

PLANNING COMMISSION AGENDA  
CITY OF PIQUA, OHIO  
6:00 P.M. - TUESDAY, DECEMBER 13, 2011  
MUNICIPAL GOVERNMENT COMPLEX  
COMMISSION CHAMBERS - 201 W. WATER STREET

CALL TO ORDER

- |                   |                      |
|-------------------|----------------------|
| 1. Chair Comments | Opening Remarks      |
| 2. Roll Call      | Clerk Calls the Roll |

OLD BUSINESS

- |                    |                                  |
|--------------------|----------------------------------|
| 3. Meeting Minutes | October 11, 2011 Meeting Minutes |
|--------------------|----------------------------------|

NEW BUSINESS

- |                        |  |
|------------------------|--|
| 4. Resolution PC 12-11 | A Resolution to consider amending the zoning code to include Animal Grooming as a special use in the Central Business District |
|------------------------|--|

OTHER BUSINESS

5. Going Places
6. PC Procedures, Rules and Regulations
7. Monthly Report

ADJOURNMENT

6. Adjournment

Adjourn Regular Session

CITY OF PIQUA, OHIO  
PLANNING COMMISSION MEETING MINUTES  
TUESDAY,  
OCTOBER 11, 2011 6:00 P.M.  
MUNICIPAL GOVERNMENT COMPLEX - COMMISSION CHAMBERS

**CALL TO ORDER**

6:00 P.M. – Chairman Spoltman called the meeting to order. Mr. Spoltman noted for the record the hearing of each item would be conducted according to a modified Roberts Rules of Order, more specifically as follows:

- A. Clerk to State the Agenda Item
- B. Staff Comments
- C. Applicant/Agent Comments
- D. Other Affected Parties Comments
- E. Board Member Comments and Questions
- F. Board To Take Action On The Item

**ROLL CALL**

Members Present: Jim Oda, Mark Spoltman, Jean Franz, Brad Bulp  
Members Absent: Mike Taylor  
Staff Members: Chris Schmiesing, Becky Cool  
Attendees: Martin Kim of MVRPC

Moved by Mrs. Franz, seconded by Mr. Bulp to excuse Mr. Taylor from the October 11, 2011 Planning Commission Meeting. Voice vote, Mr. Bulp, Aye; Mr. Oda, Aye; Mr. Spoltman, Aye; and Mrs. Franz, Aye. Nay, None.

**OLD BUSINESS**

**MEETING MINUTES**

Chairman Spoltman asked if there were additions, deletions or corrections to be made to the meeting minutes included in the agenda packet. Mr. Oda made a motion to approve the June 14 2011 meeting minutes as submitted. Mrs. Franz seconded the motion. Mr. Oda, Aye; Mr. Bulp, Aye; Mrs. Franz, Aye; and Mr. Spoltman, Aye. A voice vote resulted in a 4 -0 vote in supporting the motion to approve the meeting minutes as submitted.

**NEW BUSINESS**

None

**Project Updates**

**MVRPC Going Places**

Mr. Schmiesing stated Martin Kim Planning Director from the Miami Valley Regional Planning Commission would be giving a brief presentation on "Going Places". Mr. Kim has been working on the Going Places project for almost three years at this time. Mr. Kim will be presenting the completed project in the near future to the MVRPC Board of Directors. Mr. Schmiesing stated

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no formal action is required at this time, but will ask for legislation to recommend the Going Places plan to the City Commission at the next Planning Commission Meeting if you so desire.

Martin Kim Planning Director of Miami Valley Regional Planning Commission gave a power point presentation on Going Places. Mr. Kim explained what the Miami Valley Regional Planning Commission is and who makes up the region.

The Miami Valley Regional Planning Commission is made up of a seventy-seven member Board of Directors and is the decision-making body for the organization made up of leaders from the Region's communities and a variety of other public and private organizations, which Piqua is part of the Region, said Mr. Kim.

Going Places is an integrated land use vision for the Miami Valley Region that is a four-year Regional Land Use Planning Initiative aimed at bringing the Miami Valley Region together to discuss and build a shared land use vision to make this Region a better place to live, work and play, stated Mr. Kim. The MVRPC worked with people from all over the Region to develop a collective vision for land use in the Miami Valley Region for the year 2040.

In 2010 the MVRPC conducted 33 workshops, working with over 600 people to create seven potential land use scenarios for the year 2040. Out of the seven scenarios that emerged from Phase II, three received 82% of the votes during the Phase III voting process. The three scenarios were then combined into the final preferred scenario called the Concentrated Development Vision because of its emphasis on the concentration of new development around regional assets and within existing communities.

There are Four Principals that outline how people thought the vision should be achieved.

- Assets: The ideas of focusing new development around the Region's assets.
- Infrastructure: To make use of existing infrastructure such as roads and water and sewer lines before building new.
- Preservation: Preservation of mainly our Region's agricultural land and open spaces.
- Cooperation: More cooperation within the Region between communities regarding land use issues.

People will be living closer together with indicators showing higher population and housing densities for the Vision. Community amenities and resources will be more accessible to more people. There will be more mixed-use development like housing and shops being mixed together. More neighborhoods would have better accessibility to transit and would become more walkable as well.

