

BOARD OF TRUSTEES OF HARRISON TOWNSHIP
LICKING COUNTY, OHIO
MINUTES OF PUBLIC HEARING AUGUST 19, 2025

The Harrison Township Trustees held a Public Hearing on August 19, 2025. The Public Hearing was held at the Harrison Township Hall located at 6750 Outville Road, Pataskala, Ohio 43062. The Chairman, Mark Van Buren, called the meeting to order at 7:00 p.m. The following members and guests were present.

Trustee	Mark Van Buren
Trustee	Eric Smith
Trustee	Ray Foor
Fiscal Officer	Carolyn Elder
Zoning Inspector	Valerie Hans
Road Superintendent	Pete Sigman
Guest	Jean & Peter Cea, 4356 Gail Road
Guest	Jim Bell, 418 Donarail Drive
Guest	Vickie Noble, Zoning Secretary
Guest	Amanda Groscost, 7303 East Broad Street
Guest	James Groscost, 7303 East Broad Street

The purpose of this hearing is to consider proposed revisions to the Harrison Township Zoning Resolution. The Articles with proposed revisions to be presented, discussed and acted upon are: Article 4 Administration, Article 5 Enforcement, Article 18 Off-Street Parking and Loading Regulations and Article 26 Architectural Standards for Non-Residential Buildings.

Marilyn Martin, Court Reporter was in attendance to record the public hearing. She swore in everyone that wanted to speak at the hearing.

Chairman, Mark Van Buren ask the Zoning Inspector to start reading through the proposed revisions.

The proposed revisions are included in the minutes of this public hearing on page 2 through 30. Yellow highlighted text are proposed revisions.

Blue highlighted text are edits/additions to proposed revisions, some suggested by the Licking County Planning Commission.

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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 from 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.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.

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

ENFORCEMENT

5.0 ZONING PERMITS REQUIRED

No building or other structure shall be erected, moved, added to, structurally altered, nor shall any building, structure, or land be established or changed in use without a permit therefore, issued by the Zoning Inspector. Zoning permits shall be issued only in conformity with the provisions of this resolution unless the Zoning Inspector receives a written order from the Board of Zoning Appeals deciding an appeal, conditional use, or variance.

5.1 CONTENTS OF APPLICATION FOR ZONING PERMIT

The application for zoning permit shall be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application. Each application shall clearly state that the permit shall expire and may be revoked if work has not begun within one (1) year or substantially completed within two and one half (2 ½) years. At a minimum, the application shall contain the following information:

1. Name, address, and phone number of applicant and owner if different
2. Legal description of property.
3. Existing use.
4. Proposed use.
5. Zoning district.
6. Lot plans drawn to scale, showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any; and the location and dimensions of the proposed building(s) or alteration.
7. Building heights.
8. Number of off-street parking spaces or loading berths.
9. Number of dwelling units.
10. Such other matters as may be necessary to determine conformance with, which provide for the enforcement of this resolution.
11. Each plan shall bear statements declaring that no part of the land involved in the application has been previously used to provide required yard space or lot area for another structure.
12. Where complete and accurate information is not readily available from existing records, the Zoning Inspector may require the applicant to furnish a survey of the lot by a registered engineer or surveyor.

5.2 APPROVAL OF ZONING PERMIT

Within thirty (30) days after the receipt of an application, the Zoning Inspector shall either approve or disapprove the application in conformance with the provisions of this resolution. All zoning permits shall, however, be conditional upon the commencement of work within one (1) year. The Zoning Inspector shall issue a placard, to be posted in a conspicuous place on the property in question, attesting to the fact that the use or alteration is in conformance with the provisions of this resolution.

5.3 EXPIRATION OF ZONING PERMIT

If the work described in any zoning permit has not begun with one (1) year from the date of issuance thereof, said permit shall expire; it shall be revoked by the Zoning Inspector; and written notice thereof shall be given to the persons affected. If the work described in any zoning permit has not been substantially completed within two and one half (2 ½) years from the date of issuance thereof, said permit shall expire and be revoked by the Zoning Inspector, and written notice thereof shall be given to the persons affected, together with notice that further work as described in the canceled permit shall not proceed unless and until a new zoning permit has been obtained or extension granted.

5.4 CERTIFICATE OF OCCUPANCY

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof erected, until a certificate of occupancy shall have been issued thereof by the Zoning Inspector stating that the proposed use of the building or land conforms to the requirements of this resolution.

5.5 TEMPORARY CERTIFICATE OF OCCUPANCY

A temporary certificate of occupancy may be issued by the Zoning Inspector for a period not exceeding eighteen (18) months for partial occupancy of a building pending its completion.

5.6 RECORD OF ZONING PERMITS AND CERTIFICATE OF OCCUPANCY

The Zoning Inspector shall maintain a record of all zoning permits and certificates of occupancy and copies shall be furnished upon request to any person.

5.7 FAILURE TO OBTAIN A ZONING PERMIT OR CERTIFICATE OF OCCUPANCY

Failure to obtain a zoning permit or certificate of occupancy shall be a violation of this resolution and punishable under Section 5.10 of this resolution.

