CITY OF FAIRBORN
COUNCIL WORK SESSION
March 2, 2026, at 5:00 p.m.
Fire Training Room

COUNCIL MEMBERS	Present	Absent
Dan Kirkpatrick, Mayor	☒	☐
Clint Allen, Councilman	☒	☐
Sylvia Chess, Councilwoman	☒	☐
Brian Dodd, Councilman	☒	☐
Rodney McCubbins, Councilman	☒	☐
Mary Reaster, Deputy Mayor	☒	☐
Tana Stanton, Councilwoman	☒	☐

STAFF MEMBERS PRESENT

Adkins, Gebhart, McClure, McNamee, Myers, Roman, Taylor, and Williams.

ENGINEERING PERMITTING FEES

Terry Adkins, Public Works Director, explained that Manuel Jacobs and Haley Myers have worked for about five and a half or six weeks on this topic. It has been several years since there have been updates to the Engineering Permitting Fees.

Manuel Jacobs, City Engineer and Haley Myers, Assistant City Engineer provided the attached power point presentation labeled Exhibit "A" outlining the needed changes to permitting fees. Some of these fees have not been updated in over 20 years. The goal is to create an inclusive schedule of fees that are updated regularly. If a new Ordinance is adopted, they will be able to do a quick overview every year and make necessary adjustments to fees with City Manager approval. Mr. Jacobs stated the penalty language in the Ordinance remained in effect.

The proposed Engineering Division Schedule of Fees is labeled Exhibit "B" outlining the Contractor Registration, Right-of-Way permitting Fees and Water and Sewer Fees. Also attached under Exhibit "B" is the Water and Sewer Permit Application and Right-of-Way Permit Application.

Councilman Dodd asked after the Ordinance is approved will it be added to the web page. Mr. Jacobs stated the official presentation will be made at the second Council meeting in March and if it is adopted at that time, they will have a month before it goes into effect. Staff will post the change on social media and give everyone proper notice of the change.

Councilwoman Reaster asked if this would be retroactive or if it would just be for all new permitting. Mr. Jacobs stated that it will not be retroactive.

Councilman Dodd asked how the City's fees compare to other areas. Mr. Jacobs stated they tried to be fair. The City is still on the average low end. They did not take this as an opportunity to skyrocket fees. On the water and sewer fees they are following American Waterworks Association standards and national standards.

Haley Myers, Assistant City Engineer, stated they took a look at the surrounding fees in Huber Heights, Vandalia, Yellow Springs, Greene County and anywhere that they had their fees available, or returned her calls in developing the revised schedule of fees. Terry Adkins, Public Works Director, discussed the tap fee increase, but this change has not happened since 2003. Our people are still going out to do the field work at the same price 20 years ago, and we had not caught up in that time. They want to stay close to the standard and not so far behind.

Deputy Mayor McCubbins asked if the right of way permit fee is waived during the CSA program. Mr. Jacobs stated the CSA program already includes administrative fees, so they do not charge right-of-way fees for work during the city contract work.

Mayor Kirkpatrick asked when the next increase in fees would be anticipated. Mr. Jacobs stated if this moves forward, they can have an evaluation of where the fees land and see what worked and didn't work and have the conversation with a potential update next year, if needed. This has been a consolidated effort of trying to get our fees more in line with other communities.

Councilman Allen stated this is key to building the process.

Councilwoman Reaster stated the majority of the impact will be on commercial projects. She asked on average how many residents come and pull a permit that this could impact. Mr. Jacobs stated there are a fair amount of right of way permits for concrete on the residential side for redoing driveways or approaches. Ms. Myers stated maybe a couple of hundred a year of permits. Mr. Jacobs said the inspectors are for sure handling one or two permits a week. Councilwoman Reaster asked for an email of the number of residents it could affect. Mr. Jacobs stated he could have that information for her in the next week or so. He would include that in the Council meeting presentation as well.

Councilman Dodd asked if there will be a media announcement about the public hearing of the Ordinance. Mr. Gebhart explained that is posted to the social media platforms of the website. They are quick to respond to those things. The information that council received is posted along with the agenda on the website.

CITY MANAGER COMMENTS

Mike Gebhart, City Manager, had no additional comments.

COUNCIL COMMENTS

Councilwoman Stanton asked when they would meet on the things that they did not get through at the retreat. She is thinking specifically about Council Rules. Mr. Gebhart stated he had a request from the schools for them to do a presentation about the school's strategic plan. He thinks they can revisit that topic on the 16th or the first meeting in April.