There are challenges with a shrinking tax base and less money to work with trying to provide existing services. Finding ways to reuse land can be difficult depending on the condition of some of the vacant structure and land, it is difficult to find new tenants. By working together towards a common vision, we can reduce the number of vacancies and locate new businesses

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on existing developed land or build something new on a vacant parcel. Costs can be reduced by concentrating new development in areas that already have the infrastructure to support it, rather than worrying about building and maintaining new. By creating a more vibrant region it will better position the Miami Valley in the global marketplace and allow us to sustain and enhance the good quality of life we currently enjoy for many generations to come.

Mr. Kim concluded his presentation by stating in order to make this vision a reality the MVRPC is asking communities to incorporate the vision's principles into their existing planning process, and to consider the vision and its principles when making community development decisions. Miami Valley Regional Planning Commission is a partner and a good resource for communities who has collected a lot of data and other information as part of the Going Places initiative, and encourage everyone to make use of the available information.

The Going Places team is developing a list of potential policies and existing funding opportunities communities can take advantage of. The Concentrated Development Vision is a reflection of how people who live and work in the Miami Valley would like to see their region develop over the next thirty years and we are asking for endorsement of this vision by the City of Piqua.

There were several comments regarding the population growth because it depends on the developer coming in and developing the land they want not necessarily the land the city would like to see developed. There was discussion of Brownfield properties and funding needed for clean up of these areas.

Mr. Schmiesing asked what the timeframe is for the endorsements and when it would go to the Board of Directors for their approval. It was stated the Vision Endorsement should be ready for approval by March or April 2012. Mr. Kim further explained the approval process.

The Planning Commission took a brief break at 6:55 P.M. and resumed at 7:00 P.M.

Mr. Schmiesing stated the MVRPC is asking for the City to consider an endorsement on the process from the City. Mr. Schmiesing asked that the Planning Commission members take the material home and look over it and if they have any questions to contact him.

Mr. Schmiesing stated he handed out copies of several monthly reports consisting of June, July, August, September since there has not been a Planning Commission meeting since June, 2011 due a lack of business. Mr. Schmiesing stated the monthly permit activity is listed for each month and highlighted several items. The recent adoption of the revised Flood Plain Regulations that went into effect August 2, 2011, ReDo Piqua with the cleanup of the former Hospital site, MainStreet Piqua held a Downtown Planning Workshop for Heritage Ohio and used the Riverfront Mill District like a living laboratory for the workshop, applied for Clean Ohio Funds to take down the Power Plant, repaving of Water Street, replacing the crosswalk brick pavers with stamped concrete on High Street, completion of the realignment of State Route 185

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across Sunset , and the reduction of the speed limit on Park Avenue from 35 MPH to 25 MPH with the rerouting of State Route 185.

Mr. Schmiesing gave a brief update on the Mote Park Shelter Project with the Southview Neighborhood Association. Mr. Schmiesing stated they plan to place a sign with the name "Mote Shelter" and on the back side thank you to the four vendors Piqua Lumber, Piqua Concrete, Classic Metal Roofing Systems, and Quint Custom Signs for donating \$9000 dollars of materials to the project along with the PPP (Positively Promoting Piqua) Hartzell, and other Neighborhood Associations providing the volunteer labor.

Mr. Schmiesing stated next month he plans to have City Engineer Amy Havenar speak on the transportation projects that are in the capital improvement pipeline for the next five years. Mr. Schmiesing explained he would like to get the Planning Commission a little more engaged in the capital improvement discussions to develop a process where they can actually make a recommendation to the City Commission at budget time.

#### **Adjournment**

With no further business to conduct it was moved and seconded that the regular meeting be adjourned. With all those present in favor the regular meeting was adjourned at 7:20 P.M.

RESOLUTION No. PC 12-11

WHEREAS, the Planning Commission has submitted a request to amend the zoning chapter of the codified ordinances to include Animal Grooming as a special use in the Central Business District; and,

WHEREAS, sections 154.141 of the City of Piqua Code of Ordinances provides the procedure for considering an amendment to the zoning code; and,

WHEREAS, the Planning Commission has studied the request, included herein as exhibit 'A', and conducted a public hearing concerning this matter;

NOW THEREFORE BE IT RESOLVED, board member \_\_\_\_\_ hereby moves to recommend (approving) (denying) the request made, as described by this resolution, the testimony provided, and the documents attached hereto as Exhibit 'A', and the motion is seconded by board member \_\_\_\_\_, and the voting record on this motion is hereby recorded as follows.

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	AYE	NAY	ABSTAIN	ABSENT
Mr. Jim Oda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Brad Bubp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mike Taylor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. Jean Franz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Mark Spoltman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT A

§ 154.026 CBD CENTRAL BUSINESS DISTRICT.

(A) Intent. This district is intended to provide a large variety of retail stores and related activities and for office buildings and service establishments serving the entire city as well as areas outside the corporate limits. The Central Business District is intended to be the dominant multi-use district within the city and the key focus of business, social, and cultural activity within the urban area. It is intended that relationships between permitted functions will be carefully developed, and the need for access, circulation, and amenities will be given special attention.

('97 Code, § 150.371)

(B) Principal permitted uses.

(1) Institutional and public recreation uses.

- (a) Places of worship.
- (b) Public offices and buildings.
- (c) Public recreation facilities.
- (d) Private clubs.
- (e) Libraries.

(2) Business and professional office uses.

- (a) Business, professional and administrative offices.
- (b) Offices of business and professional associations.
- (c) Medical offices and clinics.

(3) Retail commercial and service uses.

- (a) Specialty retail commercial establishments and boutiques.
- (b) Specialty food stores.
- (c) Home furnishings, home improvements and miscellaneous materials and equipment stores.
- (d) General merchandise stores and supermarkets.
- (e) Personal services.
- (f) Financial establishments.
- (g) Restaurants, standard.
- (h) Pet shops.