5.8 CONSTRUCTION AND USE TO BE AS PROVIDED IN APPLICATIONS, PLANS, PERMITS AND CERTIFICATES

Zoning permits or certificates of occupancy issued on the basis of plans and applications approved by the Zoning Inspector authorize only the use and arrangement, set forth in such approved plans and applications or amendments thereto and no other use arrangement or construction. Use, arrangement, or construction contrary to that authorized shall be deemed a violation of this resolution and punishable as provided in Section 5.10 of this resolution.

5.9 COMPLAINTS REGARDING VIOLATIONS

Whenever a violation of this resolution occurs, or is alleged to have occurred, any person may file a written complaint. Such Complaint stating fully the causes and basis thereof shall be filed with the Zoning Inspector. The Zoning Inspector shall record properly such complaint, immediately investigate and take action thereon as provided by this resolution.

5.10 PENALTIES FOR VIOLATION

Violation of the provisions of this resolution or failure to comply with any of its requirements, including violation of conditions and safeguards established in various sections of this resolution or failure to comply with any of its requirements shall upon conviction thereof be fined not more than five hundred (500) dollars or imprisoned for not more than thirty (30) days, or both and in addition shall pay all costs and expenses involved in the case. Each day such violation continues after receipt of a violation notice shall be considered a separate offense. The owner or tenant of any building, structure, premises, or part thereof and any architect, builder, contractor, agent, or

other person who commits, participates in, assists in, or maintains such violation may each be found guilty of a separate offense and suffer the penalties herein provided. Nothing herein contained shall prevent the Township from taking such other lawful action as is necessary to prevent or remedy any violation.

5.11 SCHEDULE OF FEES, CHARGES AND EXPENSES

The Board of Township Trustees shall by resolution establish a schedule of fees, charges and expenses and a collection procedure for **architectural standards review**, zoning permits, amendments, appeals, variances, conditional use permits, plan approvals and other matters pertaining to the administration and enforcement of this resolution requiring investigations, inspections, legal advertising, postage, and other expenses. The schedule of fees shall be posted in the office of the Zoning Inspector and may be altered or amended only by the Board of Township Trustees. No action shall be taken on any application or appeal until fees are paid.

5.12 NO REFUND OF FEES

After the Zoning Inspector has issued any required permit in compliance with these regulations and the fee has been collected as provided for such permit or action there shall be no refunds.

Revisions:

Adopted Date 5-22-2018, Effective Date 6-21-2018

Adopted Date: 6/1/98 Effective Date 7/1/98

OFF-STREET PARKING AND LOADING REGULATIONS

Text...proposed revisions **Text...edits/additions to proposed revisions** Text...delete

18.0 OFF-STREET PARKING

1. All handicapped accessible parking spaces must meet current ADA requirements.
2. All perpendicular parking spaces must be a minimum of 9 feet wide by 20 feet long with a maneuvering lane width of 22 feet.
3. All parallel parking spaces must be a minimum of 9 feet wide by 24 feet long with a maneuvering lane width of 9 feet.
4. All angle parking spaces must be a minimum of 9 feet wide by 20 feet long with a maneuvering lane width of 17 feet.

Surfaces off-street automobile parking shall be provided on any lot on which any of the following uses are hereafter established; such space shall be provided with vehicular access to a street or alley. For purposes of computing gross off-street parking area required, the ratio of two hundred fifty (250) square feet per parking space shall be used.

18.1 MASTER PARKING PLANS

A. Such Plans shall not be approved until the applicant has met the standards outlined in this Resolution. This plan is required in any of the following circumstances:

1. New construction of a principal building.
2. 100% redevelopment of a lot or site (including demolition and construction of principal buildings).
3. Expansion of structures and expansion of parking or vehicular use areas. Expansion of structures, excluding storage areas (not including warehouses and distribution facilities), entries, restrooms, hallway, elevators, stairs, or utility rooms, which would not generate additional parking. Warehouses and distribution facilities expansions shall be required to comply with this section and are not included in the exclusions listed herein.
4. Change in use of a building or lot to a more intense use.
5. Reconfiguration or relocation of the existing parking and vehicular use areas.

B. Required submission details for Master Parking Plans. The following are required for submission with a Master Parking Plan application.

1. Location Details. The proposed location of the parking which is the subject of the permit; the location of all other existing and planned vehicular parking, bicycle parking, and pedestrian pathways, when such parking and pathways are on the same premises; circulation and connectivity details that show how the parking connects to the rights of way and adjacent existing or planned parking; proposed sight triangle details; and the location of buildings, signage, driveways, and landscaped areas on such lot with dimensions relative to all parking and area details. Computation of the maximum total parking area; the area and description of all other existing and planned vehicular parking, bicycle parking, and pedestrian pathways, when such parking and pathways are on the same premises; a statement demonstration conformance to the applicable dimensional requirements of this Resolution for all existing and planned parking and pathways.
2. Landscaping Details. A complete and detailed landscaping plan, showing the types of plants and ground covering that will be used in buffer zones and adjacent to the parking; expected height of all living plants, shrubs, and trees at the time of planting; expected height of all living plants, shrubs, and trees at full growth; screening details; and interior and perimeter parking area landscaping details. Landscape plans are required for all Master Parking Plans.
3. Shared Parking Agreement. If the applicant intends to share parking with an adjacent lot, a completed shared parking agreement shall be included within the Master Parking Plan.

