

# PLANNING & ZONING CODE

## PROPOSED UPDATES

1

## WELCOME!

The City of Fairfield is in the process of updating the City's Planning & Zoning Code. The code establishes the rules that new development must follow, including what uses are allowed, where a building can be located, how many parking spaces are required, etc.

This Planning and Zoning Code update was started on the heels of the adopted of the Fairfield Forward Comprehensive Plan in 2019. Revisions to the existing code have been crafted to implement the vision, goals, policies, and strategies of the Comprehensive Plan. The update process involved a diagnosis of the existing code, drafting the new regulations in sections, and input and feedback from key stakeholders and the public. The following boards summarize the major changes proposed in the code.

## CODE UPDATE GOALS

1

### Reorganize and Reformat the Code

- » Modernize the format
- » Illustrate Key Concepts utilizing photos and graphics
- » Increase the accessibility of the document to make it user friendly.

2

### Modernize and Improve Development Regulations

- » Signage & Lighting
- » Parking & Loading Standards
- » Landscaping

3

### Implement Fairfield Forward Comprehensive Plan

- » Expand **design** and **aesthetic** regulations
- » Improve and expand **off-street parking** and **landscaping** requirements
- » Enhance **buffering** requirements between different land uses
- » Review and expand **housing** types permitted within the city
- » Update the **sidewalk** requirements - when and where are they required
- » Establish **overlay districts** for key development sites that support the development/redevelopment of properties



## SUMMARY OF UPDATES

The following list includes sections that are either new to the zoning code or previously existed and have been updated based on input and feedback from key stakeholders and the public as well as best practice.

- » Uses and Use Standards
- » Overlays & PUDs
- » Dimensional Standards
- » Parking & Loading
- » Landscaping/ Buffering
- » Fencing
- » Signage & Lighting
- » Administrative Procedures
- » Subdivisions
- » Definitions
- » Miscellaneous



# MODERNIZATION OF THE CODE

## OVERVIEW

The format of the Zoning Code was updated and expanded to include new sections in the code such as lighting, signage, landscaping, and dimensional standards. Sections that previously existed were updated, modernized, and moved in the document to provide for a better flow. The format of the code is as follows:

- » General Provisions
- » Zoning Regulations
- » Zoning Districts
- » Use Regulations
- » Overlay Districts (including PUDs)
- » Dimensional and Design Standards
- » Parking and Loading
- » Landscaping and Buffering
- » Fences, Hedges, and Walls
- » Outdoor Lighting
- » Signage
- » Subdivision Standards
- » Administration and Procedures
- » Definitions

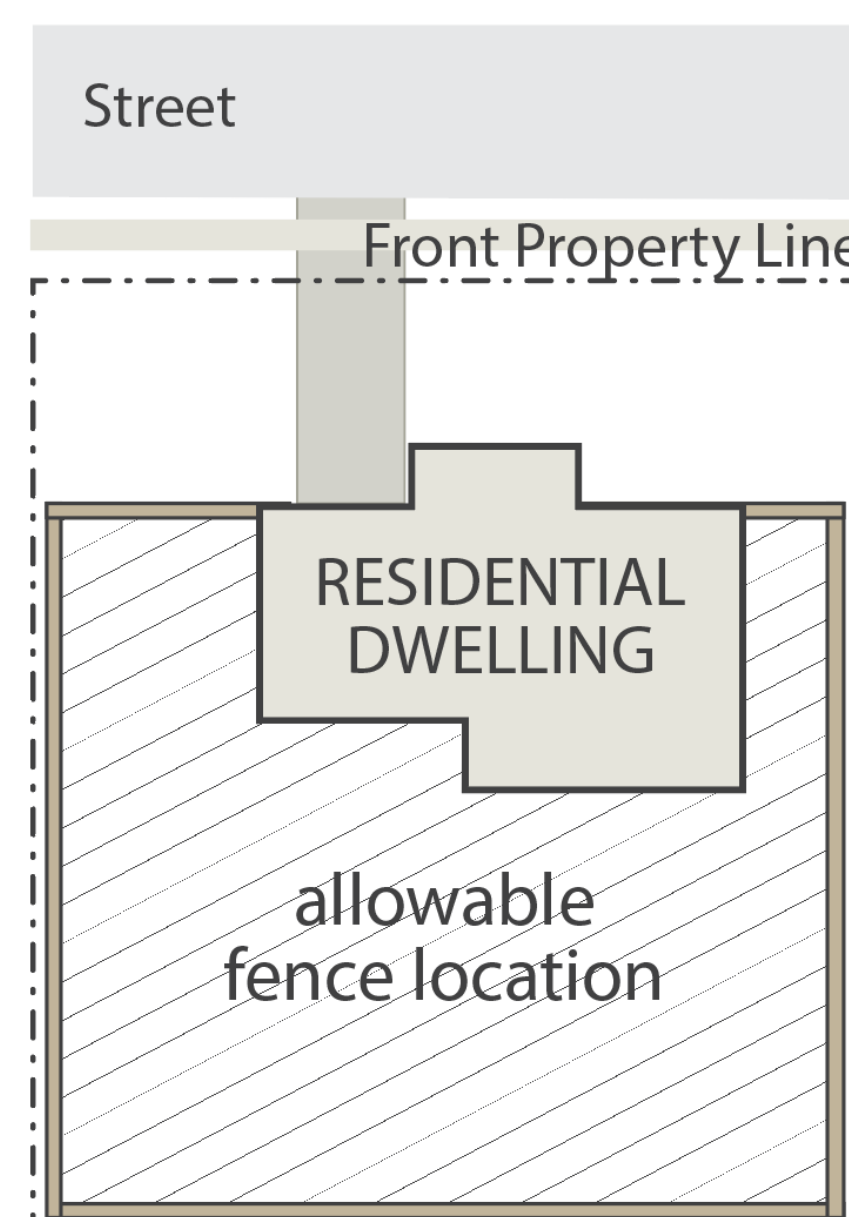
## MODERNIZED FORMAT

In addition to updating the language and content of the code, the format was modernized in order to make the document more visually appealing and easier to utilize. Examples of the modernized format include establishing clear document hierarchy and increasing accessibility & ease of use through adding tables and graphics as well as “live” hyperlinks for easy navigation of the code.

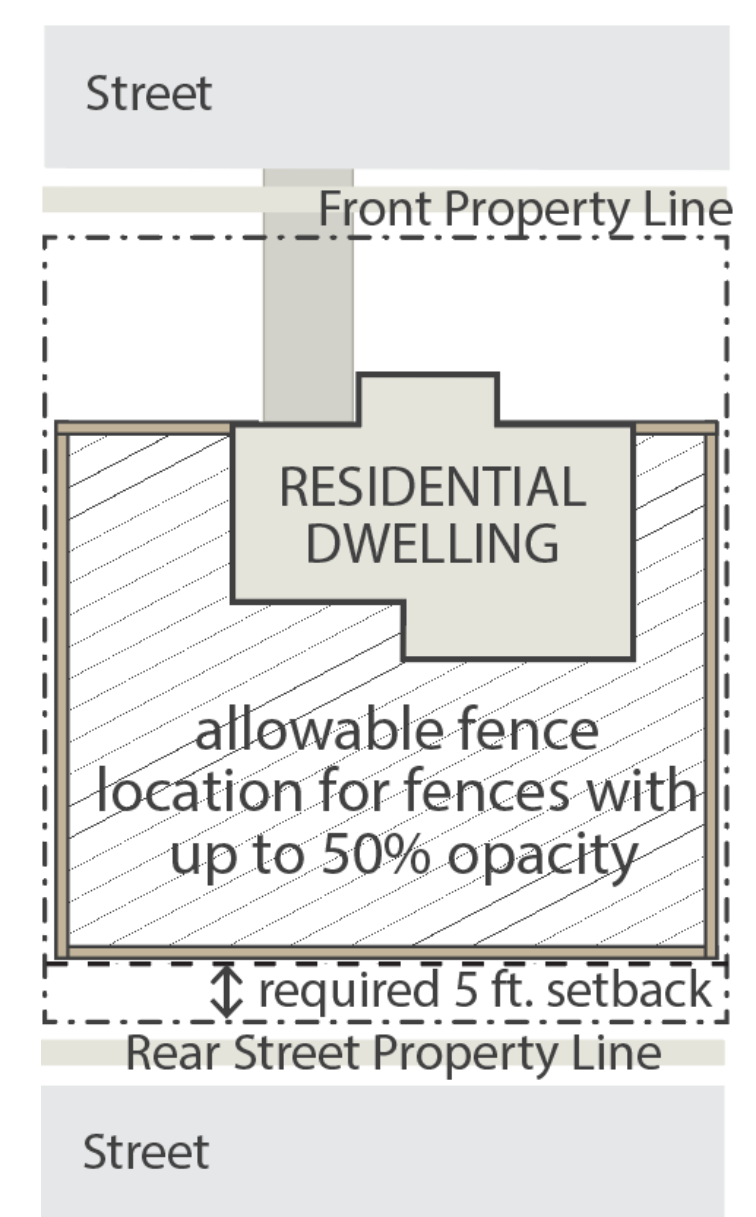
### Examples of graphics and tables:

Table 1130.1 -1: Zoning Districts		
ABBREVIATION	DISTRICT NAME	SECTION
A-1	Agricultural and Estate Residence	XXXX
R-O	One-Family Residence	XXXX
R-1	One-Family Residence	XXXX
R-2	One to Four Family Residence	XXXX
R-3	Multi-Family Residence	XXXX
R-4	Low-Density Multi-Family Residence	XXXX
C-1	Neighborhood Business	XXXX
C-2	Central Business	XXXX
C-3	General Business	XXXX
C-4	Commercial Transition	XXXX
SE	Suburban Entertainment	XXXX
O-1	Office and Institutions	XXXX
TC-1	Town Center	XXXX
M-1	Industrial Park	XXXX
M-2	General Industrial	XXXX

Updated Zoning District table that will include hyperlinks for each section.



Graphic representation of the allowable fence location on an interior lot.



Graphic representation of the allowable fence location on a through lot.

### Example of updated format:

#### Current Format

CHAPTER 1101  
Introduction and General Interpretation

1101.01 Preamble.  
1101.02 General provisions.  
1101.03 Appeal procedure.  
1101.04 Revisions.  
1101.99 Penalty.

CROSS REFERENCES  
Plat and subdivision defined - see Ohio R.C. 711.001  
Definitions - see P. & Z. 1105.01

1101.01 PREAMBLE.  
Subdividing or platting is the usual means by which open land is converted into building sites. It consists of laying out such land into streets and lots and the installation of the street and sanitary improvements necessary to provide for traffic access and for water, sewer and other utility services. Subdividing is usually the first step in the process of urbanization and urban expansion.  
(a) Subdivision control is the exercise by public authority of the right to withhold the privilege of public record from subdivision plats which have been poorly or inappropriately designed, or which are not properly adjusted to the existing or potential development of adjoining areas or to the officially adopted Comprehensive Plan. Plats of new subdivisions and of resubdivisions must be approved by such authority before they may be admitted to the public record, which means before all or any part of such plats can be legally sold or otherwise conveyed.  
(b) The statutes of the State delegate control over subdivisions within the City to the Planning Commission, when the Commission has complied with certain requirements.

#### Proposed Format

**TITLE ONE**

**CHAPTER 1101. GENERAL PROVISIONS**

**1101.0 Purpose**  
The zoning code is enacted for the purpose of promoting public health, safety, convenience, comfort, prosperity and general welfare by regulating and restricting the location, bulk and height of buildings and structures and of premises to be used for trade, industry, residence or other specified uses, all in accordance with a comprehensive plan for the desirable future development of the community; and to provide a method of administration and to prescribe penalties for the violations of provisions hereafter described.

**1101.1 Title**  
The City of Fairfield Planning and Zoning Code shall be known and may be cited and referred to as the "zoning code", the "planning and zoning code", or the "code".

**1101.2 Interpretation of Standards**  
In their interpretation and application, the provisions of the zoning code shall be held to be minimum requirements. Wherever the zoning code imposes a greater restriction than is imposed or required by other provisions of law or by other rules or regulations or resolutions, the provisions of the zoning code shall govern.

**1101.3 Validity and Repeal**

A. **Validity.** The zoning code and the various parts, chapters, and sections thereof are hereby declared to be severable. If any chapter, section



# ZONING CODE UPDATE PROCESS

## OVERVIEW

Much of the City of Fairfield's Zoning Code was adopted in the 1980's which is the last time that the code has undergone a major update. Since then, the code has undergone piecemeal updates without any substantial change. When the Fairfield Forward Comprehensive Plan was adopted in 2019, the decision was made to undergo a full zoning code update in order to implement the vision, goals, policies, and strategies found in the Comprehensive Plan.

## UPDATE PROCESS

The zoning code update has taken place in four phases which included:

### Phase 1: Project Initiation

- » Stakeholder outreach
- » Analysis of existing plans and codes
- » Establish an Advisory Committee
- » Create an online presence for the code update

### Phase 2: Code Diagnosis and Outline

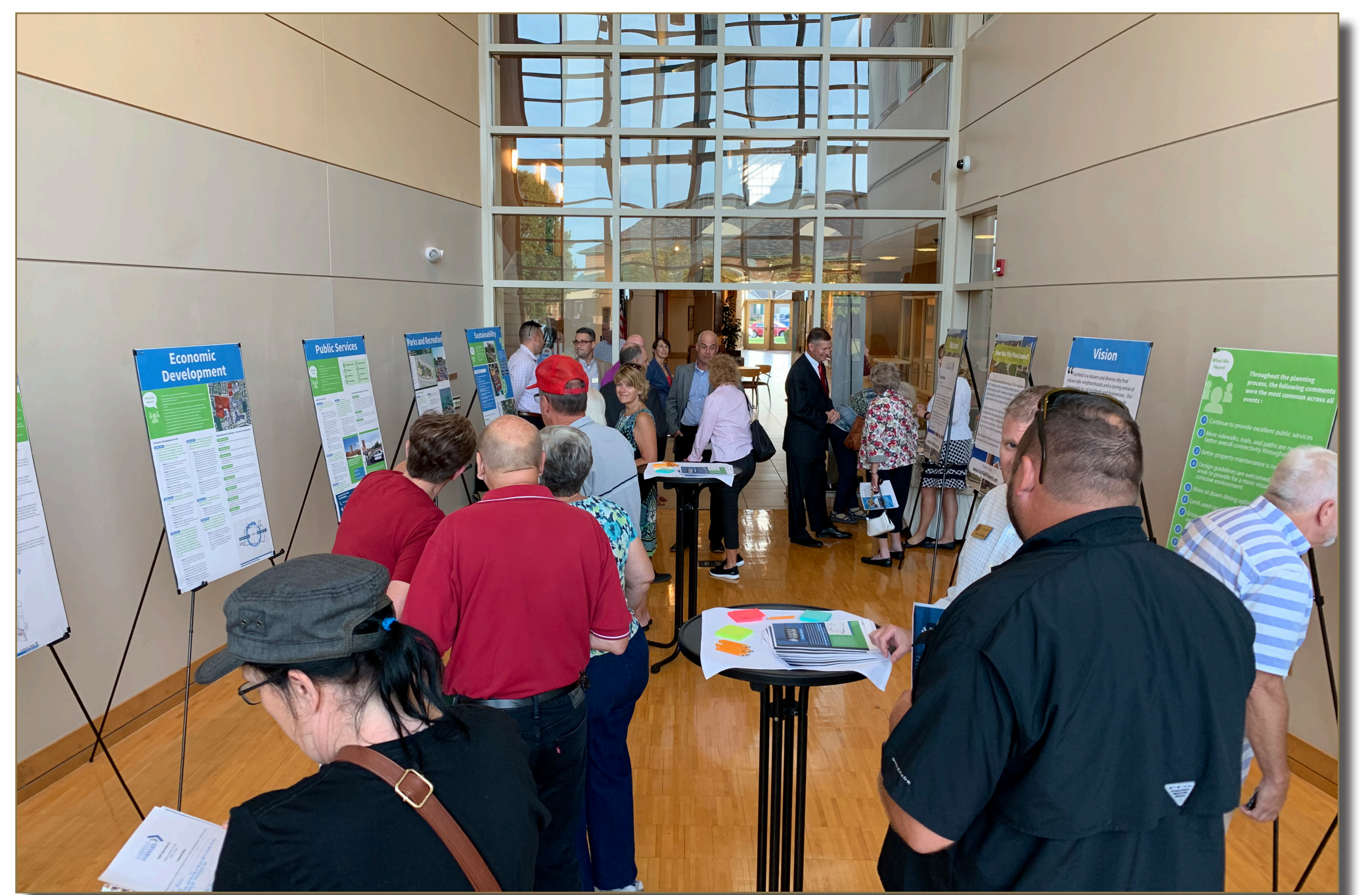
- » Code diagnosis
- » Annotated outline
- » Review of diagnosis and outline