(4) Road service and commercial entertainment uses.

EXHIBIT A

(a) Fraternal and social association facility.

(b) Motels and hotels.

(c) Commercial recreation facilities, indoor.

(d) Printing, publishing, lithographing and binding establishments, provided the gross floor area does not exceed 5,000 square feet.

(5) Other uses. Other uses, which in the opinion of the Planning Commission are similar to the above uses indicated as being permitted. The Planning Commission may also consider essentially custom manufacturing activities which in their opinion shall have the following characteristics.

(a) Benefit from a central location and are appropriate in the CBD Central Business District.

(b) Do not create any significant objectionable influences.

(c) Involve products characterized by a high ratio of value to bulk, so that truck traffic is kept to a minimum.

('97 Code, § 150.372)

(C) Accessory permitted uses.

(1) Accessory structures.

(2) Essential services.

('97 Code, § 150.373)

(D) Special uses. A building or premises may be used for the following purposes in the CBD Central Business District if a special use permit for the use has been obtained in conformance with the provisions of § 154.140.

(1) Parking lots.

(2) Residential uses.

(a) Dwellings.

(b) Residential planned unit developments.

(c) Elderly housing facilities.

(3) Retail commercial and service uses.

(a) Commercial planned unit developments

(b) Animal Grooming

(4) Road service and commercial entertainment uses.

EXHIBIT A

- (a) Carry-outs, mini-markets and drive through and drive-in stores.
- (b) Restaurants, fast food.
- (c) Bars, taverns, and nightclubs.
- (d) Automobile service stations.
- (e) Vehicle sales, rental and service, provided service access be available from a side street or alley.
- (f) Convenience stores,

('97 Code, § 150.374)

(5) Planned Unit Developments. Planned Unit Development overlay subject to the provisions of §§ 154.040 through 154.047.

(E) Parking regulations. Except for those permitted residential uses, parking requirements for the CBD Central Business District are waived.

('97 Code, § 150.375)

(F) Sign regulations. Signs within the CBD Central Business District shall be regulated in conformance with the provisions of §§ 154.095 through 154.107.

('97 Code, § 150.376)

(G) Height and area regulations. The maximum height and minimum lot requirements within the CBD Central Business District shall be as set forth below.

- (1) General requirements for all permitted uses.

Minimum lot area	None
Minimum lot frontage	None
Minimum front yard setback	None (see division (G)(2) of this section)
Minimum side yard setback	None or 10 feet if abutting a residential district
Minimum rear yard setback	Less of 30 feet or 20% of lot depth if abutting a residential district
Maximum height	35 feet

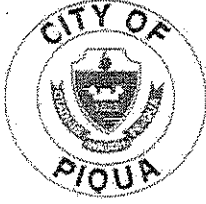
(2) Frontage. When the frontage on one side of a block is divided between the CBD Central Business District and a Residential District, the front yard requirement of that Residential District shall apply to the affected frontage of the CBD Central Business District.

EXHIBIT A

(3) Screening. Where the rear lot line of a lot in the CBD Central Business District abuts a Residential District and there is no intervening alley, in addition to the required rear yard there shall be placed appropriate screening not less than six feet in height along the rear lot line of the lot abutting a Residential District.

(4) Accessory buildings. Accessory buildings within the CBD Central Business District shall be regulated in conformance with the provisions of §§ 154.121 and 154.122.


('97 Code, § 150.377) (Ord. 42-96, passed 9-17-96; Am. Ord. 5-06, passed 3-20-06; Am. Ord. 17-08, passed 7-21-08) Penalty, see § 154.999



**PLANNING COMMISSION MEETING REPORT**

*For the Regular Meeting of December 12, 2011*

TO: Planning Commission

FROM: Chris Schmiesing, City Planner 

SUBJECT: *Amendment to section 154.026 of the City of Piqua Code of Ordinances*

**PURPOSE:**

*Adopt a resolution for the purpose of recommending an amendment to section 154.026 of the City of Piqua Code of Ordinances.*

**RECOMMENDATION:**

*Recommend approval of amendment to the City of Piqua Code of Ordinances to include Animal Grooming as a special use in the Central Business District.*

**BACKGROUND:**

*The recommended amendments stem from the recent Animal Grooming occupancy of 423 N. Main Street. Unfortunately, neither the building owner nor the tenant checked on the applicable zoning standards prior to occupying the structure, and the Central Business District zoning designation in which the property is located does not allow for this use type. However, it was noted that there are similarities between the use characteristics of the Animal Grooming occupancy and other service use types permitted within this zoning district. Therefore, it was concluded that there may be merit to considering an amendment to the zoning code to allow this use type in the Central Business District.*

**ALTERNATIVES:**

- 1) Approve resolution to recommend approval of the code amendments and refer to the City Commission for adoption.*
- 2) Defeat the resolution to reject the code amendments.*

**DISCUSSION:**

*The code amendment presented proposes to include the Animal Grooming use as a special use option in the Central Business District. Therefore, any proposed Animal Grooming use in the Central Business District would be subject to Planning Commission review and approval prior to the use being authorized. This will allow for each proposal to be considered based upon the characteristics and surroundings of each location.*

**FINANCIAL IMPACT:**

*A \$100 application fee is collected for each special use request to be considered by the Planning Commission, in addition to the applicable zoning and building permit fees collected if the use is authorized and permits are requested. This represents no change to the current fee structure/permit requirements.*

