains SOP's MOU's and EOP's to address needs specific to the operations and maintenance of the Water Treatment Plant, Water Distribution System, the Wastewater Treatment Plant, and Sanitary Sewer Collection System. These plans are considered complementary and supplemental to broader EOP maintained by the city.
- The Public Utilities Director is responsible for annually reviewing and updating this Tab.

TAB #5 — DEVELOPMENT SERVICES APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Development Services Department in the event of an emergency or disaster.

II. General Information

- The Development Services Department is the City of Fairfield's department for planning, economic development and the building services. Development Services includes the Planning Division, Office of Economic Development, Building and Zoning Division. The work of this Division is augmented by the Fairfield Planning Commission.

III. Areas of Responsibility

Should an incident occur resulting in damage to property and structures, the Director of Development Services will be assigned to the position of Damage Assessment Coordinator and will manage the damage assessment process under the direction of the Disaster Recovery Function representative.

Building and Zoning Division

The purpose of the Building and Zoning Division is to protect the health, safety and welfare of the citizens of Fairfield, as they relate to new construction, additions, remodeling and existing buildings. The Building and Zoning Division's primary day to day function is code enforcement pertaining to state and local building codes and zoning ordinances specific to the City of Fairfield.

In the event of an incident the Building and Zoning Division would be a resource to complete inspections of damaged structures and to assist in completing damage assessments for the city. Typical tasks would be:

- Aid in damage assessment.
- Assess whether evacuation of a structure is necessary.
- Provide safe re-occupancy.
- Submit damage estimates and reports to the Damage Assessment Coordinator.

During the recovery stage following an incident this division would assist residents by providing services such as:

- Expediting the issuance of building permit applications.
- Reviewing and approving plans and specifications for repairs.
- In conjunction with the State of Ohio verifying licensing of contractors completing the work or applying for permits.
- Providing required inspections for projects until completion and occupancy.

- Offering guidance and helpful information to residents on how to proceed with repairing their property.

Planning Division

The Planning Division serves the public by providing information to elected and other city officials to assist them in making decisions about growth and development of the city. The division is responsible for enforcing land use regulations, developing long-range plans to meet future citywide needs and guiding physical development in the city. The activities of this division serve an important function to mitigate future disasters.

The Planning Division performs the following duties:

- Manage rezoning and Planned Unit Development (PUD) requests, conditional use permits and subdivision applications.
- Coordinate all development plan reviews via a Staff Technical Review Committee that is comprised of staff from various city departments.
- Update the zoning ordinance.
- Prepare and maintain the land use plan, thoroughfare plan and comprehensive plan.
- Provide support staff to Planning Commission and Design Review Committee.
- Apply design guidelines to the D-1 Downtown Zoning District.
- Prepare long-range and area plans.
- Develop long-range growth strategies.
- Provide geographic information systems (GIS) support.

During an incident the Planning Division will curtail their operations to the extent possible to support the Damage Assessment Coordinator and Building and Zoning Division. Personnel assigned to this division may be reassigned to the EOC to assist the Damage Assessment Coordinator as deemed necessary.

V. Administration

I. Administration

- a. Reports and records of development services activities during an emergency/disaster will be collected on NIMS Form 214 and turned into the EOC (if activated) and also maintained at the Public Utilities Facility. Protection of these and other records deemed essential for continuing function and conduct of emergency operations is the responsibility of the Public Utilities Director.
- b. Record keeping is initiated at the beginning of an emergency or disaster and continues during the incident. A thorough accounting, including complete cost accountability is maintained.
- c. These records will separately identify disaster-related expenditures and obligations from general program and activities. All final reports and documentation will be maintained in each department with a copy to the Finance Director.
- d. All appropriate information collected will be analyzed and evaluated and made available to

EOC staff, Butler County Emergency Management (EMA), and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets as JIC representatives, media sources.

- e. Each city department will collect and maintain logs, journals, and reports needed to establish a historical record, and to substantiate post-emergency claims.
- f. Each city department will maintain notification rosters with 24-hour telephone numbers, lists of supplies and equipment, and a file of maps and charts.
- g. Each city department will contribute to the disaster After Action Report.
- h. Mutual-Aid Agreements between outside agencies and the city are kept on file at the Public Works Facility. Mutual Aid will be activated in accordance with the procedures set forth in the Mutual Aid Agreements.
- i. Development Services will keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

VI. Plan Development and Maintenance

- a. The Development Services Director is responsible for developing and annually updating the SOPs to be performed during emergencies.
- b. The Development Services Director is responsible for annually reviewing and updating this Tab.

TAB #6 — FINANCE APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Finance Department in the event of an emergency or disaster.

II. General Information

This appendix describes the standard operating procedures for financial appropriation, disbursement, and management during a disaster. Emergencies and disasters would require unanticipated obligations and expenditures. The City of Fairfield will incur disaster-related obligations and expenditures in accordance with the provisions of applicable City and State statutes.

When the EOC is activated the Finance Section will work with the Resource Function representative.

III. Areas of Responsibility

- Tracks and reports grants sources and expenditures associated with disaster funding.
- Assist Departments/Divisions in the procurement of goods and services necessary in emergency situations.
- Prepares and submits for reimbursement of disaster funding in accordance with federal and state laws.
- Responsible for the payment and reporting of payroll.
- Ensuring the continuation of revenue collections within the city.

The role of the Mayor, City Manager, City Council and Incident Commander is to authorize any action necessary to secure disaster relief funding in accordance with federal and state laws.

IV. Administration and Logistics

I. Administration

- a. During a declared emergency, it is the responsibility of the responding Department Head/Division Manager to approve emergency expenditures and resources.
- b. After the Division Supervisor or Front-Line Supervisor determines that an emergency exists, he/she shall proceed to acquire the materials and/or services necessary to initiate action. If, however, the emergency requires an outlay in excess of \$1,000.00, the Department Director must be contacted for approval. In an emergency, the informal bids procedures of City Policy 3-158 are waived.
- c. The department should enter the requisition into the Accounting System as soon as possible with a note that the purchase is/was for an "EMERGENCY." The Accounting Division should be notified that an emergency requisition is pending approval. The Accounting Division will promptly process the requisition, and a purchase order number will be assigned.
- d. Upon receipt of notification of an emergency and the activation of the EOC, the Finance Director or designee will, when requested, report to the EOC.
- e. Upon receipt of requirements, either verbally or in writing, the financial liaison in the EOC will order the required supplies or services and provide the vendor with a purchase order number for confirmation later. The vendor will provide the item ordered and make billing against the purchase order number assigned at the time the order was placed.
- f. If an emergency occurs during regular City business hours, and procurement personnel have not been directed to report to the EOC, the organization or agency or EOC personnel (if activated) should immediately contact the Finance Director, by phone to outline the emergency.

requirement. The Finance Director will provide immediate and appropriate direction to acquire the required supplies, equipment or services.

- g. If an emergency occurs outside of business hours and the EOC is not activated, and the Finance Director is not available to authorize the required emergency purchase, then the department or agency head may authorize the required purchase.
- h. Requisition and delivery record for emergency purchases must be documented to explain the necessity of the emergency purchase and to provide accurate data to the Accounting Division.
- i. When circumstances dictate an immediate resolution to the situation and it is not possible to have a purchase order processed prior to the obligation, a purchase order and resolution shall be prepared as soon thereafter as possible, by the department or agency head who authorized the purchase, and submitted to the Finance Director for approval.

II. Logistics & Resources

- a. Emergency expenditures occur within each department if they involve funds appropriated in their operating budget. In the event it requires the appropriation of additional funds, it will be necessary for the City Council to convene and pass emergency financial legislation.
- b. Records will be kept by all participating organizations/agencies; and these records will separately identify disaster-related expenditures and obligations from general program and activities.
- c. Each Department maintains a resource list and is responsible for obtaining needed resources before, during, and after the disaster. Any resource need requiring special purchase orders should go through Emergency Operations Center to the City's Finance Director.
- d. The Emergency Operations Center financial liaison will review special resource requests to make sure that the needed equipment or supplies cannot be met by other departments. A copy of these purchase orders will be retained by the EM financial liaison and will become part of the damage figure documentation for potential Federal reimbursement order FEMA/State Public Assistance Program. Each Department should keep records of resources purchased and equipment used.

VI. Plan Development and Maintenance

Each department or individual having responsibilities outlined in this emergency operations plan will develop and implement standard operating procedures to support this plan and make appropriate changes and revisions, based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and local requirements.

TAB #7 — INFORMATION TECHNOLOGY (IT) APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Information Technology Division in the event of an emergency or disaster.

II. General Information

This appendix describes the support functions and responsibilities of the Information Technology Division during an emergency. The Information Technology Division's primary responsibilities are maintaining the functionality of the City's Server, the City's Website, the GIS System, and the Telecommunications System.

When the EOC is activated the Finance Section will work with the Communication Function representative.

III. Areas of Responsibility

- Establish both computer and telecommunication capabilities in the Emergency Operations Center upon activation.
- Provide GIS support in the form of maps, diagrams, and other information as requested.
- Establish an incident specific link on the City website for the purpose of disseminating information related to the incident.
- Assign a liaison to the Emergency Operations Center upon request of Emergency Manager.
- Assist in the dissemination of information electronically and visually for the purpose of briefing personnel assigned to the Emergency Operations Center.

IV. Administration and Logistics

I. Administration

- a. The Information Technology Manager shall establish an annual budget for the maintenance and upgrade of computers, peripheral equipment, and communications equipment necessary to support the operations of the Emergency Operations Center.
- b. The Information Technology Manager will be responsible to develop and implement procedures by which the inventory of equipment necessary to support the Emergency Operations Center is inspected on a routine basis and tested not less than once every six months.