### Phase 3: Drafting of the Regulations

- » Drafting of the code in sections
- » Review of the draft sections

### Phase 4: Adoption and Final Production

- » Create final draft of the full code
- » Review of the draft code
- » Adoption proceedings
- » Staff training



## PUBLIC INPUT

An important part of any zoning code update is making sure that community leaders, stakeholders, and residents have a voice in the content and structure of the zoning code.

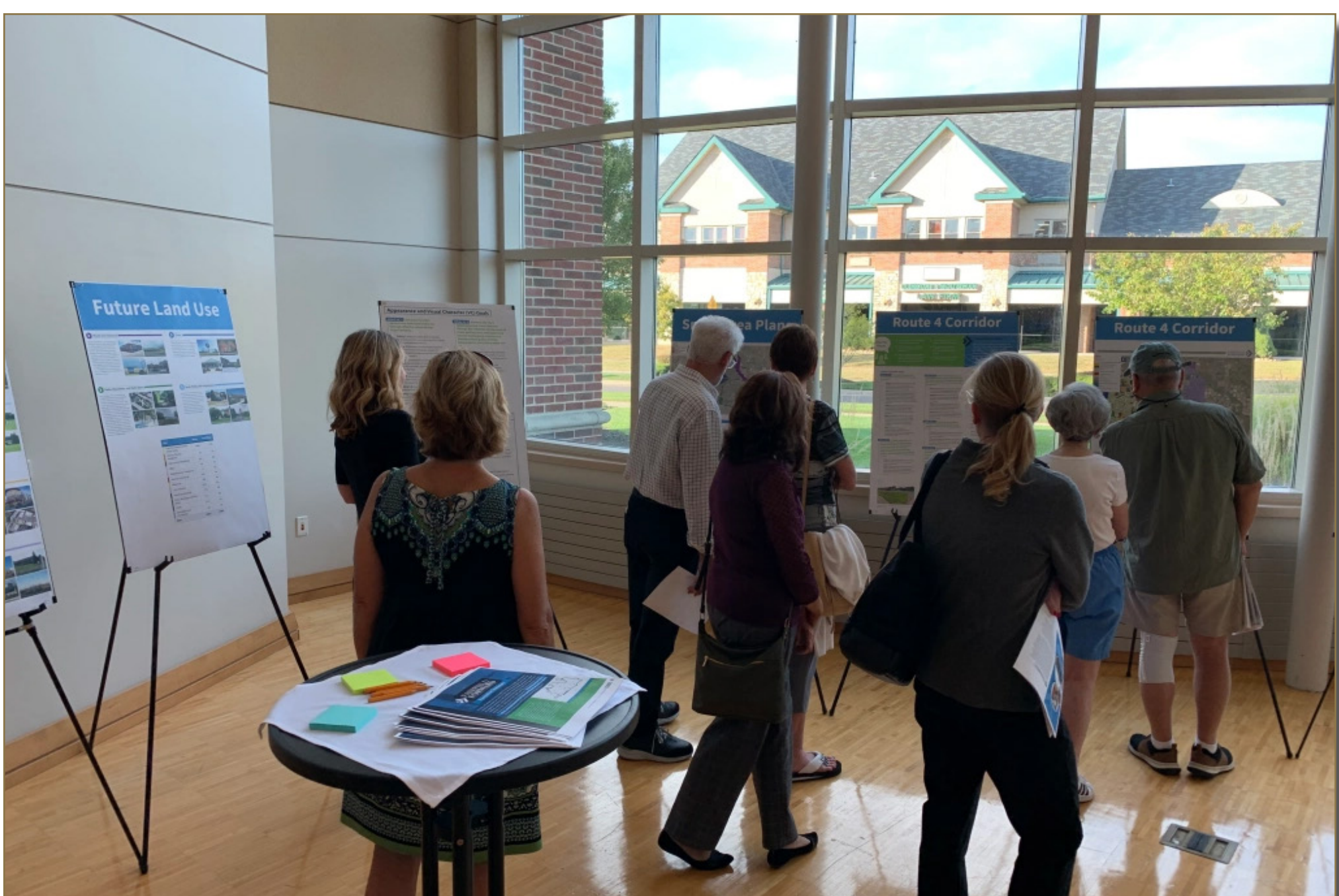
### Advisory Committee

At the beginning of the zoning code update process, an advisory committee was formed in order to provide feedback and comments on changes to the code. The committee represents a cross-section of the City of Fairfield, consisting of:

- » City Council members
- » Design Review Committee members
- » Planning Commission members
- » Board of Zoning Appeals members
- » Fairfield Law Department staff
- » Chamber members
- » Residents

### Stakeholder Interviews

In January, 2023 a business stakeholder meeting was held in order to provide a summary of updates to business owners about changes in the new code and receive feedback.





# UPDATED USES & STANDARDS

## OVERVIEW

As part of the zoning code update, the city’s uses were reviewed. The proposed code includes new uses & standards as well as revised use terms. Outdated uses were removed as part of the update. These proposed changes are summarized below.

## UPDATED USES

### Non-Residential Districts Use Table and Standards

Use	C-1	C-2	C-3	C-4	SE	B-1	D-1	M-1	M-2	SECTION
<b>Agricultural/Residential Uses</b>										
Dwelling, Single-Family Detached				P						
Mobile Home Park			C							XXXX
Residential Facility, Small				P						
Residential Facility, Large			C			C				
Residential Treatment Facility, Small				P						
Residential Treatment Facility, Large			C			C				
<b>Public/Institutional Uses</b>										
Community Facility	C	P	P			P	P			
Cultural Facility	C	P	P		P	P	P			
Education Facility, Public or Private	C	P	P			P	C			
Education Facility, University/College/Trade School	C	PS	PS			PS	C			XXXX
Essential Service	P	P	P	P	P	P	P	P	P	XXXX
Governmental Facility			P			P	P	P	P	
Public Park and Open Space	P	P	P	P	P	P	P	P	P	
Public Recreation Facility, Indoor		P	P			P	P			
Public Recreation Facility, Outdoor		P	P			P	P			
<b>Commercial/Industrial Uses</b>										
Check Cashing, Short Term Loan										XXXX
Club/Lodge, Private	C	C	C	C	C	C	C			
Commercial Kitchen			C						C	
Conference, Convention Center			C			P				
Day Care Center	C	C	PS	C	PS	PS	C			XXXX
Event Center			C			P				XXXX
Financial Establishment	C	PS	PS	C	PS	PS	PS	C		XXXX
Fitness/Dance Studio	P	P	P	P	P		P			
Flea Market			C							XXXX
Funeral Home		P	P				C			XXXX
Greenhouse, Wholesale								C	C	
Hospital		C	C				PS			XXXX
Hotel, Motel		C	P			P				
Landscaping Retail Facility		PS	PS			PS		PS		XXXX
Landscaping Service Facility			C					PS	PS	XXXX
Laundry, Commercial			P			P		P		XXXX
Media Studio	C	PS	PS			PS		PS		XXXX
Medical Office (High Intensity)		C	C			C	P	C	C	XXXX
Medical Office (Low Intensity)	C	P	P	P		P	P	P	C	XXXX
Mixed Use			C					C		XXXX
Motor Vehicle Fueling/Charging Station	C	C	PS					C		XXXX