**COMMUNITY IMPACT:**

*The tenant of the subject property intends to make an investment in the appearance of the subject property and fill a vacant storefront with a service oriented use type. By subjecting the use to the special use requirements the applicable review process will present the opportunity to mitigate potential negative outcomes that may otherwise result from allowing this use type in the Central Business District.*

**CONFORMITY TO CITY PLANS & POLICIES:**

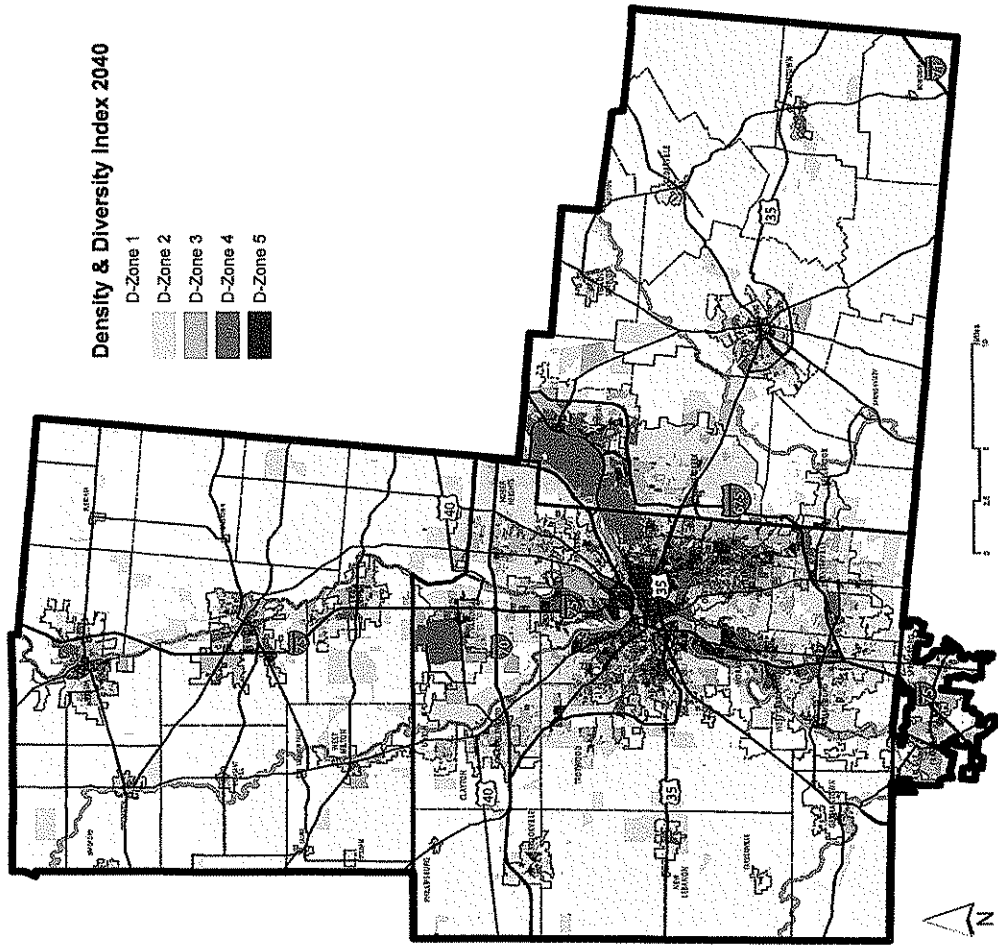
*The proposed code amendment is consistent and compatible with all adopted City plans and policies, including the Goal, Principles, and Objectives and Strategies outlined in the Land Use chapter of the Plan It Piqua Comprehensive Plan document.*

# The Concentrated Development Vision

**Principles:** Development in this scenario will be concentrated around regional assets and in areas that already have the infrastructure to support it. The rehabilitation and/or repurposing of vacant and underused structures would be encouraged, along with a more broad commitment to infill development – whether it make use of existing structures or vacant lots. The preservation of agricultural land and other open space would be a priority as well as encouraging more connection and cooperation between the Region's communities.

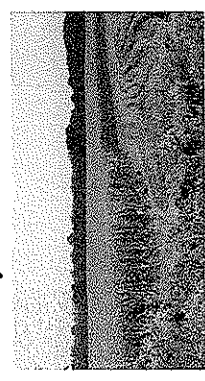
## Characteristics:

- Encourage the rehabilitation and/or repurposing of existing structures.
- Focus on the maintenance of existing infrastructure (roads, water, sewer, etc.).
- Locate any new development in areas with existing infrastructure (roads, water, sewer, etc.).
- Revive the Region's older communities.
- Preserve prime farmland and support agricultural enterprise.
- Improve the quality of educational opportunities throughout the Region.
- Foster a sense of connection and cooperation between the Region's communities.
- Increase the number and quality of transportation options.
- Encourage development around the Region's assets.
- Encourage the rehabilitation and/or reuse of vacant industrial sites.
- Encourage energy-efficient building practices and the retrofitting of older structures for energy efficiency.
- Use land in a way that builds a sense of community.
- Maintain and expand the Region's parks, natural areas, and recreation amenities (recreation centers, bikeways, rivers, etc.).
- Encourage the development of quality, realistic affordable housing throughout the Region.
- Revive the Region's core city – the City of Dayton.



### D-Zone 1

Areas with the least dense development and the least amount of development diversity.