II. Logistics & Resources

- a. It will be the direct responsibility of the Information Technology Manager, in conjunction with the Police Chief, to requisition and maintain the necessary computers, peripheral equipment, and communications equipment necessary to support the operations of the Emergency Operations Center. Records will be kept by all participating organizations/agencies; and these records will separately identify disaster-related expenditures and obligations from general program and activities.

VI. Plan Development and Maintenance

Each department or individual having responsibilities outlined in this emergency operations plan will develop and implement standard operating procedures to support this plan and make appropriate changes and revisions, based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and local requirements.

TAB #8 — DAMAGE ASSESSMENT APPENDIX

I. Introduction

- This Appendix provides supplemental information to assess damage from natural or man-made disasters or other major incidents.

II. General Information

A preliminary damage assessment determines the severity and magnitude of an emergency on the public and private sectors of the city. Damage assessment will determine response requirements and capabilities, effectiveness of initial response operations, and requirements for supplemental assistance.

When the EOC is activated the Damage Assessment Coordinator (Development Services Director) will work with the Disaster Recovery Function representative.

III. Areas of Responsibility

- The Director of Development Services will serve as the Damage Assessment Coordinator.
- The Damage Assessment Coordinator will:
 - Notify Butler County EMA when damage has occurred in the city immediately following the event.
 - Identify impacted areas in the city and oversee the deployment/assignment of the City's damage assessment teams immediately following the event.
- Each city department will be responsible for assessing damage to their facilities and preparing reports.
 - Public Utilities
 - a. Report damages to water and waste water facilities, substations, or other facilities under their jurisdiction. Provides dollar and time estimates for repairing temporary and/or permanent water control facilities.
 - Public Works
 - a. Report damages to public works facilities under their jurisdiction.
 - b. Provides cost estimates for damaged or destroyed infrastructure, bridges and roadways; estimates the impact of the loss of such transportation assets.
 - c. Identifies areas in the City that are isolated because of bridge or roadway damage; exchanges such data with the Butler County Engineers Office.
 - d. Provides cost estimates for debris removal.
 - Parks & Recreation Department
 - a. Reports damages to parks and recreation facilities under their jurisdiction.
- The Damage assessment coordinator will compile information for all reporting departments and forward to the Disaster Recovery Function representative. The Disaster Recovery Function representative will then review these reports and with the concurrence of the City Manager, forward them to Butler Co. EMA.

Initial or "Windshield" Survey - An initial or "windshield" damage report should be prepared within 12 hours after the incident. It is a rough estimate of a community's needs after a disaster and assessment of the capability of the local government in meeting these needs. The report should indicate whether

the situation is likely to escalate to the point that state or federal aid may be required for complete recovery.

Detailed Surveys - This is a more specific and refined report, using verified and additional data, indicating public and private needs and the impact on the community. The detailed surveys are completed within the first 36 hours of an incident.

Damage assessment (detailed) reports include:

- Area--rural, urban, or combination.
- Debris--the cost of removing it, does it pose a health hazard, prevent access to homes, businesses, or **block** roads.
- Damage to roads, bridges.
- Damage to water-control facilities.
- Damage to utilities (public and private, non-profit).
- Damage to public buildings.
- Emergency work performed.
- Damage to parks and recreational areas.
- Death/Injury.
- Budget information.
- Nature of threat.
- Personal Property--estimate of losses.
- Businesses--estimate of losses and unemployment.
- Estimate of insurance coverage.
- Agricultural--crops, livestock, equipment.

IV. Administration and Logistics

- **Administration**

- Damage assessment for the city will be coordinated and compiled by the Damage Assessment Coordinator. When the EOC is activated, the Emergency Manager will oversee the activities of the Damage Assessment Coordinator in the EOC.
- Damage information will be plotted and posted in the EOC. The EOC will recommend priorities for the repair of public facilities, giving precedence to those critical to emergency response.
- Damage assessment teams will be staffed by building and zoning division personnel, fire personnel, public works personnel, public utilities personnel and if necessary, private sector personnel from engineering, building trades, property assessment, and other related fields
- Damage assessment teams will be trained to provide fast and accurate information to the EOC so that effective response and recovery efforts may be utilized.
- Damage Assessment Teams may need to conduct a door-to-door verification of private sector losses, as is sometimes required when requesting federal assistance. Members of the Damage Assessment Teams should be in uniform and always carry appropriate identification.

- **Logistics & Resources**

- Damage assessment teams (DAT's) will be assembled and deployed to the affected area of the city. The DAT's will be comprised of city employees from the Fire, Development Services, Public Works and Public Utilities Departments.
- The EMA Preliminary Damage Assessment Field Guide will be utilized and located at the end of this appendix.

VI. Plan Development and Maintenance

Each department or individual having responsibilities outlined in this emergency operations plan will develop and implement standard operating procedures to support this plan and make appropriate changes and revisions, based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and local requirements.

TAB #9 —VOLUNTEERS AND DONATIONS APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the coordination of volunteers and donations in the event of an emergency or disaster.

II. General Information

This appendix describes the duties of the Volunteer Coordinator during an emergency.

Offers of assistance and the number of volunteers wanting to assist will be directly proportionate to the severity of the incident. It should be expected that organizations and individuals are likely to "self-deploy" and arrive at the incident without knowledge of the Incident Commander, the E.O.C. or the City of Fairfield.

During long term incidents, spontaneous donations of food are likely to arrive at public facilities from local businesses and individuals. Spontaneous donations of food often present a potential health hazard to emergency personnel due to the lack of refrigeration and the time food was left unattended. Care must be taken to ensure the safety of all personnel.

Incidents involving the loss of housing and the displacement of individuals often result in spontaneous donations of clothing which should be discouraged. Donations of clothing routinely become an unused resource due to the time necessary to assure the clothing is in proper condition and is a burden in terms of accepting and storing such donated clothing.

The American Red Cross shall be the primary agency for providing food, clothing and shelter for those impacted by the event as well as emergency services personnel.

III. Areas of Responsibility

- The Volunteer Coordinator shall be assigned the responsibility to coordinate the use of volunteers currently working with the City of Fairfield, the fielding of calls from individuals and organizations offering assistance, and spontaneous donations of food, clothing, and money.
- The Volunteer Coordinator should quickly obtain the following information:
 - Contact person,
 - Telephone number
 - Service is being offered.
- The Volunteer Coordinator shall inform the volunteer that their information will be forwarded to the Emergency Operations Center for review.
- Individuals, groups or organizations having the resources or skills deemed beneficial to handling the incident will be assigned on an "as needed" basis.
- The Volunteer Coordinator in conjunction with Human Resources and the Fairfield Police Department shall complete a quick background check verifying the individual's name, primary place of residence, and a quick criminal history. Individuals found misrepresenting personal information or who may have a criminal background will be disqualified from the process.

IV. Administration and Logistics

I. Administration

- Unauthorized organizations or individuals shall not be permitted to enter an area or initiate any activities unless approved by the Incident Commander.
- Organizations and individuals arriving at the scene shall be redirected to the location of the Volunteer Coordinator.

- Volunteers currently working with the City of Fairfield and approved by the Volunteer Coordinator will provide a considerable asset to the City of Fairfield during an incident. A list of the names and contact numbers shall be maintained by the Volunteer Coordinator and a call list shall be established in the Code Red system for immediate notification.
- Since volunteers may be assigned a variety of duties and responsibilities it is necessary that some form of visual identification be provided. The credentialing of volunteers should be the joint responsibility of the Volunteer Coordinator, Human Resources and the Fairfield Police Department. If possible, the visual identification should be color coded, indicating what area the individual has been assigned to. Access to areas such as the Emergency Operations Center and the Incident Command Post should be subject to a higher level of review than general administrative duties.

II. Logistics & Resources

- Upon notification from the Volunteer Coordinator, these individuals should report to a location designated by the Volunteer Coordinator and will be assigned duties and responsibilities as requested by the Incident Commander or the Emergency Operations Center.

VI. Plan Development and Maintenance

Each department or individual having responsibilities outlined in this emergency operations plan will develop and implement standard operating procedures to support this plan and make appropriate changes and revisions, based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and local requirements.

TAB #10 — EVACUATION APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the duties and responsibilities of the various agencies in the event an evacuation is deemed necessary to reduce the potential for injury or loss of life.

II. General Information

- An evacuation may be ordered by the following:
 1. City Manager
 2. Fire Chief
 3. Police Chief
 4. Senior law enforcement officer, Fire Officer or other appropriate city official at the scene of an emergency incident
- During a natural disaster such as a tornado the area to be evacuated is often clearly defined by the damage left behind. The purpose for initiating an evacuation is to reduce the potential for injury or loss of life from individuals attempting to search for victims, recover personal property, or provide security for their property. The search and rescue of the injured and the recovery of victims should be assigned to trained emergency response personnel. Civilian participation in such activities is strongly discouraged.
- Situations involving flooding, potential release of a hazardous substance, or an act of violence that may endanger those in the immediate area are much harder to define in terms of the area that may be impacted by the event. Since evacuations are time-consuming and often not totally effective, consideration should also be given to sheltering in place as opposed to exposing individuals to a greater threat while attempting to leave the area. If an incident can be stabilized faster than it would take to evacuate an area and if it is determined individuals can safely remain inside a structure, then sheltering in place must be a consideration.
- Should it be determined that an evacuation is necessary, the city officials ordering the evacuation are encouraged to define an area well outside of the predicted threat as not to be faced with the need to initiate a second evacuation order. Secondary evacuations are often presented with a compressed time frame and a greater threat than was originally present during the first evacuation.
- Should shelter in place or evacuation order be issued, the use of the Code Red System and/or the Wireless Emergency Alert (WEA) is recommended. The ability to deliver information to many people in a limited time frame is invaluable. The ability to determine who received the information eliminates the need to initiate a door-to-door notification which is time-consuming and heavily dependent on personnel. Emergency personnel should only be sent to those locations where it is clearly indicated the information was not received by the occupant.
- Evacuation orders will be initiated based on the assumption that individuals can provide their own transportation and will leave the area without requiring assistance. However, it is recommended the Code Red message contain instructions for the elderly, handicapped, or disabled how and where to call to advise emergency personnel of their need for assistance.