Councilwoman Stanton stated it came up at the Greene County Regional Planning and Coordinating Commission about data centers. We did that moratorium about the facilities for bitcoin mining were they called data centers and are we covered about a potential moratorium on data centers. Mr. Gebhart stated he believes it was a data center moratorium and he would double check on that.

Councilman Dodd appreciated all the information.

Deputy Mayor McCubbins had no comments or questions.

Councilman Allen had no additional comments.

Councilwoman Reaster stated they are running a multi-million-dollar business, and this is the cost of doing business. She thanked staff for their work and for answering all the questions.

ADJOURNMENT

Deputy Mayor McCubbins moved to adjourn the meeting. Councilwoman Reaster seconded. Yeas, seven: McCubbins, Reaster, Allen, Chess, Dodd, Stanton, and Kirkpatrick. Nays, none. Motion carried. The meeting was adjourned at 5:50 p.m.

MAYOR

CLERK, CITY OF FAIRBORN

Exhibit "A"



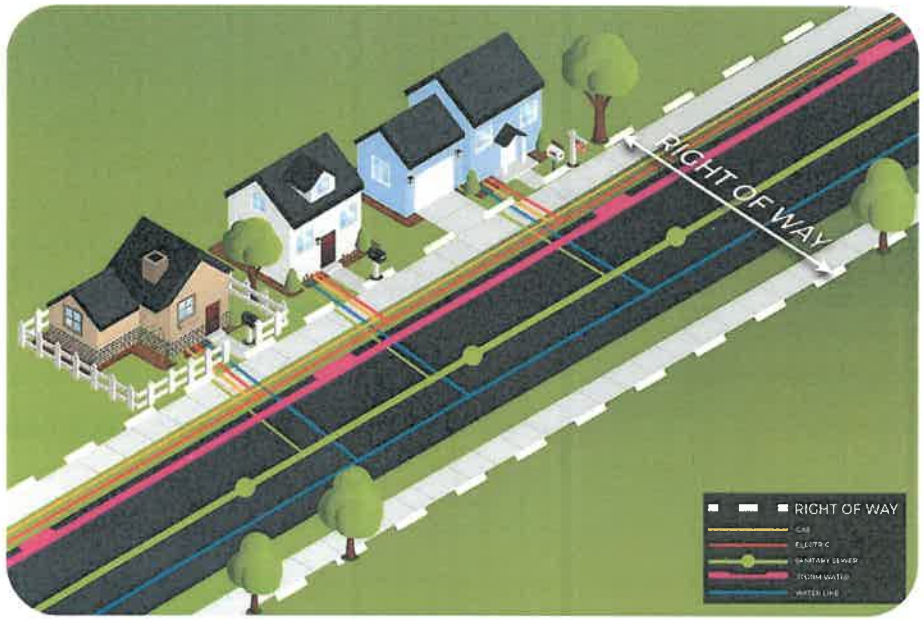
Engineering Schedule of Fees

Council Work Session – March 2nd, 2026

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Engineering Permit and Fees Overview

- Water/Sewer Permits and Connection Fees
- Right-of-Way Permits
- Tree Permits
- Revocable Encroachment Permits



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Why is an Ordinance Update Needed?

- Connection charges had not been updated in 20+ years
- Other permitting fees not updated in several years
- Goal to create an inclusive schedule of fees that are updated regularly

912.02 WATER CONNECTION CHARGE AND WATER LINE CONNECTION CHARGE.

(a) There is hereby established a water connection charge, based on the size and number of meters serving the premises including those installed for irrigation purposes. This fee is a privilege fee and does not include the labor, material or equipment required to install the water tap, service lateral or the cost of the water meter and reading equipment. For each water meter installed at a residence, building or other type of structure in the City, there is a charge as follows:

Meter Size (in inches)	Water Connection Charge
5/8 x 3/4	$480.00
3/4	880.00
1	1,200.00
1-1/2	2,400.00
2	3,800.00
3	7,200.00
4	12,000.00
6	24,000.00
8	38,000.00

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How were updated fees determined?

- Comparison to neighboring municipality fees
- Time lapsed since last update
- Analysis of staff time and equipment used for inspections, reviews, etc.

Water/Sewer Connection Fees:

- Based on meter factor size table from American Water Works Association (AWWA)

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Right-of-Way Permits



Concrete Work/Street Cuts

- Increase existing fees to account for inflation over time
- Biggest Impact – Property Owners

Utility Permit

- Extension to existing permitting process for utility installation across multiple parcels
- Biggest Impact – Utility Companies

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Water & Sewer Permits



Water/Sewer Connection Charges

- Increase existing fees to account for inflation over time
- Biggest Impact – Developers and property owners looking to install irrigation lines

Installation of Public Water/Sewer Main

- Implementation of new permitting fee to cover inspection of future city infrastructure
- Biggest Impact – Developers

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Questions?