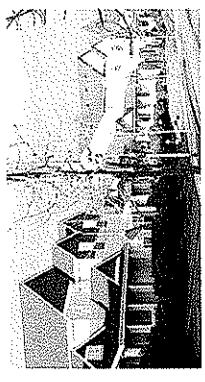
### D-Zone 2

Areas with a moderate density level and small-to-moderate levels of development diversity.



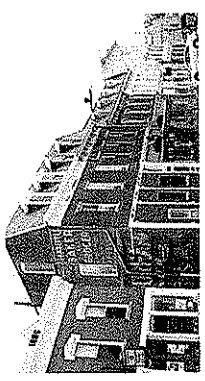
### D-Zone 3

Areas that may be either less dense with a higher diversity or more dense with a lower development diversity.



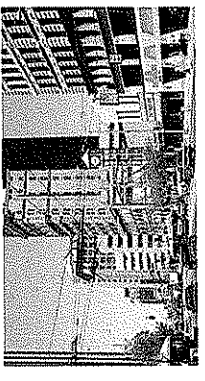
### D-Zone 4

Areas with higher density levels and higher levels of development diversity.




### D-Zone 5

Areas that are both dense and diverse, containing at least two types of development.



Subject: link to map for electronic PC packet

<http://www.mvrpc.org/sites/default/files/ConcentratedDevelopmentVision.pdf>



**LAND USE**

- Going Places
- Existing Condition
- Assessment
- Future Landscape Exploration
- Regional Land Use Vision
- Outreach
- Committees
- Background

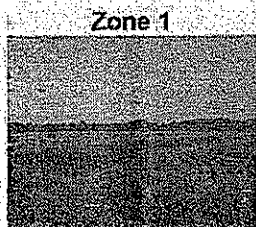
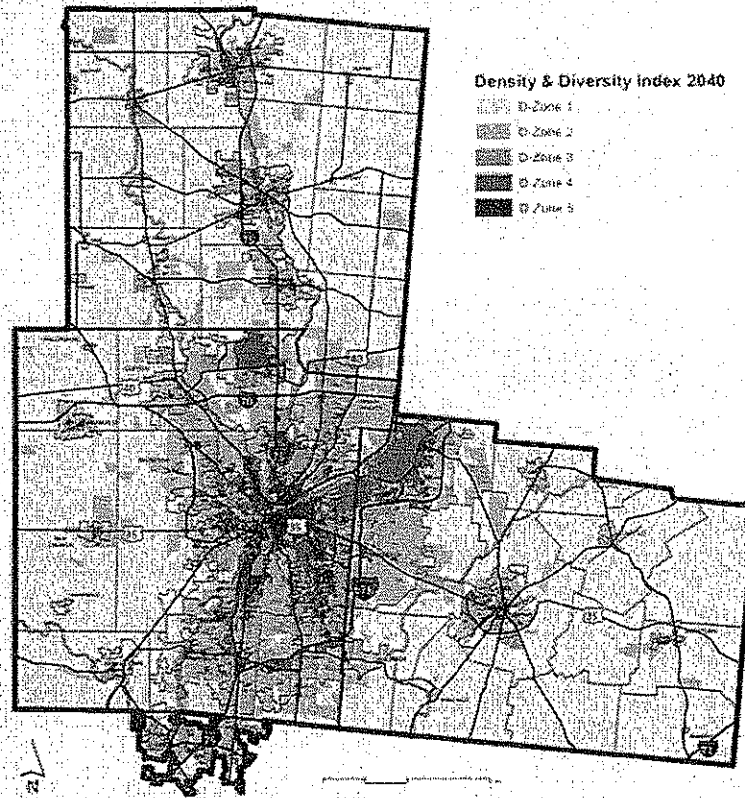
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TRANSPORTATION   LAND USE   ENVIRONMENT   GIS   PROJECTS   SERVICES   RESOURCES   OUR REGION   OUR VISION

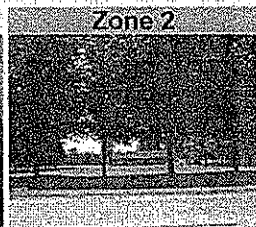
Home < Land Use < Regional Land Use Vision

## The Concentrated Development Vision

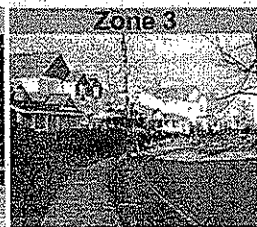
Development in this scenario will be concentrated around regional assets and in areas that already have the infrastructure to support it.



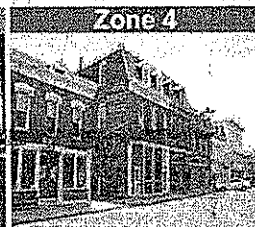
Areas with the least dense development and the least



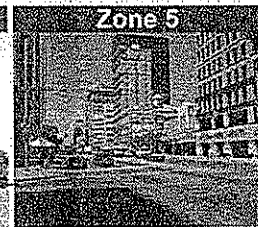
Areas with a moderate density level and small-to-



Areas that may be either less dense with a higher diversity or more dense



Areas with higher density levels and higher levels of development diversity.



Areas that are both dense and diverse, containing a

amount of development diversity

moderate levels of development diversity

with a lower development diversity

least two types of development

**Definition:**

Development in this scenario will be concentrated around regional assets and in areas that already have the infrastructure to support it. The rehabilitation and/or re purposing of vacant and underused structures would be encouraged, along with a more broad commitment to infill development – whether it make use of existing structures or vacant lots. The preservation of agricultural land and other open space would be a priority as well as encouraging more connection and cooperation between the Region's communities.