III. Areas of Responsibility

Police Department

- The Fairfield Police Department has the primary responsibility to manage an evacuation
- The Fairfield Police Department will coordinate and support the request from the Incident Commander to evacuate areas deemed unsafe or considered potentially hazardous.

- Under no circumstances shall emergency personnel be placed in environments considered immediately dangerous to life and health in the process of initiating an evacuation or disseminating information.

V. Administration and Logistics

I. Administration

- a. Should the Code Red System be utilized the message should be clear, concise and contain specific information as to the hazard and the potential risk involved. The message should also direct citizens where to report and the safest route of travel.
- b. Should an evacuation be initiated, the designation of a community collection point should be considered. In designating a community collection point it is recommended that a city owned facility be used to assure access to the facility. Residents being ordered to leave their homes should be directed to respond to a predetermined location for the purpose of gathering specific information such as the names of family members, the address of their primary residence, contact number(s), and where they anticipate temporarily relocating. It should be anticipated that most residents will not require temporary housing due to the availability of friends or family members living outside of the affected area. It should be anticipated that approximately 20% of those displaced will require some form of housing assistance.
- c. Should temporary housing or shelter facilities be required a request for assistance should be directed to the Butler County EOC. If the Butler County EOC is not activated, then contact the American Red Cross with specific instructions to send a response team to the designated community collection point. Temporary housing and/or the activation of a shelter facility will remain the responsibility of the American Red Cross who has trained personnel to manage such operations.
- d. Special Occupancy Considerations:
 - Health Care Facilities –

Evacuation areas containing health care facilities will require extensive planning and coordination if it has been determined unsafe to shelter-in-place. Since the process will take hours to complete, evacuation of such a facility should be done only if the structure has been determined unsafe to occupy or if the incident will extend into several hours, days, or weeks.

Should it be determined that an evacuation is necessary, a separate Division under the Incident Command System shall be established at each facility. A precise plan must be developed in cooperation with the health care facility that includes prenotification of area hospitals through activation of the Hospital Disaster Network, patient triage, staging of sufficient ALS and BLS emergency medical units, and tracking of patients being relocated. It should be expected that non-critical patients may be relocated to hospitals well outside of the City of Fairfield.

- Manufacturing and Processing Facilities

Manufacturing and processing facilities routinely do not have a large number of employees to be relocated, and transportation should not be an issue. However, depending on the type of occupancy, consideration must be given to the time needed to discontinue production, the need to secure the facility against theft, vandalism, or loss of materials that may be potentially hazardous if accidentally released into the atmosphere. Once evacuated, occupancies of this type may require additional security details assigned to them.

- **Day Care and Educational Facilities**

Day Care and Educational facilities represent a significant challenge due to the need to relocate many people, most of which will be dependent on transportation. Although the number of children in a day care will be considerably less than an educational facility, day cares often have a limited number of infants less than one year of age that will require accessory items such as infant car seats to safely transport them. Most day cares will have some form of transportation such as a small van, but they will not have sufficient transportation to move all their students at one time. The need for assistance should be anticipated by the Incident Commander.

Educational facilities will have several hundred students, most of which were transported by bus or private automobile to the school. Although the relocation of the students is best handled by the school authorities, determining how long it would take to totally evacuate a school will be dependent on the time necessary to mobilize the bus fleet. Staffing the buses with qualified drivers may take a considerable amount of time. The use of sheltering in place must be considered as an option if the event can be stabilized or the hazard removed in less time.

Evacuations of day care and educational facilities will present a considerable demand on the incident in terms of the dissemination of information. Concerned parents may try to enter the evacuation area or clog the dispatch center with phone calls seeking information as to the welfare of their children. It is recommended that the school utilizes its electronic communication system to give specific directions to parents regarding the reunification process.

II. Logistics & Resources

- Upon evacuating an area security must be addressed by the Incident Commander. The perimeter must be secured to reduce the potential for re-entry and possible looting of the vacated structures
- During recovery efforts utility company personnel, city workers, police and fire personnel entering and leaving the affected area must be monitored and recorded. It is recommended that an accountability system be established to document information such as the date, time of entry, location where the work is being performed, names of personnel, and the time individuals leave the area.
- Management of the return of evacuees will be the responsibility of the Fairfield Police Department once the area has been designated safe by the Incident Commander. It is imperative that the identity of the evacuees be validated as well as the location of their residence or place of business.

TAB #11 — PARKS & RECREATION APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Parks & Recreation Department in the event of an emergency or disaster.

II. General Information

The Parks & Recreation Department is comprised of the following Divisions:

- i. Golf & Aquatic Center
Responsible for operations at two golf courses (North Trace [9-holes] and South Trace [18 holes]) and community aquatic center (including swimming pool and splashpad).
- ii. Programming and Community Events
Responsible for providing recreational programming (fitness, senior, education, arts) and community events throughout the year.
- iii. Theater Operations
Responsible for providing productions and shows at the CAC and outdoor venues.

III. Existing Facilities, Amenities and Equipment

Buildings

- i. Community Arts Center includes 237-seat theater, conference rooms, classroom, balcony, art studio, offices, programming space, art gallery, bathrooms, basement, dressing rooms, scenery shop, kitchen, walk-in refrigerator.
- ii. South Trace Clubhouse includes pro-shop, rental space, changing rooms / bathrooms, kitchen, conference rooms, concessions area, office, walk-in freezer.
- iii. North Trace Clubhouse includes pro shop, offices, bathrooms, concessions kitchen, walk-in refrigerator, walk-in freezer
- iv. Golf Maintenance buildings
- v. Elisha Morgan Mansion includes small meeting / event rooms, changing rooms, bathrooms, serving kitchen.
- vi. Fairfield Aquatic Center includes check-in area, changing rooms, office and mechanical room.

Vehicles

- i. Three (3) Pickup Trucks
- ii. Two (2) Work Vans (Rodney, Jason)
- iii. One (1) 15 Passenger Van
- iv. Two (2) Cars / Minivans
- v. One (1) Skid Steer
- vi. Ninety-Nine (99) Golf Carts
- vii. Four (4) Utility Vehicles

Fuel Storage

- i. South Trace - gasoline
- ii. Golf Maintenance – gasoline and diesel

Other

- i. Tables and chairs
- ii. Bollards and portable barriers
- iii. A-Frame signs

Park Amenities

See map and grid here: <https://www.fairfield-city.org/DocumentCenter/View/11367/facility-guide-for-web>

IV. Local Community Resources

- Butler County Mental Health Addiction & Family Crisis – call / text: 1-844-427-4747
- Butler County Children's Services: 513-887-4055
- United Way: 2-1-1
- Butler County Transit Authority: 513-785-5237
- Butler Metro Housing Authority: 513-896-4411
- Family Promise of Butler County (Shelter) 513-444-2033
- Have House (Shelter): 513-863-8866
- Butler County Health District: 513-863-1770
- Shared Harvest Food Bank: 513-881-9024
- Greater Cincinnati Red Cross: 513-579-3000
- Salvation Army (Hamilton) 513-863-1445
- Lane Library: 513-858-3238

V. Reporting

I. Administration

- a. Reports and records of Parks and Recreation activities during an emergency/disaster will be collected on a NIMS Form 214 and turned into the EOC (if activated) and also maintained at the Parks and Recreation Office. Protection of these and other records deemed essential for continuing function and conduct of emergency operations is the responsibility of the Parks & Recreation Director.
- b. Record keeping is initiated at the beginning of an emergency or disaster and continues during the incident. A thorough accounting, including complete cost accountability is maintained.
- c. These records will separately identify disaster-related expenditures and obligations from general program and activities. All final reports and documentation will be maintained in each department with a copy to the Finance Director.
- d. All appropriate information collected will be analyzed and evaluated and made available to EOC staff, Butler County Emergency Management (EMA), and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets as JIC representatives, media sources.
- e. Each city department will collect and maintain logs, journals, and reports needed to establish a historical record, and to substantiate post-emergency claims.
- f. Each city department will maintain notification rosters with 24-hour telephone numbers, lists of supplies and equipment, and a file of maps and charts.
- g. Each city department will contribute to the disaster After Action Report.
- h. Parks and Recreation will keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