### Permitted, Permitted with Standards, Conditional, and Prohibited Uses

Each use located in the non-residential districts table above it denoted by a P, PS, or C. The explanation for what that means is included below:

- » **P = Permitted by Right.** The use in question is allowed by-right in the respective zoning district.
- » **PS = Permitted with Standards.** The use in question is allowed by-right in the respective zoning district if it meets the additional standards that are identified in the code.
- » **C = Conditional Use.** The use in question may be permitted if approved through the conditional use process.
- » **Blank Cell.** A blank cell indicates that the use in question is prohibited in the respective zoning district.

## SPECIFIC USE STANDARDS

As part of the zoning code update, use specific standards have been added in order to mitigate potential negative impacts that the use may have on surrounding properties. Below are examples of use standards that are included in the zoning code.

### Animal Boarding & Day Care

- » Any building, run, or enclosure on premises used for such purposes will be set back a minimum of 100 feet from any Agricultural or Residential District, and a minimum of 50 feet from any Commercial District.
- » Any outdoor run or enclosure shall not be used between the hours of 10:00 pm and 7:00 am.
- » Any outdoor run or enclosure shall not be located in the front yard and must be enclosed by an opaque fence or wall that is six feet in height.

### Motor Vehicle Fueling/Charging Stations

- » Fuel canopies, gas pumps, air compressors, electric vehicle charging stations, and similar equipment may be located in the front yard.
- » Fuel price displays shall be subject to signage standards.
- » The fuel canopy shall be constructed of the same materials used on the principal building.
- » All structures on the property shall be set back a minimum of 100 feet from any A or R District.



# OVERLAY DISTRICTS

## OVERVIEW

The purpose of an overlay district is to provide additional guidance on the construction of new structures and the expansion of existing structures in key areas of the city. The regulations contained within each overlay district are customized to meet the vision and intent of that area. Four special areas were identified in the Comprehensive Plan, and four overlay districts were created to implement the recommendations from the Plan.

The overlay districts are intended to supplement, but not replace the base zoning district regulations in the areas where the overlay district is applied. The overlay districts provide increased design guidelines such as:

- » Blank walls on any facade are not permitted
- » All building elevations that face the road will include windows
- » Roof lines shall vary in terms of height and architectural features
- » Specifying required building materials

## TOWN CENTER

The vision for this area is for it to continue to be the central gathering area for the community providing living, retail, service (including government-provided), and social opportunities with a desire towards expanding the well-designed, compact, walkable characteristics of the Village Green development to the entire Town Center area.



## JOHN GRAY/PLEASANT

The vision for this area is a main gateway into Fairfield, providing access to many of the City's residential neighborhoods, parks, and the Town Center, that 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.

## ROUTE 4

The vision for this corridor is for it to continue to be the main commercial corridor in the City with a wide variety of businesses, and a major north/south roadway connector that will have a more aesthetically appealing development style, enhanced landscaping, and streetscaping, and improved/safer connections for vehicles and pedestrians.



## SOUTH GILMORE/MACK

The vision for this area is a primary gateway entrance into Fairfield. It has close proximity to the interstate, contains high traffic volume generating businesses, and a regional draw. It will have strong design standards for development, but also the flexibility to accommodate a range and intensity of uses that are compatible with and support the current office and medical land use patterns.



# DIMENSIONAL STANDARDS

## OVERVIEW

As part of the zoning code update, a chapter was added on dimensional and design standards for lots within the City of Fairfield. These standards will be applicable to every new development and redevelopment within the City. Examples of these standards are included below.

## DIMENSIONAL REGULATIONS

### One to Four Family Residence (R-2) District

Table 1150.2 -1: R-2 Dimensional Regulations									
Use	Min. Lot Area	Min. Lot Width	Max. Density	Min. Front Yard Setback	Min. Side Yard Setback	Min. Street Side Yard Setback	Min. Rear Yard Setback	Max. Height	Max. Accessory Height
One Family Residential	12,000 sq. ft. <sup>2</sup>	75 feet <sup>2</sup>	3.63 du/acre	30 feet	10% of lot width, max. 15 feet <sup>1</sup>	15 feet	30 feet	35 feet	15 feet
Two Family Residential	21,780 sq. ft.	80 feet	4 du/acre	30 feet	10% of lot width, max. 15 feet <sup>1</sup>	15 feet	30 feet	35 feet	15 feet
Three Family Residential	32,670 sq. ft.	100 feet	4 du/acre	30 feet	10% of lot width, max. 15 feet <sup>1</sup>	15 feet	30 feet	35 feet	15 feet
Four Family Residential	43,560 sq. ft.	100 feet	4 du/acre	30 feet	10% of lot width, max. 15 feet <sup>1</sup>	15 feet	30 feet	35 feet	15 feet
Non-Residential	40,000 sq. ft.	150 feet	N/A	40 feet	60 feet	20 feet	40 feet	35 feet	15 feet

**Terminology:** min. = minimum, max. = maximum, sq.ft. = square feet, du/acre = dwelling units per acre, n/a = not applicable

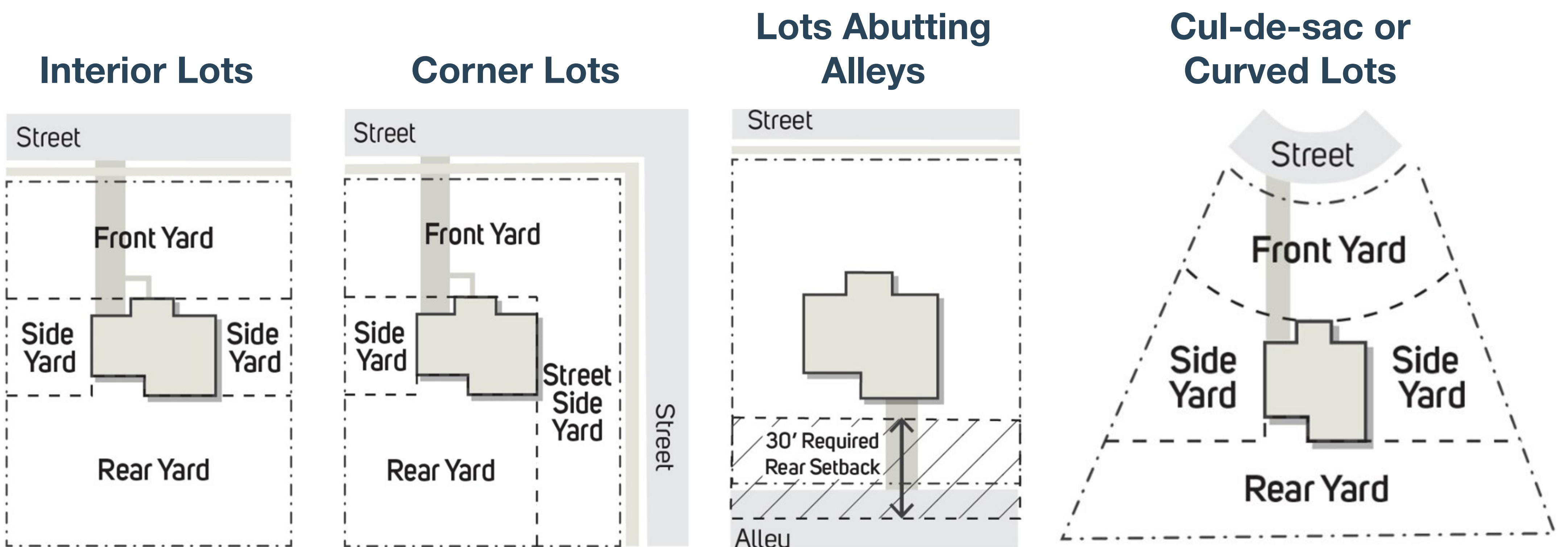
### Neighborhood Business (C-1) District