18.2 DEVELOPMENT AND MAINTENANCE OF PARKING AREAS

Every parcel of land hereafter used as a public or private parking area, including a commercial parking lot and also an automobile or trailer sales lot, shall be developed and maintained in accordance with the following requirements:

1. Screening and Landscaping: Off-street parking areas ~~for more than five (5) vehicles~~ shall require a buffer yard along the boundary of any property which proposes to facilitate unlike land use and/or has a zoning classification that allows for an unlike land use from the adjacent properties. The width of a buffer shall be in accordance with the following:
Any Residential District and/or Use: 30 feet wide
Any Other Unlike Land Use: 20 feet wide

See Article 10, Section 10.17, "BUFFERING AND SCREENING", for specifications

2. Surfacing: Any off-street parking area ~~for more than five (5) vehicles~~ shall be graded for proper drainage and surfaced with asphalt or concrete.
3. Lighting: Any lighting used to illuminate any off-street parking area shall be so arranged as to reflect the light away from adjoining premises in any R District or residence(s). See Article 14.
4. Joint Use of Parking Area: Two (2) or more nonresidential uses may jointly provide and use parking spaces when their hours of operation do not normally overlap, provided that a written agreement, approved by the Zoning Inspector, shall be filled with the application for a zoning permit.
5. Additional Vehicular Use Screening. All vehicular use areas including parking spaces shall require a minimum 3.5-foot-tall landscape screen between the vehicular use area and the public right-of-way as specified within Article 10, Section 10.17, "BUFFERING AND SCREENING." Landscape screening is prohibited within sight visibility triangles for all access points and intersections along the public right-of-way as defined by the Ohio Department of Transportation.

18.3 LOADING SPACE REQUIREMENTS AND DIMENSIONS

A loading space shall have minimum dimensions of not less than twelve (12) feet in width, sixty-five (65) feet in length, exclusive of driveways, aisles, and other circulation areas, and an overhead clearance of not less than fifteen (15) feet. One (1) off-street loading space shall be provided and maintained on the same lot for every separate occupancy requiring delivery of goods and having a modified gross floor area of up to five thousand (5000) square feet. One (1) loading space shall be provided for each additional ten thousand (10,000) square feet or fraction thereof.

18.4 LOADING SPACE - OCCUPY YARD

Subject to the limitations in Article 16.5, such may occupy all or any part of any required yard.

18.5 LOADING SPACE - DISTANCE FROM RESIDENTIAL DISTRICT AND/OR USES

No loading space shall be closer than fifty (50) feet to any other lot located in any Residential District and/or Use, unless wholly within a completely enclosed building or following the buffer and screening requirements in Article 10.17.

18.6 MINIMUM DISTANCE AND SETBACK

No part of any parking area for more than ten (10) vehicles shall be closer than twenty (20) feet to any dwelling unit, school, hospital, or other institution for human care located on an adjoining lot, unless separated by a screen as required by Article 18.1, paragraph 1. If on the same lot with a one (1) family residence, the parking area shall not be located within the front yard required for such building. In no case shall any part of a parking area be closer than fifteen (15) feet to any established street or alley right-of-way.

18.7 NUMBER OF PARKING SPACES REQUIRED

The minimum number of off-street parking spaces required are set forth in the following table:

Type of Use	Minimum number of Parking Spaces Required
Residential	
1. Dwellings	2 per dwelling unit
2. Institutional housing, boarding houses, rooming houses, dormitories, and fraternity houses which have sleeping rooms	1 per 3 occupants plus 1 for each employee during main work shift
Recreation or Entertainment	
1. Dance floors, arcades, and miniature golf	1 for each 100 square feet of area used for the activity
2. Softball, basketball, baseball, football, soccer, skating or similar organized indoor or outdoor sport play field	50 for each play field, plus 1 for each 5 seats in stands
3. Tennis, pickleball, handball, racquetball or squash courts	3 for each court
4. Bowling alleys	5 per lane plus necessary spaces as required for affiliated uses, such as restaurants
5. Swimming facility (exc. private residential)	1 per 50 square feet of total water surface
6. Theaters, stadium or sports arenas, auditorium, or other assembly halls other than schools	1 for each 4 seats
Type of Use	Minimum number of Parking Spaces Required

7. Golf driving range	1 space per tee or driving bay
8. Golf course	5 spaces per hole
9. Campgrounds	1 space for each camp site
Institutional	
1. Churches and other places of religious assembly	1 for each 5 seats
2. Hospitals, nursing facilities and similar uses.	1 for each 4 beds plus 1 per employee on the main shift or 1 per 500 square feet of floor area- whichever is most restrictive
3. Public, private, or parochial school	
a. Kindergarten, Elementary, and Junior High School	2 for each classroom plus 1 for every 8 seats in auditorium or assembly halls
b. High Schools	1 for every 10 students plus 1 for each teacher and employee
c. Business, technical, and trade schools	1 for each 2 students
d. College and Universities	1 for each 4 students
4. Nursery School, Licensed Day Care Centers	1 for each 15 clients of proposed capacity in addition to 1 per employee
5. Libraries, museums, community centers, and art galleries	1 for each 400 square feet of gross floor area
6. Civic, social, fraternal organizations	1 for each 3 persons allowed under maximum occupancy of main meeting room
Commercial	
1. Food, departmental or general merchandise, hardware, drugs, and similar retail sales	1 for each 200 square feet of gross floor area
2. Home furnishings, appliances, apparel, and similar retail sales	1 for each 300 square feet of gross floor area
3. Eating and drinking establishments without drive through facilities	1 for each 100 square feet of gross floor area (all indoor and outdoor spaces are included in calculations)
4. Restaurants with drive through facilities	1 for each 100 square feet of gross floor area, plus additional 4 stacking spaces in each drive-through lane. (all indoor and outdoor spaces are included in calculations)
5. Personal services, including financial institutions, repair services without drive-through facilities	1 for each 200 square feet of gross floor area
6. Banks, savings and loans and similar uses with drive-through facilities	1 for each 200 square feet of gross floor area plus additional 4 stacking spaces in each drive-