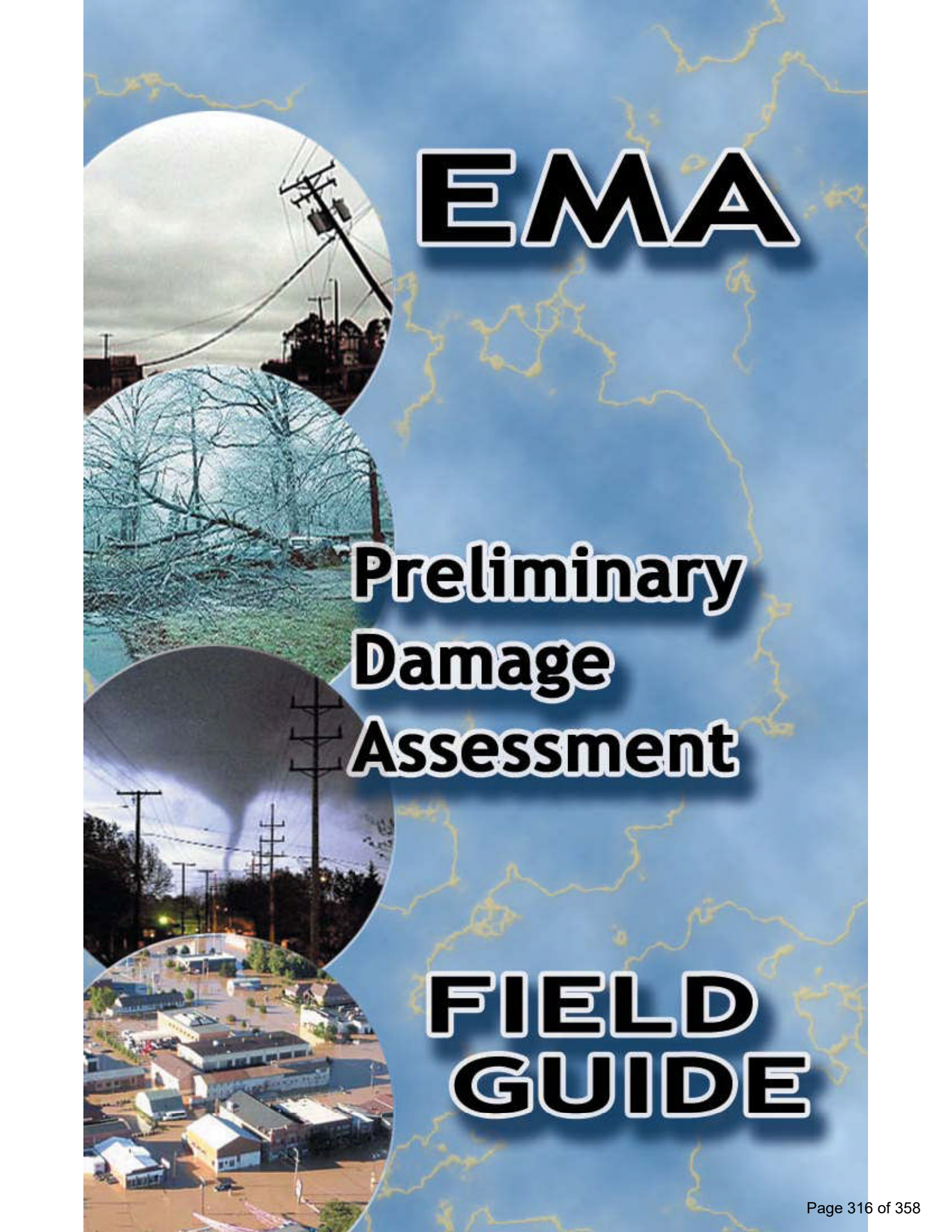
II. Logistics & Resources

- a. Emergency expenditures occur within each department as long as they involve funds appropriated in their operating budget. In the event it will require the appropriation of additional funds, it will be necessary for City Council to convene and pass emergency financial legislation.
- b. Each Department maintains a resource list and is responsible for obtaining needed resources before, during, and after the disaster. Any resource need requiring special purchase orders should go through Emergency Operations Center to the City's Finance Director, who will likely be the Logistics person in Incident Command.

- c. The Emergency Operations Center financial liaison will review special resource requests to make sure that the needed equipment or supplies cannot be met by other departments. A copy of these purchase orders will be retained by the EM financial liaison and will become part of the damage figure documentation for potential Federal reimbursement order FEMA/State Public Assistance Program. Each Department should keep records of resources purchased and equipment used.
- d. Standard Operating Procedures includes specific methods for assigning personnel during an emergency, and detail assigned responsibilities, which support this planning document.
- e. Parks and Recreation is responsible for providing necessary support to their response personnel for food, water, fuel and emergency power. Requests and support for necessary items may be coordinated through the EOC.
- f. All Parks and Recreation resources will be inventoried at least annually to include personnel, equipment, supplies, and needs.

VI. Plan Development and Maintenance

- a. The Parks and Recreation Director is responsible for developing and annually updating the SOPs to be performed during emergencies.
- b. The Parks and Recreation Director is responsible for annually reviewing and updating this Tab.

The background of the cover is a blue sky with yellow lightning bolts. On the left side, there are four circular inset images: the top one shows a power line tower with a cloudy sky; the second one shows a tree heavily covered in ice; the third one shows a large, dark, swirling storm cloud; and the bottom one shows an aerial view of a residential neighborhood with houses and streets.

EMA

Preliminary Damage Assessment

FIELD GUIDE

**INTENTIONALLY
BLANK**

The Purpose of This Preliminary Damage Assessment Field Guide

This field guide has been designed to serve as a quick reference tool to be utilized by local officials and others, conducting local damage assessment for homes and businesses.

Inside you will find listed the *4 Degrees of Damage*; the State's criteria for seeking an Individual Assistance Declaration and tips—things to do, things to remember. In addition illustrations have been provided and offer examples of the different degrees of damage for both wind and flood.

Why Do Damage Assessment?

Conducting a local damage assessment enables local officials to:

- determine the severity and magnitude of the event
- quantify homes and businesses impacted by the disaster
- determine whether local resources will be sufficient to effectively respond and recover from the event.

***Local Damage Assessment
Must Be Rapid, Detailed
and Accurate.***

- It should be completed and submitted to the State within 36 hours of the event.
- The data collected will then be analyzed to determine if supplemental assistance will be needed from the State and/or Federal agencies.
- If necessary, the State will request a joint preliminary damage assessment with the Federal Emergency Management Agency (FEMA) and/or the Small Business Administration (SBA).
- Delay in completing the assessment may delay supplemental disaster assistance to those most in need.

There are 4 degrees of damage:

- Destroyed
- Major
- Minor
- Affected

State's criteria for requesting Individual Assistance from FEMA or SBA, or to seek to be added on to an existing FEMA IA declaration:

There must be a minimum of twenty-five (25) homes and /or businesses with 40% uninsured damages.

Note: Generally, structures with either “*Destroyed*” or “*Major*” degree of damage will meet “40% uninsured damages” criteria.

DO's

Conduct visual inspection to verify damages.

Be sensitive when discussing damages with property owner.

Determine extent of insurance coverage (i.e. homeowner's policy vs. flood insurance).

Include impact to businesses in your survey.

Current assessment reports should be as accurate as possible. Exaggerating the amount of damage will be detrimental during a joint PDA.

Provide detailed assessment to the Ohio EMA within 36 hours of the event.

REMEMBER

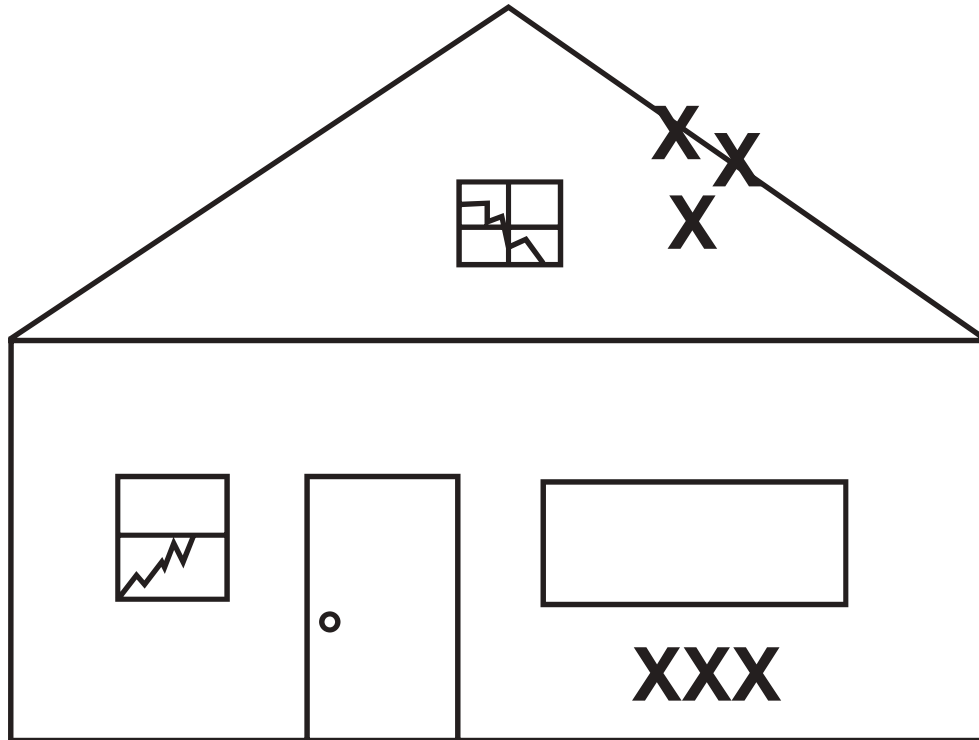
Focus on degrees of damage and habitability. Do not become preoccupied with property value.

Look for waterline or debris line to determine depth of water.

Only report disaster-related damages. Deferred maintenance and/or pre-existing damage should not be included in your assessment.

Based on criteria, make a judgment call.

