
4 – ADMINISTRATION

4.0 OFFICE OF ZONING INSPECTOR

A Zoning Inspector designated by the Board of Township Trustees shall administer and enforce this Resolution. He may be provided with the assistance of such other persons as the Board of Township Trustees may direct. The township zoning inspector, before entering upon his duties, shall give bond as specified in Section 519.161, Ohio Revised Code.

4.1 DUTIES OF ZONING INSPECTOR

For the purpose of this Resolution, the Zoning Inspector shall have the following duties:

1. Upon finding that any of the provisions of this Resolution are being violated, he shall notify in writing the person responsible for such violation(s), ordering the action necessary to correct such violation(s)
2. Order discontinuance of illegal uses of land, buildings, or structures
3. Order removal of illegal buildings or structures or illegal additions or structural alterations
4. Order discontinuance of any illegal work being done
5. Take any other action authorized by this Resolution to ensure compliance with or to prevent violation(s) of this Resolution. This may include the issuance of and action on zoning and Certificate of Zoning Compliance permits and such similar administrative duties as are permissible under the law.

4.2 ZONING COMMISSION

A Zoning Commission shall consist of five (5) members to be appointed by the Board of Township Trustees each for a term of five (5) years. The initial appointments shall be one (1) member each for one (1), two (2), three (3), four (4), five (5) year terms. Each member shall be a resident of the unincorporated areas of the Township. Members of the Commission may be removed from office by the Board of Township Trustees for cause upon written charges and after public hearing as provided in Section 519.04 of the Ohio Revised Code. Vacancies shall be filled by appointment by the Board of Township Trustees for the unexpired term of the member affected.

The Alternate Members shall meet the same appointment criteria as Regular Members and shall take the place of an absent Regular Member at any meeting of the Board of Zoning Commission. An Alternate Member may vote on any matter on which the absent Member is authorized to vote. Alternate Members of the Board(s) may be removed from office by the Board of Township Trustees for cause upon written charges and after a public hearing as provided in Section 519.04 of the Ohio Revised Code. Vacancies shall be filled by appointment by the Board of Township Trustees for the un-expired term of the member affected.

4.3 PROCEEDINGS OF ZONING COMMISSION

The Commission shall adopt rules necessary to the conduct of its affairs in keeping with the provisions of this Resolution. Meetings shall be held at the call of the chairperson and at such other times as the Commission may determine. All meetings shall be open to the public. The Commission shall keep minutes of its proceedings; showing the vote, of each member upon each motion; if absent or failing to vote, indicate such fact; keep records of its examinations and other official actions, all of which shall be a public record and filed in the office of the Commission.

4.4 DUTIES OF ZONING COMMISSION

For the purpose of this Resolution the Commission shall have the following duties:

1. Initiate proposed amendments to this Resolution and to the Harrison Township Zoning Map
2. Review all proposed amendments to this Resolution and proposed zoning map changes and make recommendations to the Board of Township Trustees as specified in Article 6
3. Review all planned unit developments and make recommendations to the Board of Township Trustees as provided in Article 24
4. Review actions of the Board of Zoning Appeals for possible amendments to this Resolution

4.5 BOARD OF ZONING APPEALS

Board of Zoning Appeals shall consist of five (5) members to be appointed by the Board of Township Trustees each for a term of five (5) years. The initial appointments shall be one (1) member each for one (1), two (2), three (3), four (4), five (5) year terms. Each member shall be a resident of the unincorporated areas of the Township. Members of the Board may be removed from office by the Board of Township Trustees for cause upon written charges and after public hearing as provided in Section 519.04 of the Ohio Revised Code. Vacancies shall be filled by appointment by the Board of Township Trustees for the unexpired term of the member affected.

The Alternate Members shall meet the same appointment criteria as Regular Members, and shall take the place of an absent Regular Member at any meeting of the Board of Zoning Appeals. An Alternate Member may vote on any matter on which the absent Member is authorized to vote. Alternate Members of the Board(s) may be removed from office by the Board of Township Trustees for cause upon written charges and after a public hearing as provided in Section 519.04 of the Ohio Revised Code. Vacancies shall be filled by appointment by the Board of Township Trustees for the un-expired term of the member affected.

4.6 PROCEEDINGS OF THE BOARD OF ZONING APPEALS

Meetings shall be held at the call of the chairperson and at such other times as the Board may determine. The chairperson, or in his absence the acting chairperson, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examination and other official

actions, all which shall be a public record and be immediately filed in the office of the Board of Zoning Appeals.

Three members of the Board of Zoning Appeals shall be necessary to constitute a quorum to conduct business. A majority vote of those members of the Board of Zoning Appeals present to form a quorum shall be necessary to reverse any order, requirement, decision, or determination of the Zoning Inspector, or to decide in favor of the applicant on any matter upon which it is required to pass under this Resolution or to effect any variation in the application of this Resolution.