EXAMPLES



Example: Right-of-Way – Concrete Approach Replacement

Item	Current Cost	Proposed Cost	Difference in Cost
Right-of-Way Permit	$30	$60	$30
Total	**$30**	**$60**	**$30**

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Example: Right-of-Way – Utility Installation

Fiberoptic Underground Installation along Brehm Blvd: ~6,500 ft.

Item	Current Cost	Proposed Cost	Difference in Cost
Right-of-Way Permit	$30	$60	$30
Utility Length Fee ($50 per 500 ft.)	N/A	$650	$650
Total	**$30**	**$710**	**$680**

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Example: Water Connection – New Single-Family Home

Item	Current Cost	Proposed Cost	Difference in Cost
Water Permit	$30	$60	$30
Connection Charge (5/8" x 3/4" Meter)	$480	$900	$420
Backflow Inspection	$10	$20	$10
Construction Water	$75	$150	$75
Total	**$595**	**$1,130**	**$535**

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Example: Water Connection – New Commercial Construction

Dentist Office (Sterling Ct.)

Item	Current Cost	Proposed Cost	Difference in Cost
Water Permit	$30	$60	$30
Connection Charge (1-1/2" Meter)	$1,200	$4,500	$3,300
Backflow Inspection	$10	$20	$10
Construction Water	$75	$150	$75
Total	**$1,315**	**$4,730**	**$3,415**

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Water Main (Future Public Infrastructure) – Installation Inspection

Public Water Main Install (~1,680 ft.) on Rockdell Villas Site

Item	Current Cost	Proposed Cost	Difference in Cost
Water Permit	$30	$60	$30
Connection Charge (2" Meter)	$3,800	$7,200	$3,400
Backflow Inspection	$10	$20	$10
Construction Water	$75	$150	$75
Main Installation Inspection ($3.50 per linear ft.)	N/A	$5,880	$5,880
Total	**$3,915**	**$13,310**	**$9,395**

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Exhibit "B"

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City of Fairborn
Engineering Division
44 W. Hebble Avenue
Fairborn, OH 45324
Ph. 937-754-3055
engineering@fairbornoh.gov

Engineering Division Schedule of Fees

Contractor Registration			
Annual Registration Fee	$	50.00	
Water and Sewer Fees			
Water Permit	$	60.00	
Sewer Permit	$	60.00	
Re-inspection Fee	$	50.00	
Water/Sewer Permit Renewal	$	50.00	plus difference in fees
Water/Sewer Connection Charges:	*Connection charges will apply for both water and sewer connections*		
5/8" x 3/4" Meter	$	900.00	
3/4" Meter	$	1,350.00	
1" Meter	$	2,250.00	
1-1/2" Meter	$	4,500.00	
2" Meter	$	7,200.00	
3" Meter	$	13,500.00	
4" Meter	$	22,500.00	
6" Meter	$	45,000.00	
8" Meter	$	72,000.00	
10" Meter	$	103,500.00	
12 " Meter	$	193,500.00	
14" Meter	$	288,000.00	
16" Meter	$	412,200.00	
18" Meter	$	659,250.00	
20" Meter	$	832,500.00	
Manufactured Home	$	250.00	
Backflow Inspection	$	20.00	
Construction Water	$	150.00	
Water/Sewer Public Main Installation Inspection	$	3.50	per linear foot
Right-of-Way Fees			
Right-of-Way Permit	$	60.00	
Re-inspection Fee	$	50.00	
Utility Right-of-Way Permit Renewal	$	50.00	plus difference in fees
Roadway Cut Fee (0-25 square feet)*	$	100.00	
Roadway Cut Fee (25+ square feet)*	$	200.00	
**Note: Roadway cut fee is doubled for pavement less than 4 years old (FCO 901.06)*			
Length Fee for Utility Work Across Multiple Parcels	$	50.00	per 500 feet
Revocable Encroachment Permit	$	10.00	
Tree Permit	$	20.00	

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City of Fairborn
Engineering Division
44 W. Hebble Avenue
Fairborn, OH 45324
Ph. 937-754-3055
engineering@fairbornoh.gov