Table 1150.3 -2: C-1 Dimensional Regulations								
Min. Lot Area	Min. Lot Width	Min. Front Yard Setback	Min. Side Yard Setback	Min. Street Side Yard Setback	Min. Rear Yard Setback	Min. Parking Lot Setback	Max. Height	Max. Accessory Height
10,000 sq. ft.	None	40 feet	None <sup>1</sup>	20 feet	None <sup>1</sup>	5 feet <sup>2</sup>	35 feet	20 feet

**Terminology:** min. = minimum, max. = maximum, sq.ft. = square feet, n/a = not applicable

## LOT REQUIREMENTS

Graphics were created in order to accurately illustrate the locations of the front, side, and rear yard on different lot types.





# PARKING & LOADING

## OVERVIEW

Parking requirements in a zoning code specify how many parking spaces are required for each specific use within the City. As part of this code update, the number of parking spaces required per use was reviewed and updated and regulations were added regarding the size of parking spaces and access drives, as well as for Electric Vehicle (EV) charging stations.

## NEW PARKING REGULATIONS



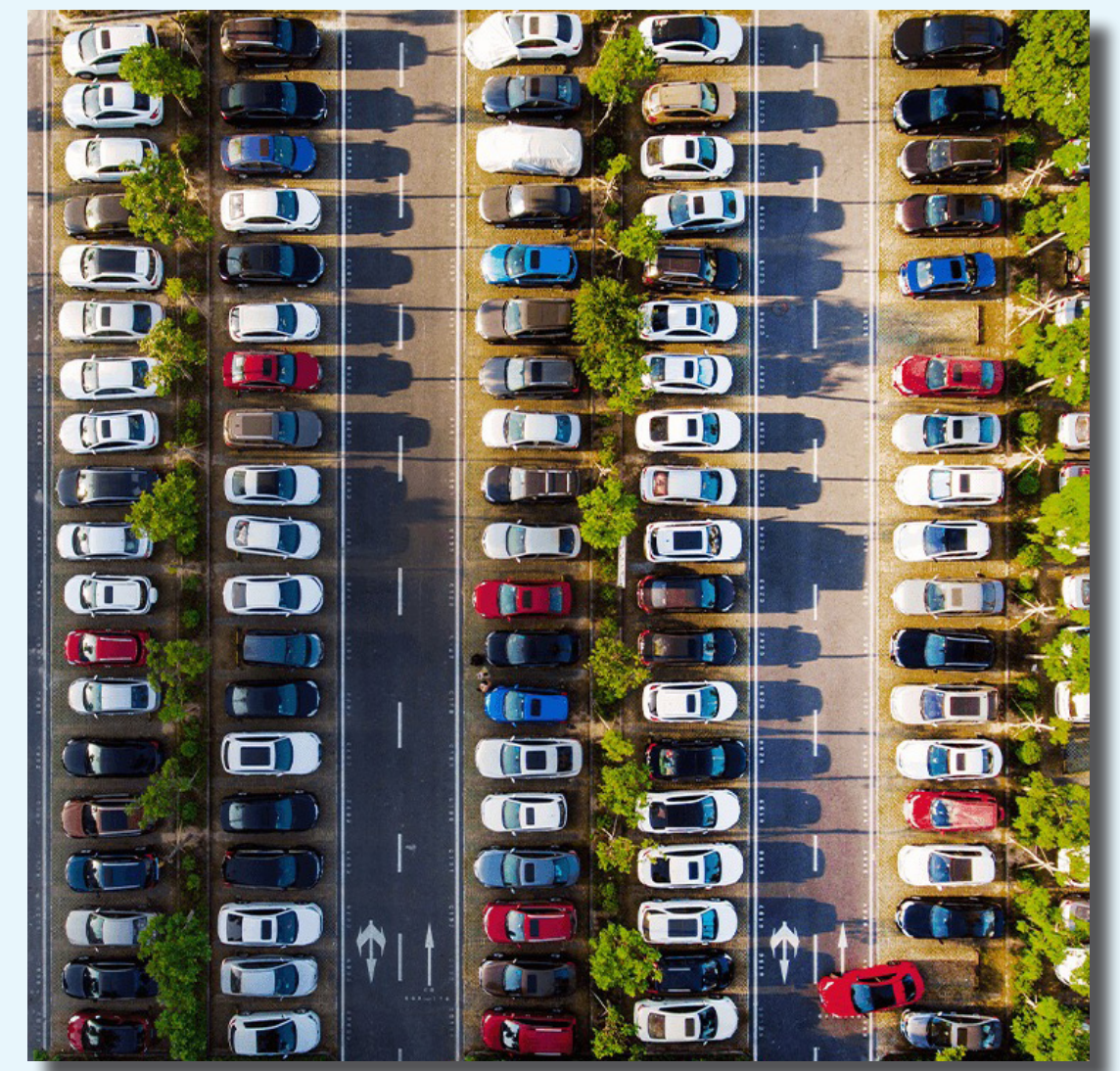
### Electric Vehicle Parking Regulations

The proposed code includes new regulations for electric vehicle charging stations including the location and types of spaces. The code allows for new charging stations to be installed but does not require them.



### Stacking Spaces Requirement

The proposed code includes requirements for how many stacking spaces are required for uses that include a drive-through component such as fast food restaurants, banks, car washes, pharmacies, and gas stations. The number of spaces required increased based on the intensity of the use. Additionally, the Development Services Department can increase the number of required stacking spaces for uses that have extremely high-demand drive-through lanes to ensure that cars will not stack into public roads or driveways.



The city's proposed parking strategy is to ensure that there is an appropriate amount of parking spaces for each development, while also ensuring that excess, unnecessary pavement is avoided.

## PARKING MODIFICATIONS

The following list of parking modifications are part of the proposed updates to the city's zoning code.

### Parking Space Size

The proposed code clarifies parking space and aisle size requirements, providing a table that includes aisle width, parking space width, and parking space length depending on parking orientation.

### Shared Parking

The code allows for developments that include two or more buildings or uses to share a parking area as long as the total number of parking spaces provided meets the minimum number of parking spaces for each use individually. An executed agreement is required between applicable parties for this modification.

### Providing Less Parking

The regulations include a provision that allows the Development Services Department to approve a reduction in the number of required parking spaces (up to 10% of the total number required) if the application can justify why the request is needed. This could be due to the parking demands of the proposed use, number of typical patrons or employees, the availability of shared parking, or other similar reason.

## PARKING UPDATES

The following are examples of changes to the parking requirements from the old code to the new code:

- » Maximum parking space limits for large retail stores.
- » Decrease in the amount of parking spaces needed for most uses.
- » Updated language for parking requirements in residential areas.
- » New requirements for landscaping parking lots.
- » Allowing naturalized drainage measures such as bioswales and bioretention strategies as part of an overall stormwater drainage and management plan.



# LANDSCAPING/BUFFERING

## OVERVIEW

The City's existing landscaping and buffering regulations are very limited. The draft code proposes a new landscaping and buffering chapter that includes requirements for buffering between land uses of different intensities, parking lot landscaping, and screening requirements. These regulations are summarized below.