4.7 DUTIES OF THE BOARD OF ZONING APPEALS

The Board has the following responsibilities:

1. To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, interpretation, or determination made by the Zoning Inspector.
2. To authorize such variances from the terms of this Resolution as will not be contrary to the public interest, where, owing to the special conditions, a literal enforcement of this Resolution will result in unnecessary hardship for use variances or practical difficulties for area variances, so that the spirit of this Resolution shall be observed and substantial justice done
3. To grant conditional use permits as specified in the Official Schedule of District Regulations and under the conditions specified in Article 4.19 and such additional safeguards as will uphold the intent of this Resolution
4. To interpret the Zoning Map - Where the streets or lot lines actually in place, or as recorded, differ from the streets and lot lines as shown on the Zoning Map, the Board of Zoning Appeals, after notice to the owners of the property or properties concerned, and after public hearing, shall interpret the Map in such a way as to carry out the intent and purpose of this Resolution. In case of any questions as to the location of any boundary line between zoning districts or where there is uncertainty as to the meaning and intent of a textual provision of the Resolution, a request for interpretation of the Zoning Map or the textual provision in question may be made to the Board of Zoning Appeals and a determination shall be made by said Board of Zoning Appeals.

The concurring vote of a majority of the Board of Zoning Appeals shall be necessary to reverse any order.

4.8 DUTIES OF ZONING INSPECTOR, BOARD OF ZONING APPEALS, LEGISLATIVE AUTHORITY AND COURTS ON MATTER OF APPEAL

It is the intent of this Resolution that all questions of interpretation and enforcement shall be first presented to the Zoning Inspector, and that such questions shall be presented to the Board of Zoning Appeals only on appeal from the decision of the Zoning Inspector, and that recourse from the decisions of the Board of Zoning Appeals shall be to the courts as provided by law. It is further the intent of this Resolution that the duties of the Board of Township Trustees, in connection with this Resolution shall not include hearing and deciding questions of interpretation and enforcement that may arise. The procedure for deciding such questions shall be as stated in this Article and this Resolution. Under this Resolution the Board of Township Trustees shall have only the duties of considering the adopting or rejecting proposed amendments or the repeal of this Resolution as provided by law, and of establishing a schedule of fees and charges as stated in Article 5.11 of this

Resolution. Nothing in this Resolution shall be interpreted to prevent any official of the Township from appealing a decision of the Board of Zoning Appeals to the courts as provided in Chapters 2505 and 2506 of the Ohio Revised Code. Any such appeal shall be made within thirty (30) days of the Board of Zoning Appeals' written decision.

4.9 PROCEDURES AND REQUIREMENTS FOR APPEALS AND VARIANCES

Appeals and variances shall conform to the procedures and requirements of Articles 4.10 through 4.19. As specified in Article 4.7, the Board of Zoning Appeals has appellate jurisdiction relative to appeals and variances.

4.10 APPEALS

Appeals to the Board of Zoning Appeals concerning interpretation or administration of this Resolution may be taken by any person aggrieved or by any officer or bureau of the legislative authority of the Township affected by any decision of the Zoning Inspector. Such appeal shall be taken within twenty (20) days after the decision by filing with the Zoning Inspector and with the Board of Zoning Appeals, a notice of appeal specifying the grounds upon which the appeal is being taken. The Zoning Inspector shall transmit to the Board of Zoning Appeals all the papers constituting the record upon which the action appeals form was taken.

4.11 STAY OF PROCEEDINGS

An appeal stays all proceedings in furtherance of the action for which the appeal was made. After the notice of appeal is filed with the Zoning Inspector, he may, by reason of facts stated in the application, find and certify to the Board of Zoning Appeals that a stay, in his opinion, would cause imminent peril of life and property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Board of Zoning Appeals or by a court of record on application, on notice to the Zoning Inspector from whom the appeal is taken on due cause shown.

4.12 VARIANCE

1. Use Variance

The Board of Zoning Appeals may authorize upon appeal in specific cases a variance from the terms of this Resolution as will not be contrary to the public interest where, owing to special conditions of the land, a literal enforcement of the provisions of this Resolution would result in unnecessary hardship. No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered ground for issuance of a variance. Variances shall not be granted on the grounds of convenience or profit, but only where strict application of the provision of this Resolution would result in unnecessary hardship.