	through lane
Type of Use	Minimum number of Parking Spaces Required
7. Barber and beauty shops	3 for each operating station
8. Fuel services stations, motor vehicle service and repair	2 for each service bay plus 1 for each 2 fuel dispensing units, plus 1 for each employee during main shift
9. Self-service laundries	1 for each 3 washers
10. Vehicle sales and service, garden centers, construction sales and service and lumber yards	1 for each 300 square feet of indoor gross floor area, plus 1 space per 1000 square feet of outdoor display area
11. Temporary outdoor sales	1 for each 200 square feet of area devoted to display and sales of goods
12. Hotel, motels, lodging houses	2 for each sleeping room or suite, plus 1 space for each employee during main shift, plus 1 space per five sleeping rooms
13. Medical, dental offices or urgent care centers	5 for each doctor or dentist, plus 1 for each other employee during main work shift; or for every 200 square feet of examination, treating room, office and waiting room
14. Animal hospitals/clinics, veterinarian office, animal shelters	5 for each veterinarian, plus 1 for each other employee during main work shift; or 1 for every 200 square feet of examination, treating room, office and waiting room
15. General, professional, administrative business office or research facilities	1 space per each 400 square feet of gross floor area
16. Commercial and business support services	1 space per each 400 square feet of gross floor area
17. Neighborhood convenience store	1 space per 200 square feet
18. Kennel	1 space per 500 square feet
19. Funeral Homes, Mortuaries	15 spaces per maximum number of parlors available
20. Free standing crematories	1 space for every 100 square feet
21. Public storage	1 space per 5000 square feet (minimum 2 per building)
Industrial and Manufacturing	
1. Manufacturing, compounding, processing, assembling, packaging or treatment of goods; warehousing, distribution and service industries	1 for each 3 employees during the main working shift or 1 per 750 square feet gross floor area for the first 3,000 square feet of gross floor area, plus 1 per 2,000 square feet of gross

	floor area thereafter, whichever is greater
2. Administrative offices	1 for each 400 square feet of gross floor area

NOTE: The Zoning Inspector shall reserve the right to determine if an unlisted use is similar to one listed or determine the number of parking spaces required for any use not mentioned in this table.

Revisions: Adopted Date 11-10-2021 Effective Date 12-10-2021 Added 1-4 to 18.0

Updated terminology and space requirements in 18.6.

05-20-2013 Article 18.1, added buffer width and reference to Article 10.17

Article 18.4, added reference to Article 10.17

Previous version: Adopted Date: 08/19/2003, Effective Date: 09/19/2003

Revised 18.5 Date: 03/07/2005

Adopted Date 5/30/2013, Effective Date 6/19/2003

ARCHITECTURAL STANDARDS FOR NON-RESIDENTIAL BUILDINGS

Text-proposed revisions **Text- edits/additions to proposed revisions** ~~Text-delete~~

26.01 Establishment and Purpose

Pursuant to Section 519.02 of the Oho Revised Code (ORC), in the interest of the public convenience, comfort, prosperity, and general welfare, the Harrison Township Board of Trustees hereby establish Article 26: Architectural Standards for Non-Residential Buildings. The purpose of the architectural standards is to ensure the exterior of new construction of non-residential buildings and additions or remodel of existing buildings are well designed, detailed, and appropriate to the neighboring area. Additions and/or remodeling of existing non-residential buildings shall be required to comply with these standards if 50% or more square feet of the existing building's exterior is being added to or remodeled.

26.02 Applicability

The following standards shall apply to all non-residential structures and non-residential accessory buildings within the Business Districts, General Manufacturing District, and non-residential buildings in a Planned Unit Development.

26.03 Authority to Review

For the purpose of this section, the Zoning Inspector shall be authorized to review and make decisions on architectural standards as provided for in Section 519.171 of the Ohio Revised Code. All new construction of buildings, additions or remodel to existing buildings shall submit architectural plans prior to ~~or with~~ a Zoning Permit application to the township Zoning Inspector.

1. The Architectural plans, **Master Parking Plans and Landscaping Plans** are submitted to the Zoning Inspector.
2. The Zoning Inspector will deliver a set of plans to the Township's reviewing Architect for a non-binding recommendation for compliance of these regulations.
3. After receiving the Architect's recommendation, the Zoning Inspector will present the plans and the Architect's non-binding recommendation to the Township Zoning Commission for a non-binding recommendation.
4. Once the recommendations are received from the reviewing Architect and the Zoning Commission, the Zoning Inspector will either approve or disapprove the proposed Architectural plans.
5. ~~If approved a Zoning Certificate/Permit will be issued.~~
Following approval of above plans, the applicant can submit for a zoning permit.