WIND DAMAGE: SINGLE FAMILY DWELLING



Examples:

- Some shingle damage
- Few broken windows
- Cosmetic damage to siding
- Repairable

AFFECTED

WIND DAMAGE: SINGLE FAMILY DWELLING

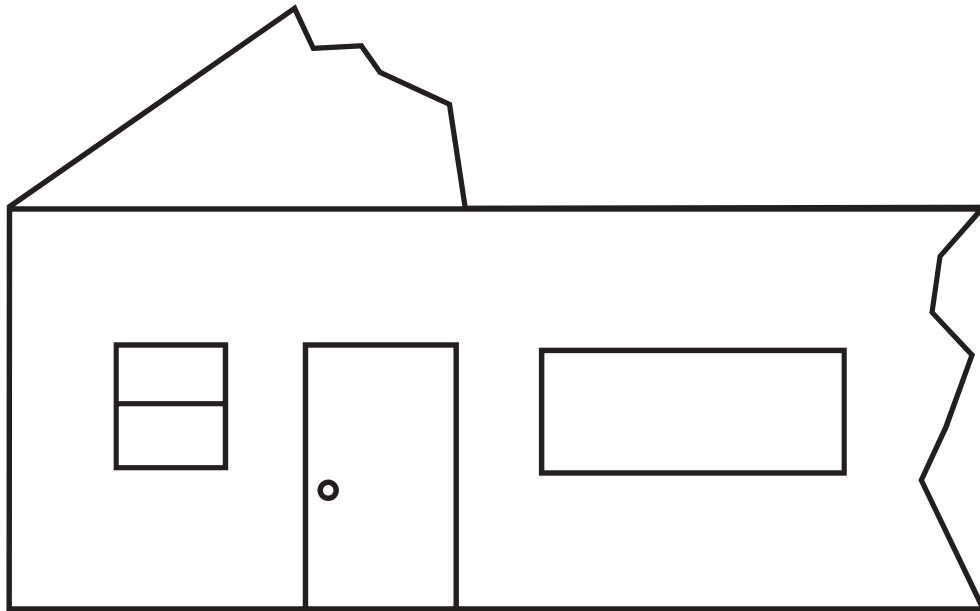


Examples:

- One (1) wall damaged
- Section of roof missing or damaged
- Repairable

MINOR

WIND DAMAGE: SINGLE FAMILY DWELLING

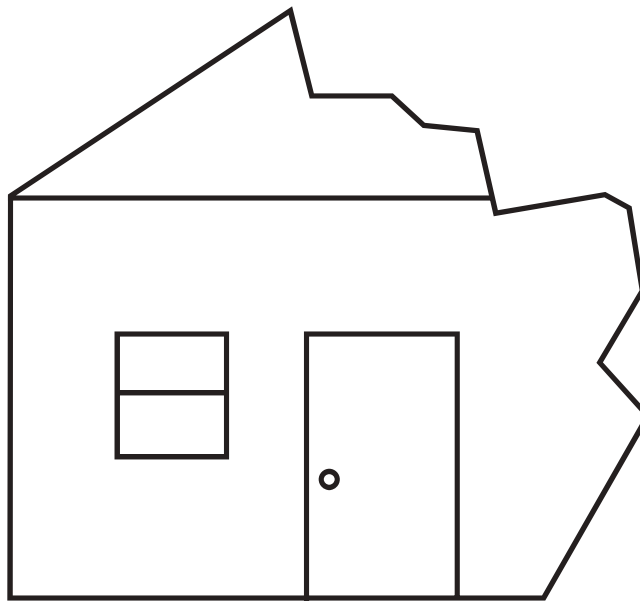


Examples:

- Substantial structural damage to walls, roof, etc.
- Repairable

MAJOR

WIND DAMAGE: SINGLE FAMILY DWELLING

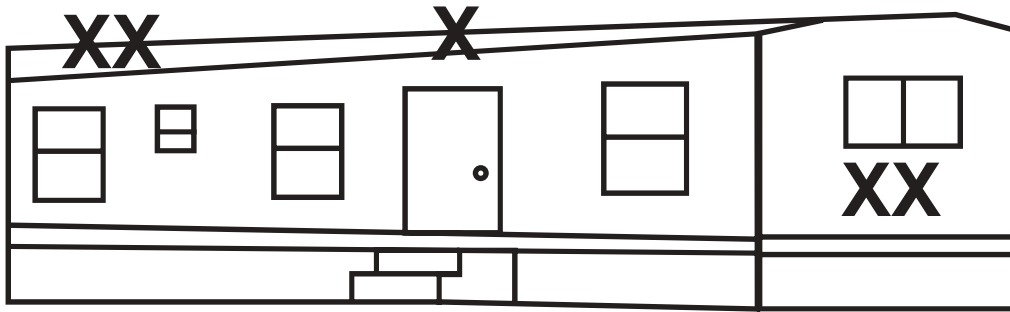


Examples:

- Total Loss
- Structure is compromised
- Not repairable

DESTROYED

WIND DAMAGE: MOBILE HOME

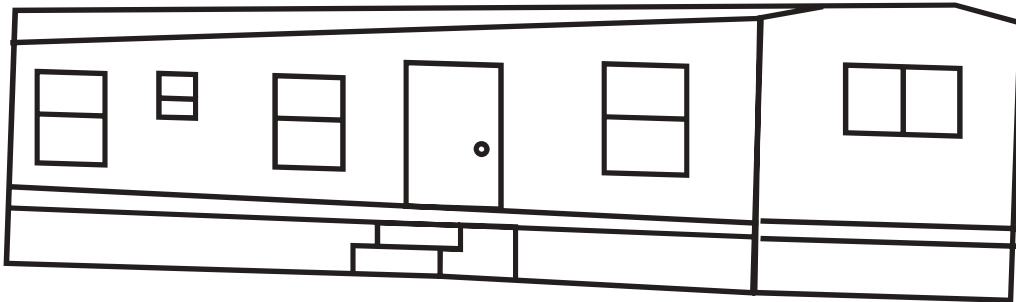


Examples:

- Minor dents to roof or siding

AFFECTED

WIND DAMAGE: MOBILE HOME

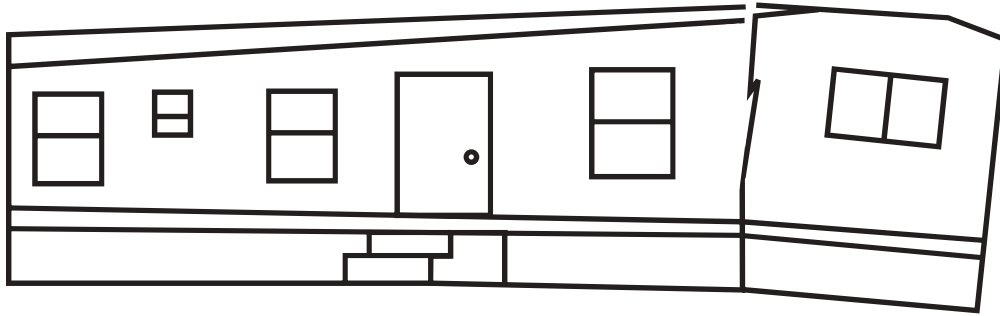


Examples:

- Utility connections broken
- Slight movement on piers/
foundation

MINOR

WIND DAMAGE: MOBILE HOME

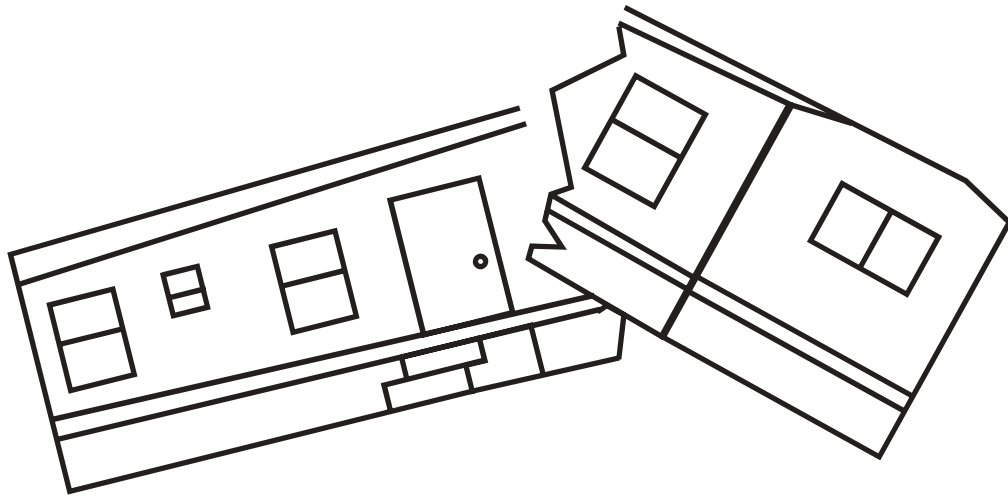


Examples:

- Wall and roof damage
- Shifted on piers/foundation

MAJOR

WIND DAMAGE: MOBILE HOME

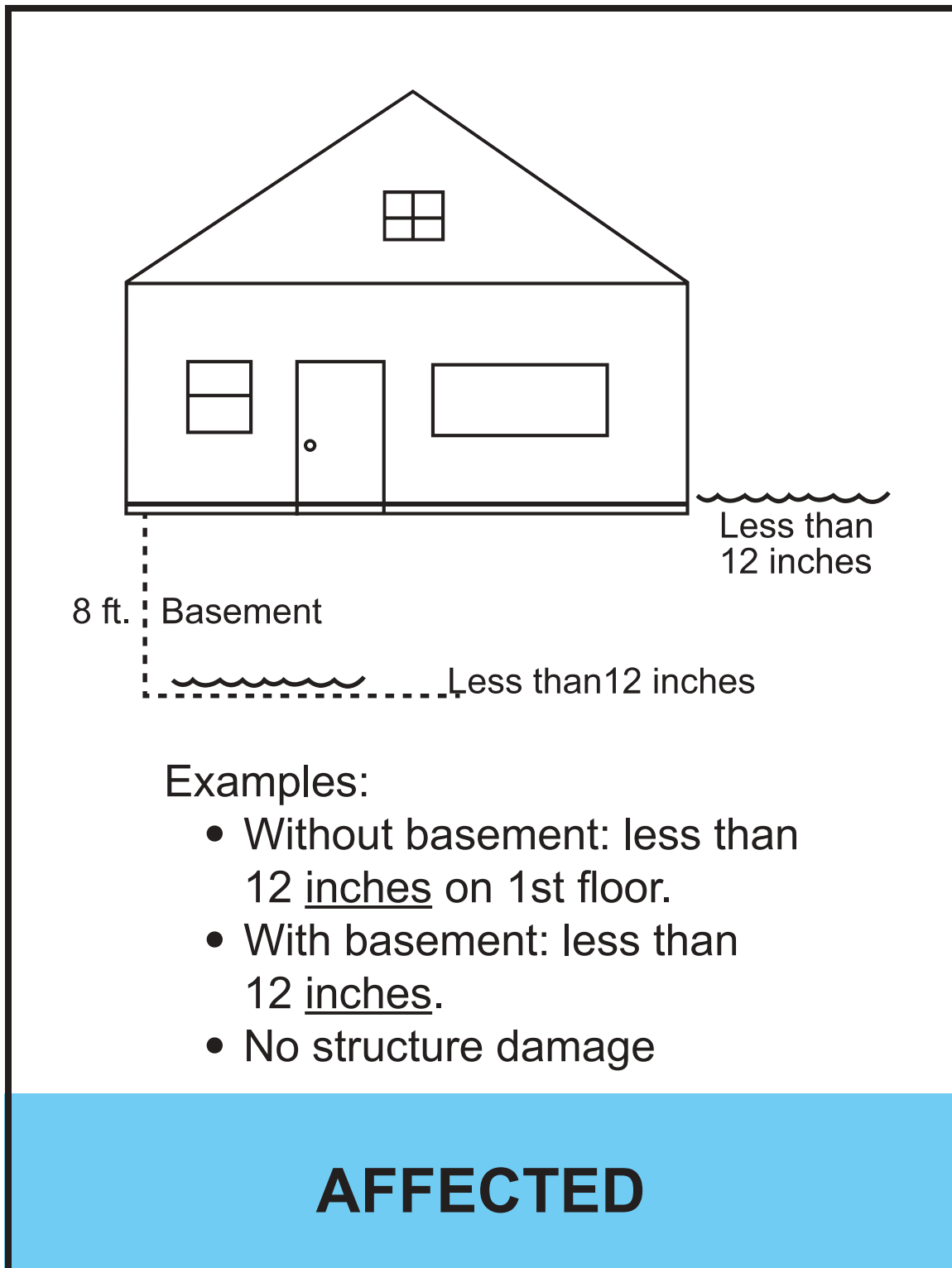


Examples:

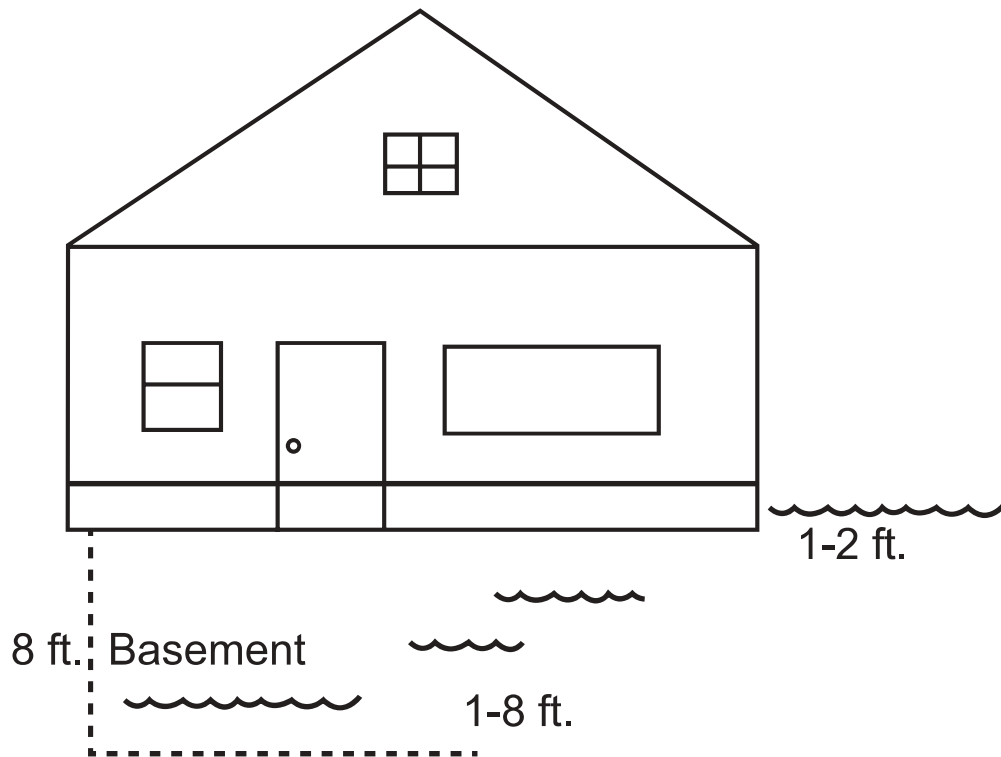
- Total Loss
- Bent Frame
- Buckled walls, roof

DESTROYED

FLOOD DAMAGE: SINGLE FAMILY DWELLING



FLOOD DAMAGE: SINGLE FAMILY DWELLING

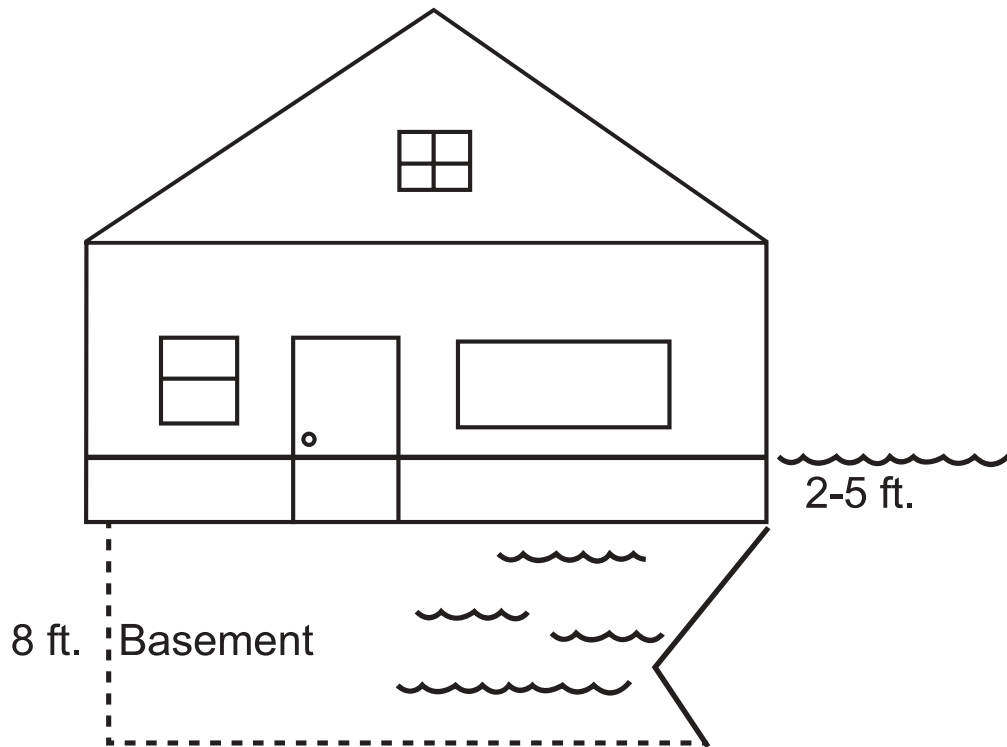


Examples:

- Without basement: 1-2 feet of water on 1st floor.
- With basement: 1-8 feet

MINOR

FLOOD DAMAGE: SINGLE FAMILY DWELLING

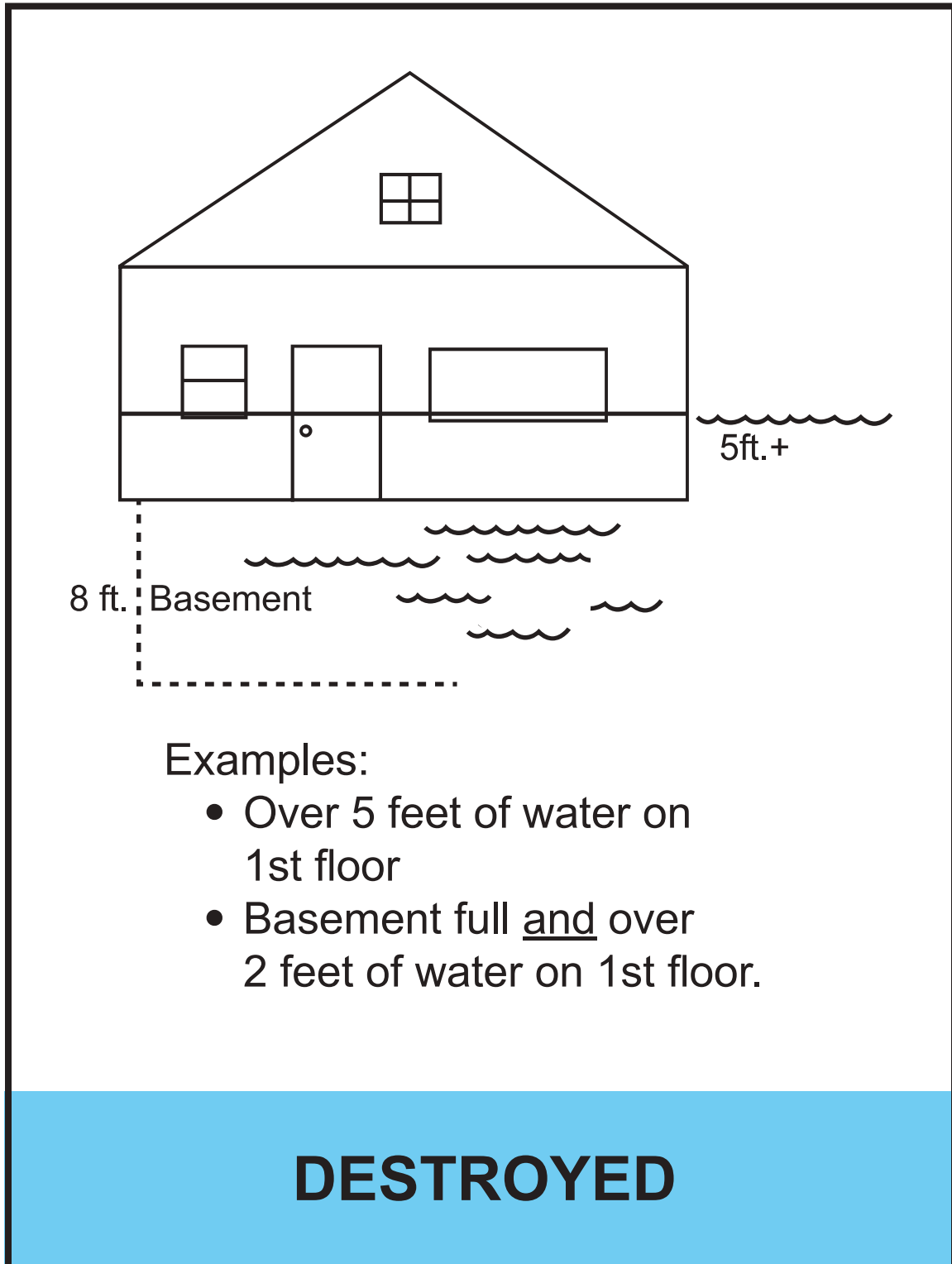


Examples:

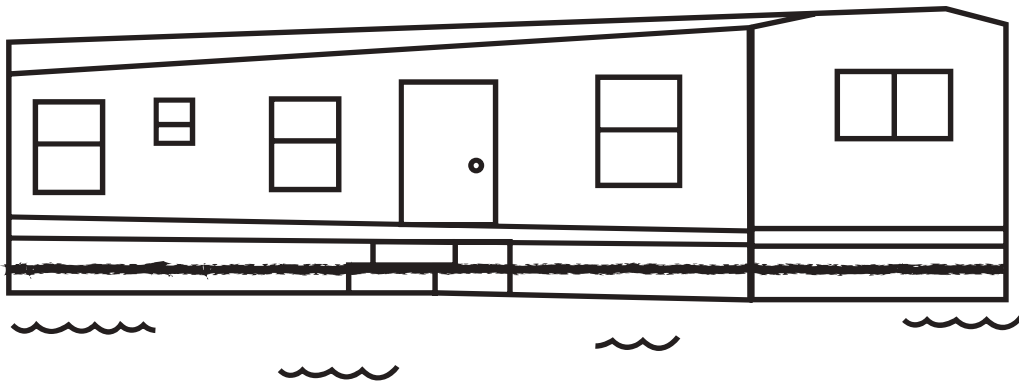
- Without basement: 2-5 feet of water on 1st floor.
- With basement: over 8 feet
- Collapsed basement wall(s)

MAJOR

FLOOD DAMAGE: SINGLE FAMILY DWELLING



FLOOD DAMAGE: MOBILE HOME

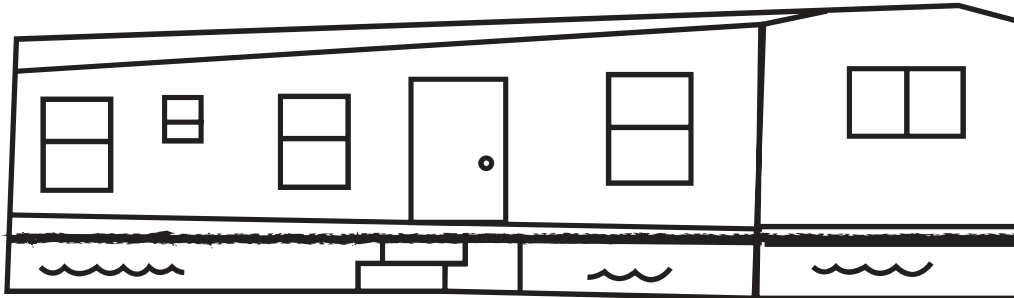


Examples:

- Water standing under or around mobile home, but not touching the bottom board.
- Indication of water being around a mobile home, but not touching the bottom board following a flash flood.

AFFECTED

FLOOD DAMAGE: MOBILE HOME

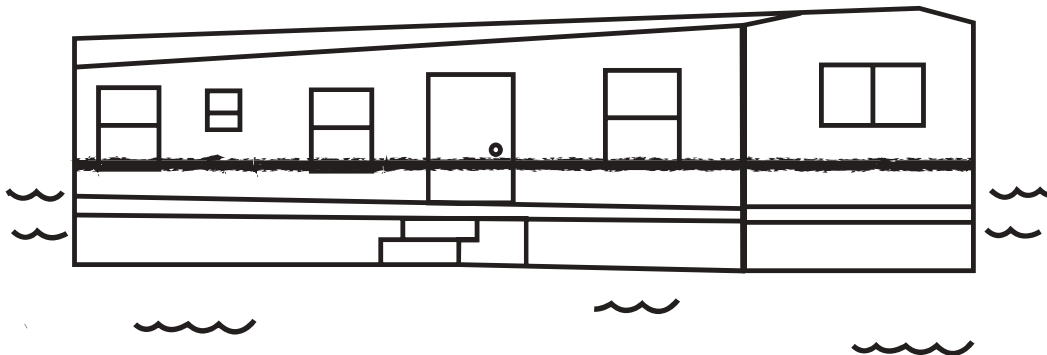


Examples:

- Utilities flooded
- Piers/foundation shifted
- Water touched or soaked at the bottom board, but did not enter the primary living area.

MINOR

FLOOD DAMAGE: MOBILE HOME

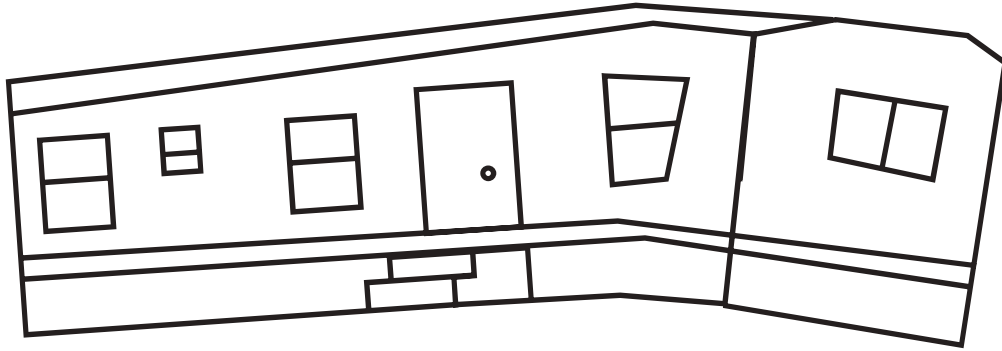


Examples:

- Water soaked bottom board and the primary living area.
- Piers/foundation washed out or away.

MAJOR

FLOOD DAMAGE: MOBILE HOME



Examples:

- Washed off piers/foundation
- Frame bent or twisted.
- Mobile home has turned over on its side/top.
- 4 feet + water above floor level.

DESTROYED

TALLY WORKSHEET

DESTROYED:

SF _____

MH _____

BUS _____

TOTAL: _____ INS: _____

MAJOR:

SF _____

MH _____

BUS _____

TOTAL: _____ INS: _____

MINOR:

SF _____

MH _____

BUS _____

TOTAL: _____ INS: _____

AFFECTED:

SF _____

MH _____

BUS _____

TOTAL: _____ INS: _____

SF-Single family
MH-Mobile Home

BUS-Business
INS-insurance

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

EMA 0009 1/06

www.ema.ohio.gov

Ohio Emergency Management Agency
2855 West Dublin-Granville Road
Columbus, OH 43235



ORDINANCE NO. _____

ORDINANCE TO ADOPT THE 2025 EMERGENCY OPERATIONS PLAN FOR
THE CITY OF FAIRFIELD.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Council hereby adopts the 2025 Emergency Operations Plan for the City
of Fairfield in accordance with the plan on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	
Third Reading	_____	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary
publication as provided by Charter.

Clerk of Council

Active Clients\City of Fairfield\Ordinances\2025\EMERGENCY OPERATIONS PLAN-ORD



**City Council Communication
Regular Meeting - October 27, 2025**

Submitted by: Tom Lakamp, Fire Chief
Department: Fire

Subject:

Ordinance to authorize the City Manager to execute the Firehouse Subs Grant Application and Agreement for a portable fire safety education prop and declaring an emergency

Legislation Title:

Ordinance to authorize the City Manager to execute the Firehouse Subs Grant Application and Agreement for a portable fire safety education prop and declaring an emergency

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that City Council authorize the preparation of legislation, with rules suspension and emergency provision, authorizing the City Manager to execute and file the application for financial assistance, and enter into an agreement for a grant to fund a portable fire safety prop for the fire department's Community Risk Reduction Program.

Discussion:

It is necessary for City Council to authorize the City Manager to execute the Firehouse Subs grant application for financial assistance.

This project is estimated at approximately \$7,700 for the purchase of a fire safety inflatable structure. This prop will provide the opportunity to engage the community on various fire safety topics and will be portable in order to attend the many community events within the city.

Financial Impact:

No immediate funding impact.

Emergency Provision:

The final application is due to Firehouse Subs. Therefore, a suspension of the rules and emergency provisions is being requested.