## BUFFERING REQUIREMENTS

The code proposes to require buffering with landscape materials between incompatible uses such as residential uses that are next to industrial uses.

### Buffering Between Uses

A table was created that identifies the buffering requirements between land uses of varying intensities. See below for the new requirements.

When...	Is Proposed to Abut...	A Minimum Buffer Width Shall be Provided of...	Consisting of a...
Any agricultural, single family, or two-family use	An agricultural, single family, or two family use	N/A	N/A
Any multi-family residential use	An agricultural, single family, or two family use	20 feet in width	6 foot tall screen per Subsection (B)
Any public or institutional use	An agricultural, single family, two family, or multi-family use	20 feet in width	6 foot tall screen per Subsection (B)
Any office, commercial use, or mixed use	An agricultural, single family, two family, or multi-family use	25 feet in width	6 foot tall screen per Subsection (B)
Any industrial use	An agricultural, single family, or two-family use	40 feet in width	6 foot tall screen per Subsection (B)
	A multi-family residential use	30 feet in width	6 foot tall screen per Subsection (B)
Any use in the SE zoning district	An agricultural, single family, two family, or multi-family residential use	40 feet in width	6 foot tall screen per Subsection (B)
	A public or institutional, office, commercial, or mixed use	20 feet in width	6 foot tall screen per Subsection (B)

### Buffering Parking Lots

When any off-street parking lot for any multi-family dwelling use, non-residential use, or mixed use development is proposed to abut a public street, single family, or two family dwelling, then a minimum buffer shall be provided that consists of the following:

- » A minimum width of five feet shall be placed adjacent to the parking lot.
- » One deciduous tree located every 30 feet (a minimum of one tree is required).
- » Shrubs planted every three lineal feet.



## PARKING LOT LANDSCAPING

The code proposes to require landscaping within new parking lots that have 10 parking spaces. The following is what will be required:

- » 5% of the parking lot will be made up of landscaped areas.
- » One tree will be provided for every 20 parking spaces.
- » A landscaped area shall interrupt every 15 spaces.



## TREE PRESERVATION

The revised code includes provisions for developers and property owners to preserve existing trees. If a tree is removed in the facilitation of development, it is required that a new tree be planted except for certain situations.



## PLANT SPECIES

The plant species used within the city shall be identified as appropriate for this region. No invasive species to this region shall be used anywhere in the city and a variety of plant species is required within a site.



*The Ohio Department of Natural Resources has added the Bradford Pear tree (pictured) to the list of invasive plant species, meaning it will be illegal to plant or sell them.*



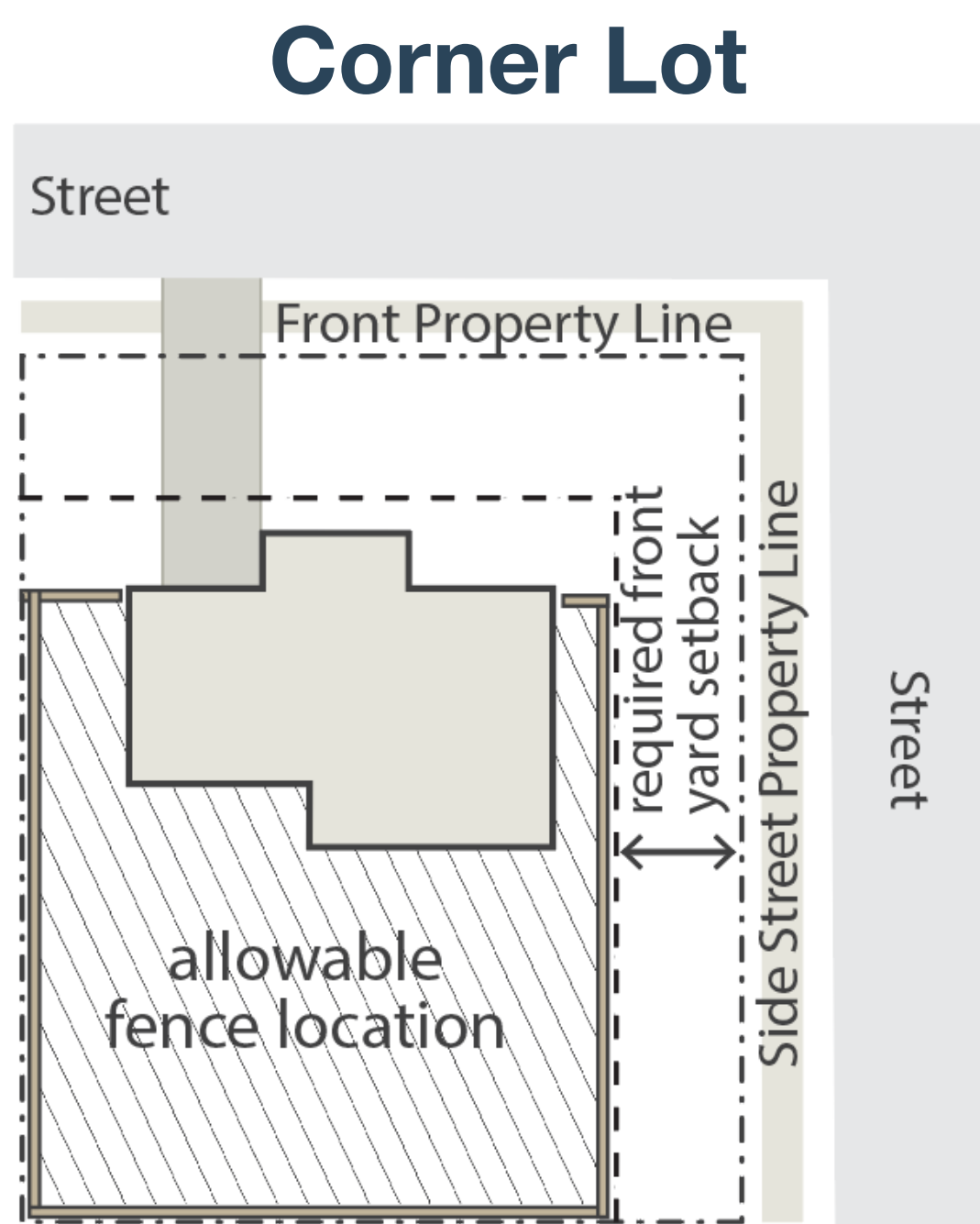
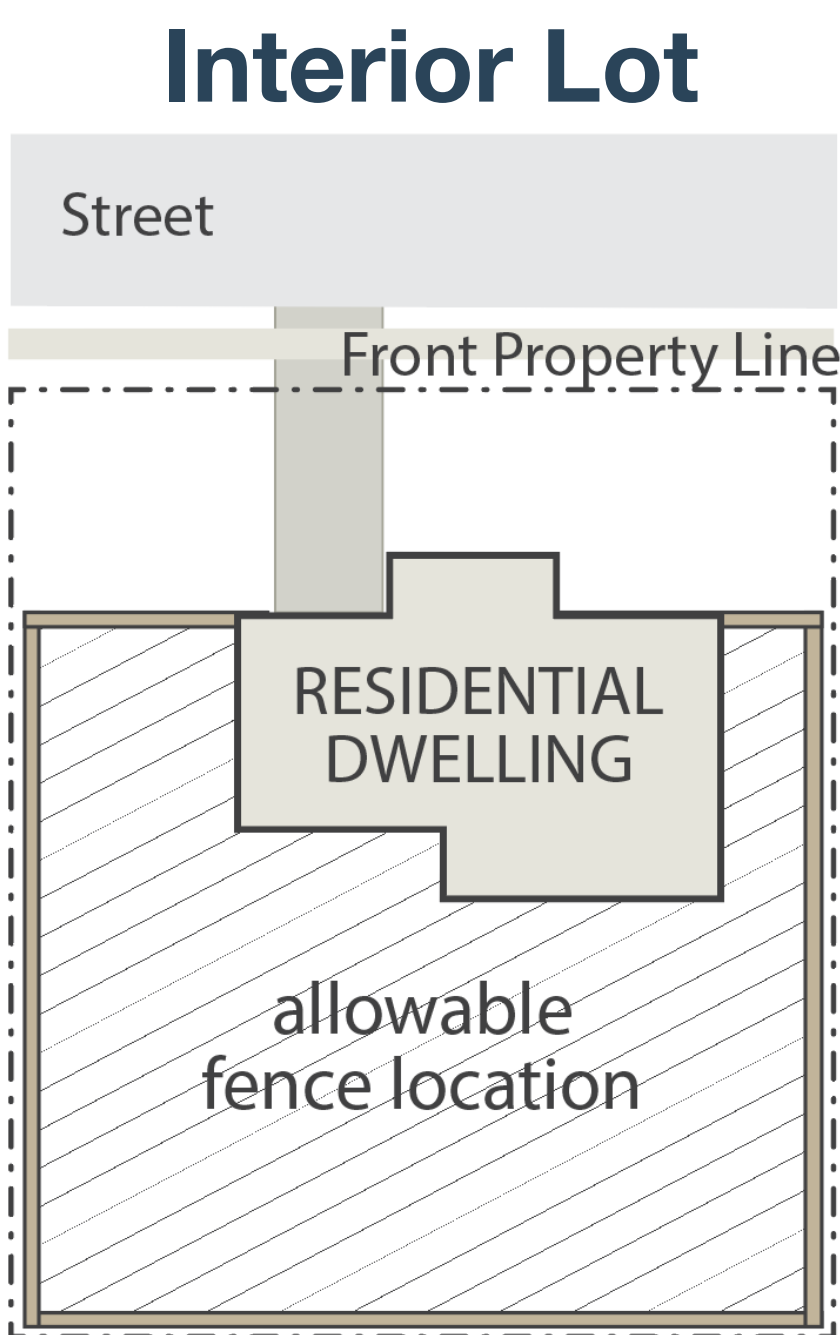
# FENCES