26.04 Design Elements

- A. **The architectural design of buildings within a development, including freestanding outparcel structures, shall be organized around a consistent architectural theme in terms of the architectural style, materials, texture, color and scale of buildings. Themed restaurants, retail chains, and other franchise-style structures ~~should~~ shall adjust aspects of their standard architectural model to be consistent with the development's architectural theme.**
- B. **Individual Business or Franchise. Building design that is based on a standardized formula associated with a business or franchise shall be modified if necessary, to meet the provisions of Article 26.**

26.05 Multi-Sided Architecture

Although the front façade of a building is expected to be the focal point in terms of the level of architectural character and features, all sides of buildings shall incorporate architectural detailing on all facades that is consistent with the front façade. See figure 26.01.



Figure 26.01 Multi-Sided Architecture

26.06 Infill Development

All new development or redevelopment shall be compatible with the established architectural character of the surrounding area utilizing a building design and style that is complementary to the surrounding uses and structures as shown in Figure 26.02. Compatibility may be achieved through the repetition of similar rooflines, similar proportions in relation to height, size scale and mass, similar door and window patterns, building materials and color, and building orientation. See figure 26.02.



Figure 26.02 Infill Development

26.07 Architectural Standards

A. Ornamentation

All visible facades shall include decorative features such as cornices, pilasters, and friezes. Building recesses and protrusions are strongly encouraged on larger buildings to break long uninterrupted building walls. Massing shall compliment adjacent buildings and developments. See figure 26.03.



DELETE TOP TWO PICTURES, REPLACE WITH PICTURES BELOW



Figure 26.03 The buildings in the above images contain pilasters, cornices, and a series of facade setbacks (recesses) to visually break up the appearance of large facades.

B. Facade Massing

1. Offset Required

Front facades 60 feet wide or wider shall incorporate wall offsets of at least two feet in depth (projections or recesses) a minimum of every 40 feet. See figure 26.04.

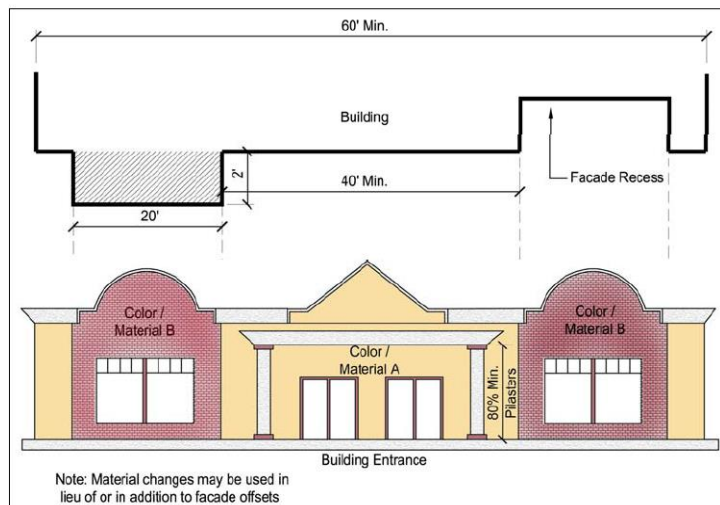


Figure 26.04: Illustration of how the facade offset provisions may be applied.

2. Offset Alternatives

The following alternatives can be used in place of the required front facade offsets:

- a.** Facade color changes following the same dimensional standards as the offset requirements.
- b.** Pilasters having a minimum depth of one foot, a minimum width of one foot, and a minimum height of 80 percent of the facade's height.

- c. Roofline changes when coupled with correspondingly aligned facade material changes.

3. Building Exteriors and Colors

- a. The building exterior shall contain no less than 60% materials on each side that have a natural appearance. **Examples: Including but not limited to wood, fiber cement siding, Hardie Plank, native or cultured stone and brick. Foundations must be clad with material that has the same appearance with the same natural material utilized on the building to blend with the overall architecture of the structure. Exposed cement block or split face block foundations shall be prohibited.**
- b. **Exterior Colors: Building colors shall consist of earth tones, limited to whites, browns, tans, and grays.** The use of bright colors or chrome shall be limited to accent features to the facade and shall be reviewed by the Township's reviewing Architect for compliance with these standards.

4. Roof Line Changes

- a. Roofline changes shall include changes in roof planes or changes in the top of the parapet wall to enhance the massing requirements.
- b. When roofline changes are included on a facade that incorporates wall offsets, or material or color changes, the roofline changes shall be vertically aligned with the corresponding wall offset or material or color changes so that the facade appears to be a grouping of buildings instead of one large building. See Figure 26.05.



Figure 26.05: Illustration of roofline changes along a long facade wall.

C. ROOFS

- 1. **Buildings under 40,000 15,000 square feet must have a minimum of 5:12 pitched roof. Multi-tenant and buildings over 40,000 15,000 square feet in size are permitted to have flat roofs provided they meet the architectural designs in this article.**

2. Flat Roofs

When flat roofs are used, parapet walls with three-dimensional cornice treatment shall conceal **them on all facades**. The cornice shall include a perpendicular projection from the parapet facade plane. Thin parapets such as those shown in Figure 26.06 shall not be

permitted. They shall be widened **and/or** extended so not to give the appearance of false walls. See Figure 26.06.