**Characteristics:**

- Encourage the rehabilitation and/or repurposing of existing structures.
- Focus on the maintenance of existing infrastructure (roads, water, sewer, etc.).
- Locate any new development in areas with existing infrastructure (roads, water, sewer, etc.).
- Revive the Region's older communities.
- Preserve prime farmland and support agricultural enterprise.
- Improve the quality of educational opportunities throughout the Region.
- Foster a sense of connection and cooperation between the Region's communities.
- Increase the number and quality of transportation options.
- Encourage development around the Region's assets.
- Encourage the rehabilitation/reuse of vacant industrial sites.
- Encourage energy-efficient building practices and the retrofitting of older structures for energy efficiency.
- Use land in a way that builds a sense of community.
- Maintain and expand the Region's parks, natural areas, and recreation amenities (recreation centers, bikeways, rivers, etc.).
- Encourage the development of quality, realistic affordable housing throughout the Region.
- Revive the Region's core city – the City of Dayton.

Download the [Concentrated Development Vision](#).

**Endorse the Concentrated Development Vision!**

\* Required

Yes! I support the Concentrated Development Vision for the Miami Valley Region.

**Name \***

**Organization**

or just type 'Citizen'

**Comments**

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[Click to see the supporters who have already endorsed this vision.](#)

Interested in having your organization support the Vision more formally? We have prepared a [sample resolution for endorsement](#) and a [sample letter of support](#).

Questions? Contact us at [going\\_places@mvrpc.org](mailto:going_places@mvrpc.org) or by phone at 937.223.6323.

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SAMPLE RESOLUTION

**A RESOLUTION ENDORSING THE PREFERRED FUTURE LAND USE SCENARIO OF GOING PLACES – AN INTEGRATED LAND USE VISION FOR THE MIAMI VALLEY REGION**

**WHEREAS**, the Miami Valley Regional Planning Commission serves as a forum where regional partners identify priorities, develop public policy, and implement collaborative strategies to improve the quality of life and economic vitality throughout the Miami Valley; and

**WHEREAS**, the MVRPC's Board of Directors serves as the policy and decision making body through which local governments guide the MVRPC's regional planning activities for the Dayton Metropolitan Area; and

**WHEREAS**, the MVRPC's Board of Directors endorsed the 3-phase Regional Land Use Planning proposal, known as Going Places – An Integrated Land Use Vision for the Miami Valley Region, which outlines an overall approach to a region-based land use planning initiative in January 2007; and

**WHEREAS**, Going Places officially began in July 2007, with Phase I – Existing Condition Assessment; and

**WHEREAS**, the MVRPC's Board of Directors appointed the members of the Steering Committee and Planning Advisory Committee in February 2008; and

**WHEREAS**, Phase II – Future Landscape Exploration of Going Places, which officially began in June 2009 engaged over 600 regional stakeholders in the future land use scenario building process and resulted in the creation of seven alternative future land use scenarios; and

**WHEREAS**, the MVRPC's Board of Directors endorsed the Future Landscape Exploration phase at its May 2011 meeting; and

**WHEREAS**, over 1,600 citizens participated in a region-wide scenario selection process designed to identify a preferred scenario out of the seven alternative future land use scenarios; and

**WHEREAS**, the MVRPC staff developed a Preferred Future Land Use Scenario – the Concentrated Development Vision, which incorporates the collective vision of regional stakeholders; and

**WHEREAS**, the *(Name of Jurisdiction)* has reviewed the content of the Preferred Future Land Use Scenario.

**NOW, THEREFORE, BE IT RESOLVED**, that the *(Name of Jurisdiction)* hereby endorses the Preferred Future Land Use Scenario of Going Places – An Integrated Land Use Vision for the Miami Valley Region.

**BY ACTION OF THE** *(Name of Jurisdiction)*, this \_\_\_\_ day of \_\_\_\_\_, 2011.

<b>PLANNING COMMISSION</b>
<b>Procedures, Rules, and Regulations</b>
<b>Adopted February 5, 2002</b>

**A. GENERAL GOVERNING RULE**

A. City of Piqua Charter

This commission shall follow the provisions of the City of Piqua Charter: Improvements And Assessments: Section 94: Planning Commission, and amendments thereto.

B. City of Piqua Codified Ordinances Chapter 154 – Zoning

This commission shall follow the provisions of the of the Piqua, Ohio Code of Ordinances, Title XV: Land Usage Chapter 154: Zoning, and amendments thereto.

All Planning Commission members shall thoroughly familiarize themselves with the above referenced section of the City of Piqua Charter and the aforementioned chapter of the Code of Ordinances.

The guidelines set forth in this document are to promote consistency in the processing of materials for, and administration of this commission. Failure of the Commission or Secretary to comply with any of the deadlines, or policy contained herein shall not compel the approval or disapproval of any matter before the commission.

**B. OFFICERS AND DUTIES**

1. Selection

1.1. Chairman. The Chairman and Vice-Chairman shall be elected annually, in the month of June, or at the first regularly scheduled meeting held during any given calendar year in the event the July meeting is not conducted, by a majority vote of the Planning Commission and shall serve until July of the following calendar year.