## OVERVIEW

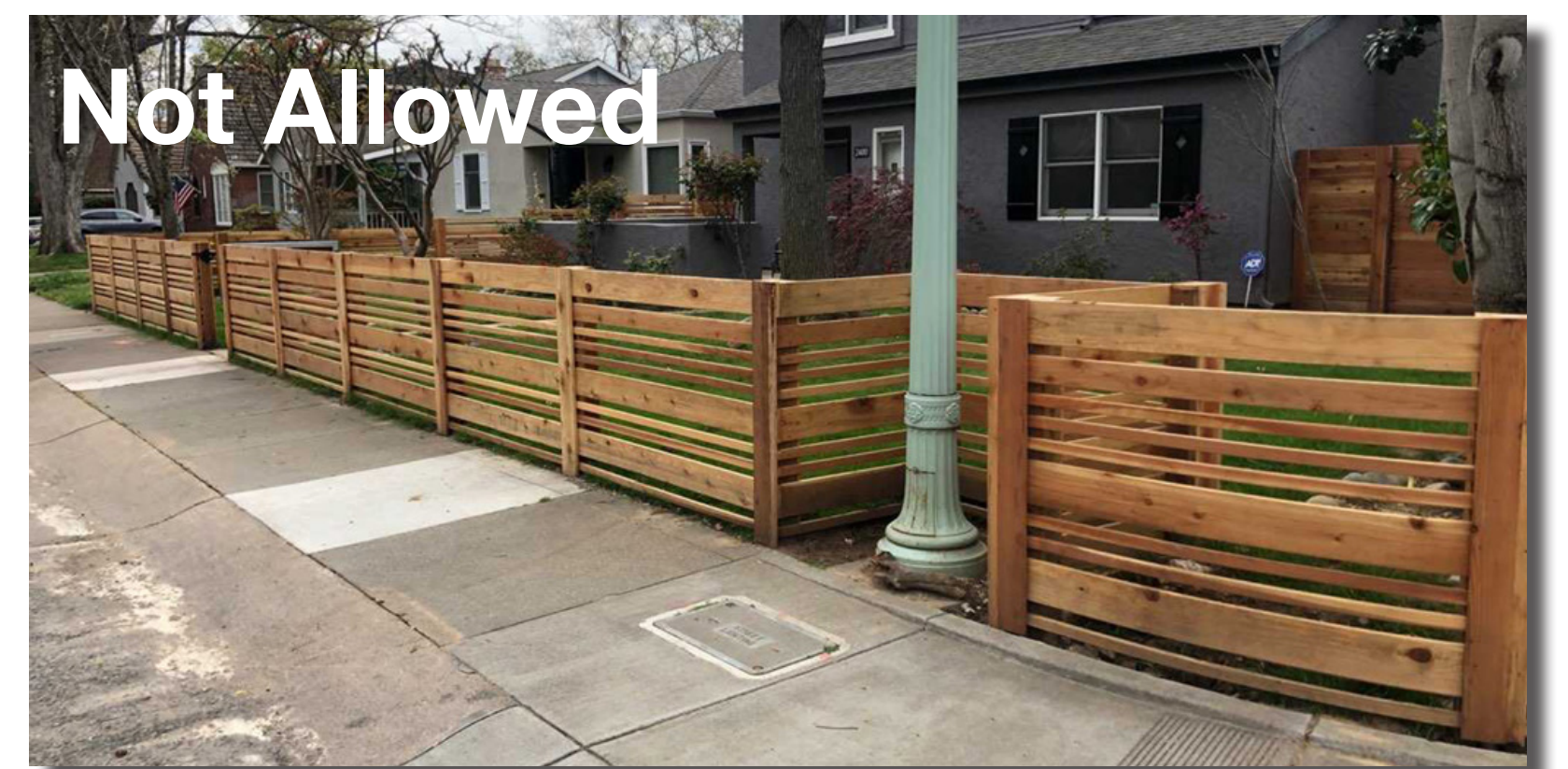
As part of the zoning code update, the City’s residential and non-residential fence regulations were reviewed and updated. The proposed changes to the fence regulations are summarized below.

## REGULATIONS FOR ALL DISTRICTS

The proposed code provides clarification on where fences can be located and what kind of fencing material is appropriate. The illustrations below show where fences are permitted for residential properties on interior, corner, and through lots.



6' Privacy fence on side & rear property boundary



Fence in the front yard on the front property line

## FENCE DESIGN AND MATERIALS

### Permitted Fencing Materials



Wood - Split Rail



Wood - Privacy



Solid Masonry



Vinyl



Ornamental Iron



Chain Link

### Prohibited Fencing Materials



Plywood



Particle Board



Fiberglass



Corrugated/  
Sheet Metal  
Panels



Temporary  
Construction  
Material



Shipping  
Crates



# SIGNAGE

## OVERVIEW

As part of the zoning code update, the city's signage regulations were reviewed and updated. The proposed changes to permitted signage, temporary signage, and other regulations are highlighted.

## PERMITTED PERMANENT SIGNS:



Wall Sign



Ground Sign



Electronic Message Center



Menu Board



Gas Price Panel



Awning Sign



Canopy Sign



Directional Sign



Window Sign



Projecting Sign

## PERMITTED TEMPORARY SIGNS:



Residential Temporary Signs



Freestanding Temporary Signs



Banners



Construction Signs



Flutter and Flag Signs

## SIGN UPDATES OVERVIEW

- » Sign code updated to be consistent with recent legal decisions and all content-based regulations removed.
- » New pole signs will no longer be permitted.
- » Regulations added to address menu boards and window signs.
- » Variable message boards and electronic message displays combined into one new sign category called Electronic Message Centers (EMC).
- » Updates to the permitted signage in residential and non-residential districts.
- » New residential temporary sign regulations that conform with first amendment rights.