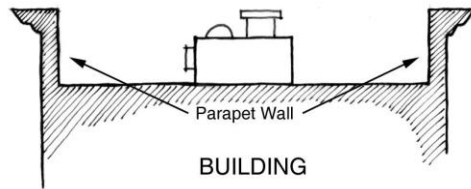


Figure 26.06: The image on the left illustrates the use of parapet walls to screen mechanical equipment. Tall, thin parapets such as the one shown in the image on the right should be avoided to prevent the appearance of false walls.

3. Pitched, Asymmetric or Dynamic Roofs

These roofs forms allude to motion, provide variety and flexibility in nonresidential buildings design, and allow for unique buildings. Asymmetric or dynamic roof forms shall be permitted on non-residential buildings as an alternate to 26.07-C-1 Flat Roofs. See Figure 26.07 for example of a building with a dynamic roof form.

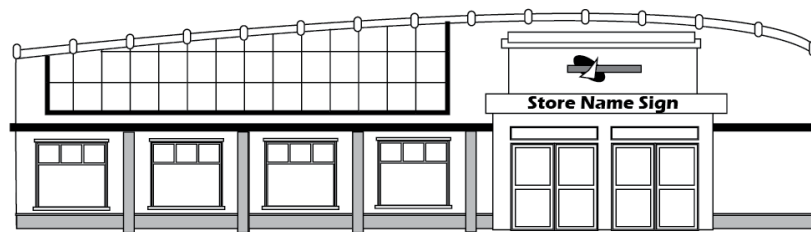


Figure 26.07: An example of a dynamic roof line.

4. Roof Penetrations and Equipment

All roof-based mechanical equipment, as well as vents, pipes, antennas, satellite dishes, and other roof penetrations (with the exception of chimneys), shall be located on the rear elevations or screened with a parapet wall having a three-dimensional cornice treatment to have a minimal visual impact as seen from:

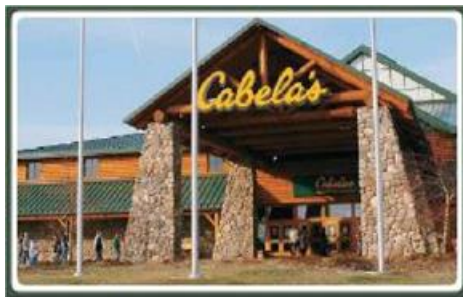
- a. Public streets
- b. Existing single family uses.
- c. Vacant land zoned for agricultural or residential; and
- d. Planned Unit Developments

D. Entrances

1. Entrance Design

Building shall have clearly defined, highly visible entrances that include no less than three of the following design features. See Figure 26.08

- a. Canopies/porticos above the entrance(s).
- b. Roof overhangs above the entrance(s).
- c. Entry recesses/projections.
- d. Arcades that are physically integrated with the entrance(s).
- e. Raised corniced parapets above the entrance(s).
- f. Gabled roof forms or arches above the entrance(s).
- g. Outdoor plaza adjacent to the entrance(s) having seating.
- h. Display windows that are directly adjacent the entrance(s).
- i. Architectural details, such as tile work and moldings, that are integrated into the building structure and design and are above and/or directly adjacent to the entrance.
- j. Integral planters or wing walls that incorporated landscape areas or seating areas. A wing wall is a wall secondary in scale projecting from a primary wall and not having a roof.



DELETE THE BEST BUY PICTURE

Figure 26.08: Examples of emphasized customer entrances on larger-scale commercial buildings.

E. Drive Thrus

For commercial buildings only, ~~(not applicable to mixed-use buildings)~~: A drive thru, if deemed appropriate for the site, shall be designed as an integral part of the structure it serves. Features incorporated with a drive thru including, but not limited to, canopies, awning and support posts shall match the material-appearance and color scheme proposed by the developer in compliance with Section 26.07 (B)(3) above. ~~and color scheme within this Artisan Design theme.~~ Drive thru features shall not have any pickup window, ordering areas, signage or other related items located on the front elevation of a building. ~~or located between the building and a street right-of-way.~~

F. Mechanical Equipment

1. Wall mounted mechanical, electrical, communication equipment, downspouts, gutters, service doors, and other building-mounted utility fixtures, shall be painted and maintained to compliment the building or be screened from view, in compliance with Article 26.07 G.
2. Mechanical equipment such as transformers and HVAC shall not be located in front yards and shall be screened from view, in compliance with Article 26.07 G., from any public road right of way and/or residentially zoned property or property used for residential purposes.
3. All mechanical equipment, including both ground mounted and roof mounted equipment, shall be screened from view, in compliance with Article 26.07 G. See Figure 26.06

G. Mechanical Equipment Screening

1. Screening elements shall include walls (same material and color as the principal structure), landscaping, mounds, parapets, or enclosures constructed of the same material used on the majority of the principal structure or any combination or as approved or required by the Zoning Inspector. The Zoning Inspector will consider a combination of screening materials that will provide the intent of this article and Article 10.17, so the mechanical equipment is screened from view.
2. The screening elements shall be maintained in good condition.
3. The screening of mechanical equipment will be reviewed on a case-by-case basis based upon the following determinations:
 - a. Site location relative to adjacent properties and public rights of way.
 - b. Topography of the site relative to adjacent properties and public rights of way.
 - c. Whether the subject screening creates visual inconsistencies with surrounding areas.
 - d. Whether the screening substantially meets the overall intent of the architectural regulations.