The factors to be considered and weighed in determining whether a property owner seeking a use variance has encountered unnecessary hardship in the use of the property include, but are not limited to:

- a. the variance will not be contrary to the public interest.
- b. owing to special conditions, literal enforcement of the Resolution will result in unnecessary hardship (See definition of **UNNECESSARY HARDSHIP** in **Article 3**);
- c. the spirit of the Zoning Resolution shall be observed; and
- d. substantial justice shall be done

2. Area Variance

The Board of Zoning Appeals in regards to lot area, lot width and setbacks may authorize upon appeal in specific cases such variance from the terms of this Resolution as will not be contrary to the public interest where, owing to special conditions of the land, a literal enforcement of the provisions of this Resolution would result in practical difficulties. The Board of Zoning Appeals shall not grant a variance from the terms of this Resolution unless and until practical difficulty is proven. The factors to be considered and weighed in determining whether a property owner seeking an area variance has encountered practical difficulties in the use of the property include but are not limited to:

- a. whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without a variance,
- b. whether a variance is substantial,
- c. whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance,
- d. whether the variance would adversely affect the delivery of governmental services, (e.g. water, sewer, garbage, medical, fire, police.),
- e. whether the property owner purchased the property with knowledge of the zoning restriction,
- f. whether the property owner's predicament feasibly can be prevented or corrected 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 the variance.

4.13 APPLICATION AND STANDARDS FOR VARIANCES

A variance from the terms of this Resolution shall not be granted by the Board of Zoning Appeals unless and until a written application for a variance is submitted to the Zoning Inspector and the Board of Zoning Appeals containing:

1. Name, address, and phone number of applicant(s)
2. A certified copy of the deed, from the Licking County Recorder's Office, showing the legal ownership of said property, and legal owner's consent if applicant is not the legal owner.
3. Description of nature of variance requested.
4. Current zoning district
5. A narrative statement demonstrating that the requested variance conforms to the requirements of Article 4.12.1.a through 4.12.1.d for a Use Variance or Article 4.12.2.a through 4.12.2.g for an Area Variance

6. A drawing of the proposed site for the variance showing the location of all buildings, parking and loading area, traffic access traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, and yards. Note additional information may be required by the Board at the time of the hearing.
7. Names and addresses of **contiguous/adjacent property owners** ~~within 500 feet of property,~~ including across the roadway. This list shall be typed or printed on mailing labels.
8. In order to notify adjacent property owners, landowners, and residents in the immediate vicinity and the general public of pending zoning changes, the Township will provide a notice sign with the recommended wording:

“This property is under a zoning consideration. For additional information contact the Harrison Township Zoning Office at 740-927-8277 or visit website at www.harrisantownship.net”

The notice must be erected within 48 hours of application. It shall be erected on the site readily legible from the most traveled thoroughfare adjacent to the property. The sign must be maintained until a final decision by the appropriate board. At which time, the sign must be returned in good condition to the township.

A variance shall not be granted unless the Board makes specific findings of fact based directly on the particular evidence presented to it, which support conclusions that the standards and conditions imposed by Article 4.13.4 have been met by the applicant.

4.14 SUPPLEMENTARY CONDITIONS AND SAFEGUARDS

Under no circumstances shall the Board of Zoning Appeals grant an appeal or variance to allow a use not permissible under the terms of this Resolution in the district involved, or any use expressly or by implication prohibited by the terms of this Resolution in said district. In granting any appeal or variance, the Board of Zoning Appeals may prescribe appropriate conditions and safeguards, when made a part of the terms under which the appeal or variance is granted, shall be deemed a violation of this Resolution and punishable under Article 5.10 of this Resolution.

4.15 PUBLIC HEARING BY THE BOARD OF ZONING APPEALS

The Board of Zoning Appeals shall hold a public hearing within forty-five (45) days after the receipt of an application for an appeal, conditional use, or variance from the Zoning Inspector.

4.16 NOTICE OF PUBLIC HEARING IN NEWSPAPER

Before holding the public hearing required in Article 4.15, notice of such hearing shall be given in one or more newspapers of general circulation in the Township at least ten (10) days before the

date of said hearing. The notice shall set forth the time and place of the public hearing, and the nature of the proposed appeal, conditional use, or variance.

4.17 NOTICE TO PARTIES IN INTEREST

Before holding the public hearing required in Article 4.15 – Public Hearing by the Board of Zoning Appeals, written notice of such hearing shall be mailed by first class mail at least ten (10) days before the day of the hearing to **contiguous/adjacent property owners** ~~all owners of property within 500 feet of property~~ to be considered for a variance, conditional use, or appeal by the Board of Zoning Appeals., including across the roadway. The notice shall be mailed to the address of such owners appearing on the County Auditor's current tax list or the Treasurer's mailing list and to such other list or lists that may be specified by the Board of Township Trustees.