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. FIREHOUSE SUBS-ORD

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE
FIREHOUSE SUBS GRANT APPLICATION AND AGREEMENT FOR A
PORTABLE FIRE SAFETY EDUCATION PROP AND DECLARING AN
EMERGENCY.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

- Section 1.

The City Manager is hereby authorized to execute the Firehouse Subs Grant Application and Agreement for a portable fire safety education prop in accordance with the application and agreement on file in the office of the City Manager.
- Section 2.

This Ordinance is hereby declared to be an emergency measure necessary for the urgent benefit and protection of the City and its inhabitants for the reason that the final application for the grant is due to Firehouse Subs as soon as possible; wherefore, this ordinance shall take effect immediately upon its passage.

Passed	_____	_____
	—	— Mayor's Approval
Posted	_____	
	—	
First Reading	_____	Rules Suspended _____
	—	—
Second Reading	_____	Emergency _____
	—	—
Third Reading	_____	
	—	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council



**City Council Communication
Regular Meeting - October 27, 2025**

Submitted by: John Clemmons, Law Director
Department: Law Department

Subject:

Agreement with Butler County Public Defender Commission and Butler County Board of Commissioners to provide legal representation of indigent defendants in the Fairfield Municipal Court for 2026.

Legislation Title:

Ordinance to authorize the City Manager to execute an agreement for indigent legal representation for 2026 in the Fairfield Municipal Court with the Butler County Public Defender Commission/Butler County Board of Commissioners and declaring an emergency.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that Council adopt an ordinance to authorize the City Manager to execute the agreement for indigent legal representation for 2026 in the Fairfield Municipal Court with the Butler County Public Defender Commission/Butler County Board of Commissioners. Rules suspension and the emergency clause are requested so that the agreement can be in place and reimbursement by the State of Ohio can be obtained in accordance with state guidelines.

Discussion:

The City previously provided legal representation for indigent defendants from its own funds by appointment of attorneys on a case-by-case basis. This new system which was started in 2011 has reduced the overall cost of indigent defense as stated above. The Butler County Public Defender Commission/Butler County Board of Commissioners will provide legal representation for all indigent defendants by providing four (4) public defenders including both felony and misdemeanor representation and state statute and City ordinance violations.

Financial Impact:

The Fairfield Municipal Court has estimated an annual savings of at least \$59,000.00 from the implementation of this agreement.

Emergency Provision:

YES - Rules suspension and the emergency clause are requested so that the agreement can be in place and reimbursement by the State of Ohio can be obtained in accordance with state

guidelines.

Rule Suspension Requested:

YES - Rules suspension and the emergency clause are requested so that the agreement can be in place and reimbursement by the State of Ohio can be obtained in accordance with state guidelines.

ATTACHMENTS:

1. BUTLER COUNTY PUBLIC DEFENDER-ORD

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR INDIGENT LEGAL REPRESENTATION FOR 2026 IN THE FAIRFIELD MUNICIPAL COURT WITH THE BUTLER COUNTY PUBLIC DEFENDER COMMISSION/BUTLER COUNTY BOARD OF COMMISSIONERS AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to execute an agreement with the Butler County Public Defender Commission/Butler County Board of Commissioners for indigent legal representation in the Fairfield Municipal Court for 2026 in accordance with the agreement on file in the office of the City Manager.

Section 2. This Ordinance is hereby declared to be an emergency measure necessary for the urgent benefit and protection of the City and its inhabitants for the reason that this agreement be executed and reimbursement from the state can be obtained in a timely manner; wherefore, this ordinance shall take effect immediately upon its passage.

Passed	_____	_____	_____
		_____	_____
		_____	_____
Posted	_____		
First Reading	_____	Rules Suspended	_____

Second Reading	_____	Emergency	_____

Third Reading	_____		

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

ACTIVE CLIENTS\CITY OF FAIRFIELD\ORDINANCES\2025\BUTLER COUNTY PUBLIC DEFENDER-ORD



**City Council Communication
Regular Meeting - October 27, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Finance

Subject:

Non-Contractual Appropriations

Legislation Title:

Ordinance to amend Ordinance No. 158-24 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, 2025, and ending December 31, 2025.”

- Non-Contractual Appropriations: \$36,000 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

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

Discussion:

Please refer to specific Council Communications for full description of these items.

Financial Impact:

\$36,000 from noted funding source.

Emergency Provision:

No

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. NONCONTRACTUAL 10-27-ORD

ORDINANCE NO. _____

ORDINANCE TO AMEND ORDINANCE NO. 158-24 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, 2025, AND ENDING DECEMBER 31, 2025."

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Ordinance No. 158-24, the 2025 Appropriation Ordinance, is hereby amended in the following respects:

From:	Unappropriated Capital Improvement Fund	\$36,000
	40216025-252000 Improvements Other Than	
To:	Building	\$36,000
	<i>(Parking Lot Maintenance 5PW39 [\$21,309]) (Parking Lot Maintenance 5PW51 [\$14,691])</i>	

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		— Mayor’s Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
		—
Second Reading	_____	
Third Reading	_____	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council



**City Council Communication
Regular Meeting - October 27, 2025**

Submitted by: Ben Mann, Public Works Director
Department: Public Works

Subject:

2025 Parking Lot Paving Repairs for Community Arts Center

Legislation Title:

\$36,000 - 2025 Parking Lot Paving Repairs for Community Arts Center (Public Works)

Recommendation:

The staff recommends that City Council authorize the funding indicated in the financial impact section for the Barry L Brown Paving Company for the 2025 Parking Lot Repairs at the Community Arts Center.

Discussion:

This project is for parking lot paving to be performed by a contracted paving company. The intent of this project is to replace the existing deteriorated parts of the parking lot on the east side of the main parking lot.

Public Works solicited multiple quotes for this work which are attached.

The lowest proposal from contractors qualified to do this work is from Barry L Brown Paving (Fairfield, Ohio). This company has done previous repairs to this lot that have remained viable after several years.

Funding has been programmed for a couple of projects in the 2025-2029 Capital Improvements Program which staff feels is appropriate to use for this project.

Funding from 5PW39 Public Works Minor Engineering – Parks Projects - \$21,309 and \$14,691 from 5PW51 Gilbert Farms Park Enhancements.

Financial Impact:

The financial impact of the project is the requested funding of \$36,000 for parking lot paving repairs from the Capital Fund.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. Brown quote
2. Neyra quote
3. QCB quote

Proposal

Barry L Brown Paving
3210 Homeward Way
Fairfield, OH 45014
513-874-1588

Date: 9/29/2025

Proposal Submitted To:
City Of Fairfield
public Works

Job Name and Location:
Community Arts Center
Wessel Dr

We hereby submit specifications and estimates for:

Parking Lot Repairs

1203 sy
remove 4" existing
install 2" 304 aggregate base
4" 301 asphalt base course

**We Propose hereby to furnish material and labor - complete in accordance with above specifications,
for the sum of:**

thirty six thousand

dollars

\$36,000

Chad Brown
Authorized Signature

9/29/2025
Date

Acceptance of Proposal

Date

Note: This proposal may be withdrawn by us if not accepted within 60 days.



Neyra Paving, Inc.
10750 Evendale Drive
Cincinnati, OH 45241
513-733-1001

www.neyrapaving.com

COMMUNITY ARTS CENTER
Date: 10/01/2025

Dear Mr. Matt Yunger

Neyra Paving is pleased to submit our proposal for the above referenced project. Please review the following specs. Please do not hesitate to contact Gus Madden with any questions.

PATCHING

- a. Excavate as required. Dispose of material offsite, as directed
- b. Furnish and install 4" compacted, of ODOT 301 Asphalt base
- c. Furnish and install 0" compacted, of ODOT 448 Asphalt surface

RESTRIPE PER EXISTING LAYOUT

- a. Restripe per existing layout

MOBILIZATION

- a. Cost to mobilize men and Equipment

Description	Quantity	Unit	Unit Price	Total
PATCHING	1,203	SY	\$30.52	\$36,715.56
RESTRIPE PER EXISTING LAYOUT	1	LS		\$650.00
MOBILIZATION	1	EA		Included
Total Project Cost				\$37,365.56

NEYRA PAVING

Neyra Paving, Inc.
10750 Evendale Drive
Cincinnati, OH 45241
513-733-1001

www.neyrapaving.com



4" Base Patching - 1203 SY



Queen City Blacktop Co. Inc.
2130 Osterfeld St
Cincinnati, OH 45214
513-251-8400 office
513-557-4132 fax

Asphalt Pavement Construction Proposal

TO: City of Fairfield Public Works
DATE : 30-Sep-25
RE : Fairfield Community Arts Center
411 Wessel Dr
Cincinnati, OH 45014

Asphalt Items - Pavement Repair

Item No.	Bid Item	Quan.	Unit	Unit Price	Total
1	Asphalt Full Depth Repair (4")	1203	SQ YD	\$40.00	\$48,120.00
2	Pavement Markings	1	LUMP	\$650.00	\$650.00
Total Bid Items:					\$48,770.00

Includes :
2025 Work
Materials
Labor
One Mobilization

Excludes :
Bonds / Permits / Testing
Sales Tax
Casting Adjustments

NOTES :

QCB is a certified City of Cincinnati SBE, certification No. 236001; Federal ID 31-1010661
QCB is a licensed City of Cincinnati Street Contractor
QCB is a Veteran Owned Company, Federal VETBIZ Certified, State of Ohio VBE
No Addendum Noted
Additional Mobilizations \$3000.00

Full Depth Repair Spec:

Excavate 4"
301 Asph Conc Base PG64-22 (4") (2 Lifts)

Contact :

Nathan Steinbach, Vice-President
513-623-9602 Cell
513-251-8400 Main Office

For proposal acceptance and scheduling