1.2. Secretary. The secretary shall be an employee of the City of Piqua, Ohio as determined by the City Planner.

2. Duties

2.1. Duties of Chairman.

2.1.1. The chairman, or in his absence, the Vice-Chairman shall preside at all meetings. The chairman, subject to this policy, shall decide all points of procedure unless otherwise directed by a majority of the Commission in session at the time, and shall perform all other duties required by this policy.

2.2. Duties of the Secretary.

2.2.1. The Secretary, subject to direction of this Commission, shall conduct all correspondence of the Commission, shall keep all records; shall send all notices required by law, the Charter, the Codified Ordinance, the Planning Commission Procedure, Rules, and Regulations, or as requested by the Commission. The Secretary shall notify each Commission member either by letter or telephone call within a reasonable time of all meetings.

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<b>Adopted February 5, 2002</b>

- 2.2.2. The Secretary shall accept and review for completeness all applications required by this Commission; initiate the necessary administrative steps to be taken for setting and holding a public hearing; forward Planning Commission recommendations to the City Commission when required.
- 2.2.3. Upon receipt of a completed application, the Secretary shall set the earliest regular meeting of this Commission as is practicable, as the date of hearing for such application, but such hearing in no case shall be set prior to the preliminary steps being taken as required by the Planning Commission Regulations of Piqua, Ohio.
- 2.2.4. Upon receipt of such application and the setting of the date for hearing thereon, the Secretary shall cause notice to be given of such hearing in accordance with section C "Meetings".

**C. MEETINGS**

1. Time of Meetings

- 1.1. The regular meetings of this Commission shall be held at 6:00 p.m. on the second Tuesday of March, June, September, and December at the Municipal Government Complex Commission Chambers Piqua, Ohio. Regular Meetings falling on legal holiday or the evening before a legal holiday shall be held instead on the first weeknight following the holiday, or at such other time as may be determined by the Chairman.
- 1.2. The Chairman and in his or her absence the vice chairman, may call special meetings when deemed necessary, for which the Secretary shall give notice in accordance with section C-2 "Notice of Meetings". When scheduled, special meetings shall be held at 6:00 p.m. on the second Tuesday of each month at the Municipal Government Complex Commission Chambers Piqua, Ohio.

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2. Notice of Meetings

2.1. Notice to Commission Members.

- 2.1.1. Written notice of regular and special meetings, as specified under section B-2.2 "Duties of Secretary", shall be given at least five (5) days prior to such meeting and such notice shall include a proposed agenda for such meetings, together with any information that may be determined by the Secretary or Chairman as necessary.

2.2. Notice of Affected Parties

- 2.2.1. Within five (5) business days from the date of submittal the Secretary shall complete a review of the applicant's submittal to make sure it is complete and that all necessary information is included. Upon completion of such review the Secretary shall notify the applicant of the time and date the item will be considered by the Commission.
- 2.2.2. When the Secretary considers an item to have merit and a hearing is set, the applicant and the property owners adjacent to the affected

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property shall be notified in writing approximately ten (10) days prior to the meeting time and date the item is to be considered by the Commission, or as prescribed by the Code of Ordinances for certain types of applications, whichever notice is greater.

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**2.3. Notice of News Media and Others**

2.3.1. The Secretary of this Commission shall furnish to any persons or organizations requesting such information the date, time, place and proposed agenda of all regular and special meetings. In addition to providing such information in person or by telephone, the Secretary shall cause the date, time, place, and proposed agenda to be posted in a public location, and on the City of Piqua internet web site.

2.3.2. When the Secretary considers an item to have merit and a hearing is set, the meeting time, date, place and agenda item shall be forwarded to the local newspaper(s), local radio and television station(s), and any other local media outlet(s).

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**3. Conduct of Hearings**

3.1. Meetings Shall Be Open to Public: All meetings held by the Commission shall be open to the public. An attendee log sheet will be located near the entrance for all persons in attendance to sign in.

3.2. Attendance: All Commissioners shall make an effort to attend. Upon action by the City Commission a Commissioner missing more than four (4) meetings per calendar year may be dismissed.

3.3. Quorum: Three (3) members of this Commission shall constitute a quorum.

3.4. Order of Business: The order of business at regularly scheduled meetings shall be substantially as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Review of Minutes of Previous Meetings
- (4) Old Business
- (5) New Business
- (6) Reports/Presentations
- (7) Other Business
- (8) Adjournment

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3.5. Voting: On any question put to a vote, each member including the chairman shall cast a vote, either for or against the issue, or abstaining from the vote. A member aware of a conflict of interest or conflict of office shall withdraw from all deliberation and decisions. When the case is introduced the member shall address the Chairperson, declare that a conflict exists, and withdraw from participation. All actions of the Commission shall have the concurrence of the majority of the board members. A tie vote or a vote with only two (2) ayes to one (1) nay will result in the defeat of the item due to a lack of the majority of the board.

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- 3.6. Applications: Upon receiving an item filed for consideration, if this Commission through the Secretary decides the proposal has merit and that the detail and clarity of the submittal is sufficient for commission consideration, the secretary shall include the item on the next regularly scheduled agenda and the commission may hold at least one public hearing and act upon the request within a reasonable amount of time, in no instance holding more hearings than what would exceed the specified amount of time for which any particular type of application must be acted upon as stated in the City of Piqua Charter or Code of Ordinances.
- 3.7. Minutes: The Secretary shall keep minutes of the proceedings of this Commission, showing the vote upon each motion or if a member is absent or abstaining or failing to vote, indicating such fact, and shall keep records of its official actions, all of which shall be public record and filed in the custody of the Secretary of this Commission.