H. Service Doors and Overhead Doors

1. Service doors greater than six (6) feet by eight (8) feet in size or overhead retractable doors used in conjunction with a commercial use shall not be visible from any residentially zoned property, any residential subdivision (if residential use precedes the non-residential use) or any parcel containing a dwelling (unless the parcel is zoned for business use). Screening shall be provided up to six (6) feet in height if the door is unable to be located per the requirements above as determined by the Zoning Inspector. Screening elements shall include walls (same material and color as principal structure), landscaping, mounds, or any combination thereof shall be subject to requirements in accordance with Article 10.17.

I. Truck Docks

All truck docks shall be located so as not to be visible from any public rights of way, residential zoning district, or recorded residential subdivision, (if residential use precedes the non-residential use)- Screening shall be provided in accordance with Article 10.17 up to ten (10) feet in height (from average grade, excluding truck dock ramp below grade) if the truck dock is unable to be located per the regulations above as determined by the Zoning Inspector. See Figure 26.09 for an illustrative example.

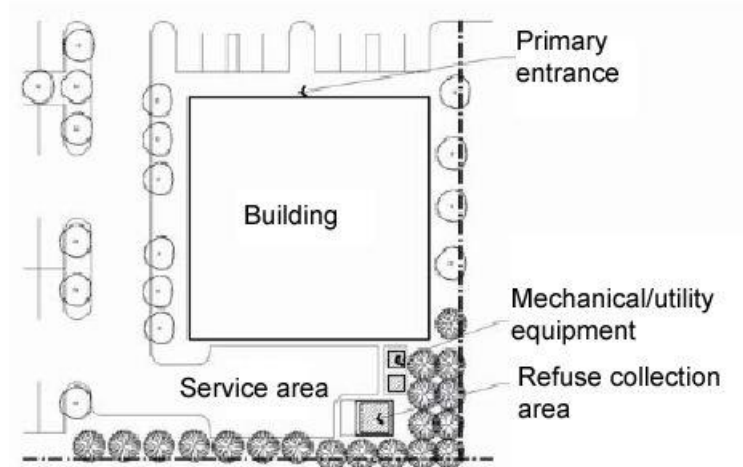


Figure 26.09: Example of screening of truck docks (part of the service area) and dumpsters or other refuse collection containers through the use of increased landscaping and location of such areas to the rear of the structure.

I. ~~Service Doors and Overhead Doors~~ *Not deleted but moved to H*

- ~~1. Service doors greater than six (6) feet by eight (8) feet in size or overhead retractable doors used in conjunction with a commercial use shall not be visible from any residentially zoned property, any residential subdivision (if residential use precedes the non-residential use) or any parcel containing a dwelling (unless the parcel is zoned for business use). Screening shall be provided up to six (6) feet in height if the door is unable to be located per the requirements above as determine by the Zoning Inspector. Screening elements shall include walls (same material and color as principal structure), landscaping, mounds, or any combination thereof shall be subject to requirements in accordance with Article 10.17.~~

J. Dumpster/ Trash & Recycling Containers

1. Dumpsters, trash, and recycling containers shall be subject to the requirements of Article 10.17.
2. The location of dumpsters, trash and recycling containers shall be subject to the approval of the Zoning Inspector. See Figure 26.09 for an illustrative example.

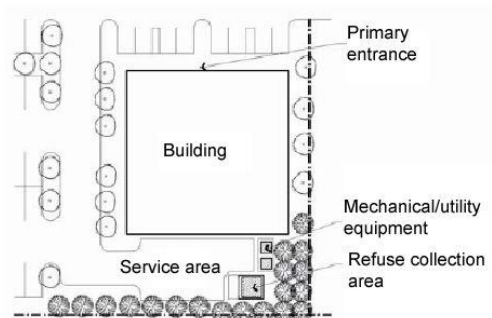


Figure 26.07: Example of screening of truck docks (part of the service area) and dumpsters or other refuse collection containers through the use of increased landscaping and location of such areas to the rear of the structure.

DELETE THIS GRAPHIC DUPLICATE OF 26.09 ABOVE

K. Windows

Any window installed shall not cause glare onto adjoining property or public or private road right of ways.

26.08 Other Applicable Zoning Regulations

Architectural Standards Plans shall comply with all other Harrison Township Zoning Regulations. Other articles shall be reviewed and followed, specifically:

Article 10 DISTRICT AND GENERAL PROVISIONS

Article 14 OUTDOOR LIGHTING

Article 18 OFF STREET PARKING & LOADING REGULATIONS

Article 19 SIGNS & OUTDOOR ADVERTISING STRUCTURES

Article 21 AUTOMOBILE SERVICE STATIONS, PARKING GARAGES & PARKING AREAS

Article 23 MOTELS & HOTELS

26.09 Pre-Application Procedure

Prior to submitting an application for an ~~Zoning Permit~~ **Architectural Review** each applicant, property owner, or developer is encouraged to have a pre-application meeting with the Zoning Inspector and/or the Zoning Commission. The purpose of this pre-application meeting is to advise each applicant, property owner, or developer of the Architectural Standards procedure and requirements and discuss any initial concerns and omissions about the Architectural Review Standards.