4.18 ACTION BY BOARD OF ZONING APPEALS

Within thirty (30) days after the public hearing required in Article 4.15, the Board of Zoning Appeals shall approve, approve with supplementary conditions as specified in Article 4.14, or disapprove the request for appeal, conditional use, or variance. The Board of Zoning Appeals may further make possible a reasonable use of the land, building, or structure. Appeals from Board decisions shall be made in the manner specified in Article 4.8.

4.19 PROCEDURE AND REQUIREMENTS FOR APPROVAL OF CONDITIONAL USE PERMITS

Conditional uses shall conform to the procedures and requirements of Articles 4.20 through 4.27.

4.20 GENERAL

It is recognized that an increasing number of new kinds of uses are appearing daily, and that many of these and some other more conventional uses possess characteristics of such unique and special nature relative to location, design, size, method of operation, circulation, and public facilities that each specific use must be considered individually.

4.21 CONTENTS OF APPLICATION FOR CONDITIONAL USE PERMIT

An application for conditional use permit shall be filed with the Zoning Inspector by at least one owner or lessee of property for which such conditional use is proposed. The application shall contain the following information:

1. Name, address, and phone number of applicant(s)
2. A certified copy of the deed, from the Licking County Recorder's Office, showing the legal ownership of said property, and legal owner's consent if applicant is not the legal owner
3. Description of existing use
4. Current zoning district
5. Description of proposed conditional use
6. A drawing of the proposed site for the conditional use showing the location of all buildings, parking and loading area, traffic access traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, and yards. Note additional information may be required by the Board at the time of the hearing.

7. A narrative statement evaluating the effects on adjoining property; the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property; and a discussion of the general compatibility with adjacent and other properties in the district.
8. Names and addresses of **contiguous/adjacent property owners** ~~within 500 feet of property~~, including across the roadway. This list shall be typed or printed on mailing labels.
9. Such other information as may be required in Article 4.22.

In order to notify adjacent property owners, landowners, and residents in the immediate vicinity and the general public of pending zoning changes, the Township will provide a notice sign with the recommended wording:

"This property is under a zoning consideration. For additional information contact the Harrison Township Zoning Office at 740-927-8277 or visit website at www.harrisontownship.net"

The notice must be erected within 48 hours of application. It shall be erected on the site readily legible from the most traveled thoroughfare adjacent to the property. The sign must be maintained until a final decision by the appropriate board. At which time the sign must be returned in good condition to the township.

4.22 GENERAL STANDARDS APPLICABLE TO ALL CONDITIONAL USES

The Board of Zoning Appeals shall review the particular facts and circumstances of each proposed use in terms of the following standards and shall find adequate evidence showing that such use at the proposed location:

1. is in fact a conditional use as established under the provisions for the Zoning District involved.
2. will be harmonious with and in accordance with the general objectives, or with any specific objective of the Township's comprehensive plan and/or the Zoning Resolution;
3. 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 change the essential character of the same area;
4. will not be hazardous or disturbing to existing or future neighboring uses;
5. will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer,

- and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
6. will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community;
 7. will not involve uses, activities, processes, materials, equipment and conditions of operations that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odor;
 8. will have vehicular approaches to the property, which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares;
 9. will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

4.23 ACTION BY THE BOARD OF ZONING APPEALS

Within thirty (30) days after the public hearing required in Article 4.15, the Board of Zoning Appeals shall approve, approve with supplementary conditions, or disapprove the application as presented. When considering the application for conditional use the Board of Zoning Appeals should refer to the specific district of this Resolution to which this application applies. If the application is approved or approved with modifications, the Board shall direct the Zoning Inspector to issue a conditional use permit listing the specific conditions specified by the Board of Zoning Appeals for approval. If the application is disapproved by the Board of Zoning Appeals, the applicant may seek relief through the Court of Common Pleas. Appeals from Board of Zoning Appeals decisions shall be made in the manner specified in Article 4.8.

Revisions:

09-17-2014

- 4.1 – one revision*
- 4.2 – several revisions*
- 4.4 – several revisions*
- 4.5 – several revisions*
- 4.6 – several revisions*
- 4.7 – several revisions*
- 4.8 – several revisions*
- 4.9 – several revisions*
- 4.10 – one revision*
- 4.12 – several revisions*
- 4.13 – several revisions*
- 4.15 – one revision*
- 4.17 – several revisions*
- 4.18 – one revision*
- 4.21 – several revisions*
- 4.22 (existing) – deleted*
- 4.22 (new) – added*
- 4.24 (existing) – deleted*

Previous revision

Adopted Date: 8/3/98, Effective Date: 9/2/98

Revised 4.13, 4.21 Date: 3/7/05

Adopted Date 8/18/2014, Effective Date 9/17/2014