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**D. APPLICATIONS.**

1. General Requirements: All applications shall be legible and verified by the applicant attesting to the truth and correctness of all of the facts and information presented with such application. Such application shall be submitted and made on forms furnished by the Secretary of this Commission.
2. Specific Requirements: Such applications filed with this Commission shall follow the specific requirements of the City of Piqua Charter and Code of Ordinances.
3. Notice: Notice shall be given in accordance with section C-2 "Notice of Meetings", above.
4. Conduct of Hearings
  - 4.1. Appearance. Any person may appear in person or by agent, or attorney, at the time of this Commissions consideration of the application.
  - 4.2. Order of Business. At such hearing in consideration of an application, the order of business shall be a Modified Roberts Rules of Order substantially as follows:
    - (1) Statement of the case by the Clerk of the Commission, by reading the agenda item.
    - (2) Statement of staff comments by Staff.
    - (3) Statement of applicant comments by the Applicant or their agent.
    - (4) Statement of comments by other affected parties if present, and if so desired.
    - (5) Deliberation among the Commission members.
    - (6) Act upon the application, approving, denying, or tabling the appropriate motion in accordance with section C-3.5 "Voting" and C-3.6 "Applications", above.

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**E. DETERMINATION**

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1. Notice of Decision. A letter stating this Commissions decision or recommendation shall be mailed to the applicant within five (5) business days from the date the application is acted upon. Copy of the acted upon resolution shall be maintained in the custody of the Secretary, certified copies of which shall be available to the public upon request.

**F. RECORDS.**

1. Required Records. The Secretary shall keep the minutes of the proceedings showing the vote of the members on each question, or, if absent or if failing to vote indicating such fact, and shall keep records of its official actions, all of which shall be of public record. In addition, the meetings shall be recorded with an audio recording device and maintained for 12 months from the date of the meeting. A copy of said audio recording shall be available in accordance with the City of Piqua Records Retention Policy.
2. Maintenance of Records. The Secretary shall be the custodian of this Commission's records and shall file such in the office of the City of Piqua, Ohio Development Department.
3. Maintenance of Preliminary Plans. The Secretary shall be the custodian of a file the same as hereinabove provided in section F-2 "Maintenance of Records", including copies of preliminary plans and other documents necessary for exercising the continuing jurisdiction of this Commission.

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**END OF DOCUMENT**

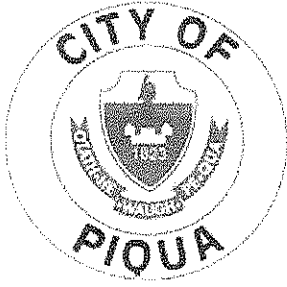
Revised August 5, 2003
March 1, 2005
December 12, 2011

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PLANNING COMMISSION  
 DECEMBER 13, 2011  
 MAILING LIST

RESOLUTION	NAME	MAILING ADDRESS	CITY STATE ZIP
MEETING NOTICE AND AGENDA TO:			
	MUNICIPAL GOVERNMENT COMPLEX PUBLIC BULLETIN BOARD		
PC-12-11	GWEN BOWSHER	423 N. MAIN STREET	PIQUA, OHIO 45356
PC-12-11	SCOTT & CHRISTINE LATHAM	420 N. MAIN STREET	PIQUA, OHIO 45356
ENTIRE PACKET TO:			
	GARY HUFF	INTER-OFFICE MAIL	
	CHRIS SCHMIESING	INTER-OFFICE MAIL	
	PLANNING COMMISSION	REGULAR MAIL	
E-MEETING NOTICE TO:			
	AMY WELKER	EMAIL	
	CHRIS BOEKE	EMAIL	
	CITY COMMISSION	EMAIL	
	DEAN BURCH	EMAIL	
	DEBBIE STEIN	EMAIL	
	FRED ENDERLE	EMAIL	
	BILL MURPHY	EMAIL	
	LORNA SWISHER	EMAIL	
	MARTIN KIM	EMAIL	
	STACY WALL	EMAIL	
	AMY HAVENAR	EMAIL	
	BRUCE JAMISON	EMAIL	
	PIQUA DAILY CALL	EMAIL	
	DAYTON DAILY NEWS	EMAIL	
	WPTW	EMAIL	
	PIQUA CHANNEL 5	EMAIL	
	MIAMI COUNTY HOME BUILDERS ASSOCIAT	EMAIL	



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**DEVELOPMENT OFFICE**

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Christopher W. Schmiesing – City Planner  
201 West Water Street • Piqua, Ohio 45356  
(937) 778-2049 • FAX (937) 778-0809  
E-Mail: [cschmiesing@piquaoh.org](mailto:cschmiesing@piquaoh.org)

November 30, 2011

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**\*\*\* MEETING NOTICE \*\*\***

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Please be advised that the City of Piqua Planning Commission will conduct a meeting at the time and location stated below.

TIME:           **6:00PM**  
DATE:           **Tuesday, December 13, 2011**  
LOCATION:       **Commission Chambers – 2<sup>nd</sup> Floor  
Municipal Government Complex  
201 W. Water Street**

To view the Planning Commission packet in its entirety, visit [http://www.piquaoh.org/agenda\\_plan\\_comm.htm](http://www.piquaoh.org/agenda_plan_comm.htm), or stop by the Development Office.

Please contact me if you have any questions pertaining to this notice.

*Chris Schmiesing*

Christopher W. Schmiesing  
City Planner