WATER AND SEWER PERMIT APPLICATION

Job Site Address: _____

Project Description: _____

Water Permit		Sewer Permit	
	$ 60		$ 60
☐ New Connection ☐ Existing Connection		☐ New Connection ☐ Existing Connection	
Water Connection Charge		Sewer Connection Charge	
☐ 5/8" x 3/4" Meter	$ 900	☐ 5/8" x 3/4" Meter	$ 900
☐ 3/4" Meter	$ 1,350	☐ 3/4" Meter	$ 1,350
☐ 1" Meter	$ 2,250	☐ 1" Meter	$ 2,250
☐ 1-1/2" Meter	$ 4,500	☐ 1-1/2" Meter	$ 4,500
☐ 2" Meter	$ 7,200	☐ 2" Meter	$ 7,200
☐ 3" Meter	$ 13,500	☐ 3" Meter	$ 13,500
☐ 4" Meter	$ 22,500	☐ 4" Meter	$ 22,500
☐ 6" Meter	$ 45,000	☐ 6" Meter	$ 45,000
☐ 8" Meter	$ 72,000	☐ 8" Meter	$ 72,000
☐ 10" Meter	$ 103,500	☐ 10" Meter	$ 103,500
☐ Manufactured Home	$ 250	☐ Manufactured Home	$ 250
☐ Backflow Inspection	$ 20		
☐ Construction Water	$ 150		
☐ Public Main Install Inspection	_____ FT	☐ Public Main Install Inspection	_____ FT
($3.50/Linear Foot)	$ _____	($3.50/Linear Foot)	$ _____
☐ Irrigation Line Meter Connection	$ _____		
☐ Fire Line Suppression Connection	$ _____		
☐ Bath Township Surcharge (50%)	$ _____	☐ Bath Township Surcharge (50%)	$ _____
☐ Other Area Surcharge (100%)	$ _____	☐ Other Area Surcharge (100%)	$ _____
TOTAL (to be finalized by staff)	$ _____	TOTAL (to be finalized by staff)	$ _____

A re-inspection fee of $50 shall be charged as needed per FCO 909.04.

Work impacting sidewalk, curb, or roadway in the right-of-way (ROW) will also require a ROW permit.

Contact the Engineering Division for connection charges for meter sizes greater than 10".

Per the City of Fairborn Water and Sewer Rules and Regulations:

Whenever major plumbing modifications are being made to a building (such as replacement of the water line from the curb stop to the meter or changing the location of the meter), the property owner and/or water customer will be required to bring the water system into compliance with current City Standards. This includes installation of the appropriate backflow device, placement of the meter in a meter yoke, provision of thermal relief, an electrical continuity strap around applicable equipment and movement of the meter reading equipment to the outside of the building.

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Engineering Division
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Ph. 937-754-3055
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RIGHT-OF-WAY PERMIT APPLICATION

Job Site Address: _____

Project Description: _____

_____

Right-of-Way Permit $ 60

Outside of Roadway

New Construction			Removal/Replacement/Repair		
☐ Curb	_____	feet	☐ Curb	_____	feet
☐ Sidewalk	_____	square feet	☐ Sidewalk	_____	square feet
☐ Approach	_____	square feet	☐ Approach	_____	square feet
☐ Utility Installation			☐ Utility Removal/Replacement/Repair/Locate		
☐ Temporary Drive Approach					

Contact the Engineering Division 24 hours in advance to schedule an inspection.

A re-inspection fee of $50 shall be charged as needed per FCO 903.03 (e).

Roadway Cut Fees

☐ 0-25 Square Feet ($100/cut)	# of cuts _____	$ _____
☐ 25+ Square Feet ($200/cut)	# of cuts _____	$ _____
☐ Fee is doubled for pavement less than 4 years old (FCO 901.06)		$ _____

Utility Work Extending Across Multiple Parcels

Length of Utility Work _____ feet *Associated Length fee is $50 for every 500 ft.*

☐ Up to 500 ft.	$	50	☐ 3,001 - 3,500 ft.	$	350
☐ 501 - 1,000 ft.	$	100	☐ 3,501 - 4,000 ft.	$	400
☐ 1,001 - 1,500 ft.	$	150	☐ 4,001 - 4,500 ft.	$	450
☐ 1,501 - 2,000 ft.	$	200	☐ 4,501 - 5,000 ft.	$	500
☐ 2,001 - 2,500 ft.	$	250	☐ 5,001 - 5,500 ft.	$	550
☐ 2,501 - 3,000 ft.	$	300	☐ 5,501+ ft.	$	_____

A copy of the plans for all projects must be attached showing location, dimensions, and other pertinent details.

A separate permit should be obtained for each street work will take place on.

Additional right-of-way permits will be needed for concrete removal/replacement, street cuts, etc. associated with utility work.

Permit Total $_____