# SUBDIVISIONS

## OVERVIEW

Subdividing or platting is the usual means by which land is divided into buildable sites. It consists of laying out such land into streets and lots and the installation of the street and sanitary improvements necessary to provide for traffic access and for water, sewer, and other utility services. Subdividing includes dividing two lots into one (lot splits), dividing one lot into a few lots (minor subdivision), or dividing land into many lots (major subdivision). An overview of the subdivision process is included below.

## MAJOR SUBDIVISIONS

Whenever a subdivision does not meet the requirements of a minor subdivision, it is considered major and requires Planning Commission approval. The major subdivision process is the following:



PC = Planning Commission | DSD = Development Services Department



Example of open land to be subdivided in order to create residential lots.



Example of a residential subdivision

## MINOR SUBDIVISIONS

In some circumstances, subdivisions do not need to undergo the typical review and approval process. These subdivisions can be submitted to the Development Services Department for approval without a plat as long as the subdivision:

- » The proposed division of the parcel of land is along an existing street.
- » The proposed division does not involve the opening, widening, or extension of any street or road
- » The proposed division will not result in more than five lots after the original tract has been subdivided.

## IMPROVEMENT PLANS

Due to the scale of major subdivisions, additional plans and drawings are required during the review process. These additional documents provide a comprehensive overview of the development of the subdivision and are called improvement plans. The following plans are included in the overall improvement plan:

- » Construction plans showing all existing and proposed facilities
- » Drainage plan
- » Sedimentation plan
- » Standard drawings
- » Tree planning; street trees



# ADMINISTRATION

## OVERVIEW

The administration chapter groups all of the planning and zoning procedures and what their approval process is within the City. The approval bodies are also identified along with which body has review and approval responsibilities for different application types.

## CITY COUNCIL

City Council’s role in the regulatory processes in the Zoning Code is predominately reviewing and providing the final approval for various processes that result in a change to the Zoning Code or Zoning Map. City Council provides final approval for:

- » Planning and Zoning Code Text Amendments
- » Zoning Map Amendments
- » PUD Zone Map Amendment and Concept Plan
- » PUD Final Development Plan

## PLANNING COMMISSION

The Planning Commission provides a vision for the ongoing development and growth of the City and its neighborhoods. It promotes and coordinates long-range planning, approves development plans, and advises City Council on issues relating to growth and development.

### Duties & Functions

The Planning Commission has the following powers, duties, and functions:

- » To develop and recommend a comprehensive plan, and modifications thereof, to City Council.
- » To recommend modifications to the Planning & Zoning Code and Zoning Map to City Council.
- » To make decisions on the following requests: Conditional Uses, Single-Family Infill Reviews, Overlay District Plans, Minor Modifications to PUDs, Preliminary Plats, Final Plats, and Lot Line Adjustments.

## PROCESS FLOW CHARTS

As part of the zoning code update, flow charts were created to provide a graphic illustration for each process. An example of one of the flow charts is provided.

Table 1190.1 -1: Summary Table of Procedures<sup>2</sup>

Procedure	Section Reference	Development Services Department	Planning Commission	City Council	Board of Zoning Appeals
Zoning Text or Map Amendment	XXXX	Review	Recommendation	Decision	
Conditional Use	XXXX	Review	Decision		
Variance	XXXX	Review			Decision
Site Plan Review	XXXX	Review and Decision			
Single-family Infill Review	XXXX	Review	Decision		
Overlay District Site Plan Review <sup>1</sup>	Overlay district regs	Review and Decision	Decision	Decision	
PUD Zone Map Amendment and Concept Plan	PUD section	Review	Recommendation	Decision	
PUD Final Development Plan	PUD section	Review	Recommendation	Decision	
Minor Modification to PUD	XXXX	Review	Decision		
Preliminary Plat	XXXX	Review	Decision		
Final Plat	XXXX	Review	Decision		
Lot Line Adjustment	XXXX	Review and Decision			

FOOTNOTES:  
 1 – An administrative decision can be appealed to Planning Commission, and a Planning Commission decision can be appealed to City Council.  
 2 – This table includes common planning and zoning processes, but is not inclusive of all requests and processes within the City.

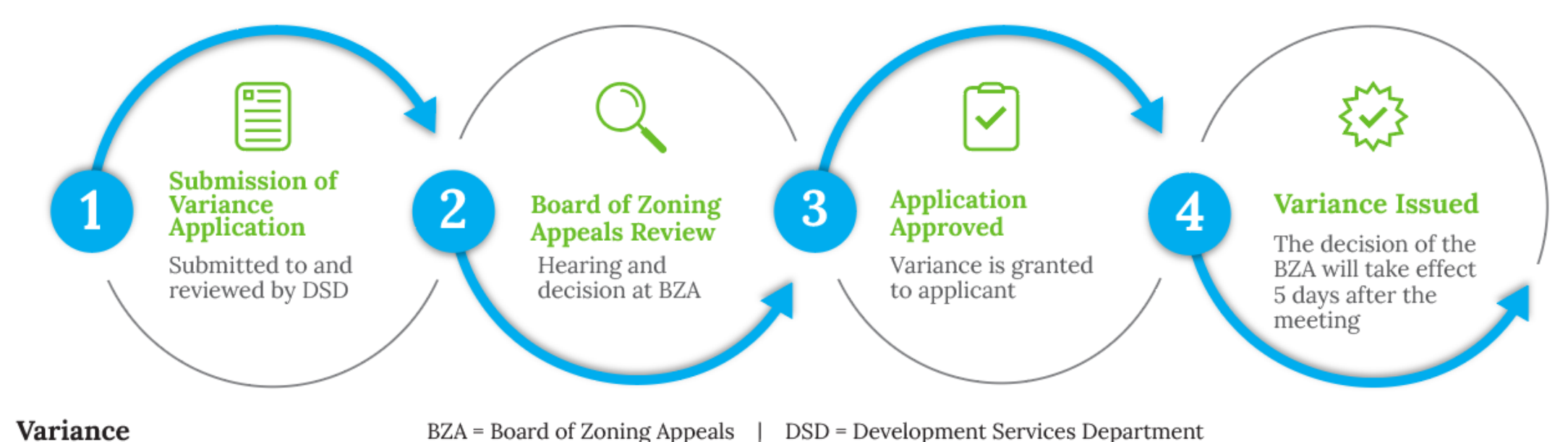
## BOARD OF ZONING APPEALS

The primary responsibility of the Board of Zoning Appeals (BZA) is to interpret the provisions of the Fairfield Zoning Code and to hear and decide appeals where it is alleged there is an error in any order, requirement, or decision of determination by an administrative official in the enforcement of such codes.

### Duties & Functions

The Planning Commission has the following powers, duties and functions:

- » To hear Variance requests.
- » To hear appeals.





# THANK YOU!

We appreciate your input and participation in this process. Your feedback is valuable and appreciated. Comments can be submitted by:

- » Providing comments **in person** by filling out comment sheet
- » Providing comments **online** by scanning the QR code
- » Providing comments by emailing the City of Fairfield Planning Manager, Erin Lynn, at [elynn@fairfieldoh.gov](mailto:elynn@fairfieldoh.gov)



## SPECIAL THANKS GOES TO:

### Advisory Committee Members:

- » Matt Davidson, City Council
- » Steve DeSalvo, Design Review
- » Don Hassler, Planning Commission
- » Scott Lepsky, Planning Commission & BZA
- » Missy O'Brien, Planning Commission
- » Dale Paullus, City Council
- » Tony Rawe, BZA
- » Gwen Ritchie, Planning Commission
- » Erin Simons, BZA
- » Terry White, Resident
- » Bill Woeste, Resident
- » Steve Wolterman, Law Department
- » Kert Radel, Chamber Representative

### Fairfield City Staff:

- » Greg Kathman, Development Services Director
- » Erin Lynn, Planning Manager
- » Nathaniel Kaelin, Economic Development Manager
- » Lee Rosato, Building Official

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