26.07 Application and Approval

~~Architectural plans for the proposed development shall be approved or denied with an application of a Zoning Permit according to Article 5 — Enforcement. Action in the form of approval or denial of an Architectural Standards plan is by the Zoning Inspector in consultation with the Zoning Commission and other agencies. Upon approval of the Architectural Standards Plans application, a Zoning Permit will be provided to the applicant according to Article 5 of this resolution.~~

~~An appeal of the Zoning Inspector's denial of an Architectural Standards plan is possible before the Harrison Township Board of Zoning Appeals according to Articles 4.10 and 4.11. Appeal application shall be submitted to the Zoning Inspector.~~

26.10 Application Process Checklist

~~Prior to submitting an application for a Zoning Permit each applicant, property owner, or developer is encouraged to schedule a pre-application meeting with the Zoning Inspector and/or the Zoning Commission.~~

- ~~1. The applications for a Zoning Permit and an Architectural Standards Plan, Master Parking Plan and Landscaping Plan are submitted to the Zoning Inspector.~~

2. ~~a. See Article 5.1 for details of required content of application.~~
 - b. See Article 5.11 for details of fees, charges and expenses and Article 5.12 for details of no refund of fees.
3. The Zoning Inspector will review the applications. If the submittals are incomplete, they will be returned to the applicant with a list of what is needed.
4. Once completed, the Zoning Inspector will review the application and ~~the Architectural Standards Plan Application will be sent~~ **submit to the Township Architect for a review and non-binding recommendation.** ~~to the Zoning Inspector.~~
5. The Township Architect will review the application and a report will be provided to the Zoning Inspector.
6. After receiving the Architect's recommendation, the Zoning Inspector will present the plans and the Architect's non-binding recommendation to the Township Zoning Commission for a non-binding recommendation **which may include recommended conditions required for approval of the Architectural Plan.**
7. The Zoning Inspector will make a decision to either approve or disapprove the applications within thirty (30) days of submitting a *complete* application.
 - a. If denied, the applicant can appeal the decision through the Board of Zoning Appeals in accordance with Articles 4.10 and 4.11.
8. **Following approval, the applicant can submit for a Zoning Permit.**

SECTION NUMBERS HAVE BEEN REVISED

FIGURE NUMBERS WERE UPDATED TO MATCH SECTIONS

Adopted Date 5/3/2021, Effective Date 6-2-2021 Revised 26.04 B #3a

Adopted Date 11/22/2016, Effective Date 12/22/2016

End of proposed revisions.

Discussion took place as follows.

- Article 4 – Administration, 4.13 – Application and Standards for Variances, Number 7, removing within 500 feet of property (for notification). Trustee Van Buren is concerned with lack of transparency. If this was removed only contiguous/adjacent property owners would be notified instead of everyone within 500 feet. Trustee Smith's example was the property in Outville where the applicant is proposing a day care. Only property owners on each side and behind would be notified instead of within 500 feet. The Zoning Inspector, Valerie Hans stated that applicants list of property owners is not always complete.
This wording is listed in 4.13, number 7, 4.17 and 4.21, number 7.
The trustees would like to keep "within 500 feet of property" and not delete in all three sections.
- Article 18 – Off-Street Parking and Loading Regulations. Trustee Van Buren stated that 18.1 would clarify parking at Tri-Village Church.
Trustee Smith would like to change 18.2, Number 5 to read: All vehicular use areas including parking spaces shall require a minimum 4 (change 3.5 to 4)-foot-tall landscape

screen. While discussing, Valerie checked the Zoning Resolution under buffering requirements, and stated that those requirements state 6'. Trustee Van Buren stated that it should be changed to 6'. All trustees agreed.

- Article 26, Number 3, item a. – Trustee Van Buren is concerned with warehouses and concrete panels. All decided to add: Concrete shall not be considered a natural appearing material for the purpose of this article.

-Eric Smith moved to adopt the proposed revisions to the Zoning Resolution for Article 4 Administration, Article 5 Enforcement, Article 18 Off-Street Parking and Loading Regulations and Article 26 Architectural Standards for Non-Residential Buildings with the following changes.

- 1. Article 4 – Administration**
 - 26.10 – Application and Standards for Variances**
Number 7 – Keep the wording “within 500 feet of property” and not delete.
 - 4.17 – Notice to Parties in Interest**
Keep the wording “of property within 500 feet” and not delete.
 - 4.21 – Contents of Application for Conditional Use Permit**
Number 7 – Keep the wording “within 500 feet of property” and not delete.
- 2. Article 18 – Off-Street Parking and Loading Regulations**
 - 18.2 – Development and Maintenance of Parking Areas**
Number 5 – Change “3.5-foot-tall landscape screen” to “6-foot-tall landscape screen”.
- 3. Article 26 – Architectural Standards for Non-Residential Buildings**
 - 26.07 – Architectural Standards**
Number 3. A. – Add sentence: Concrete shall not be considered a natural appearing material for the purpose of this article.
 - 26.10 – Application Process Checklist**
Strike and remove 26.10, number 6.

Ray Foor seconded the motion. Roll call: Van Buren YES, Smith YES and Foor YES. The motion passed.

The proposed revisions with changes by the Trustees will take effect in thirty days.

Being no further business, Chairman Mark Van Buren adjourned the Public Hearing at 7:52 p.m. Minutes are unofficial until approved by the trustees.

Respectively Submitted,

Carolyn I. Elder
Harrison Township Fiscal Officer