



RESOLUTION #26-08-079

**A RESOLUTION DIRECTING THE PLANNING & ZONING DEPARTMENT TO
INITIATE TEXT AMENDMENT CHANGES TO THE BETHEL TOWNSHIP ZONING RESOLUTION**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in special session on the 11th day of August, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee DICK moved for the adoption of the following resolution:

WHEREAS, the Bethel Township Planning & Zoning Department has recommended that a text change be initiated to the current zoning resolution of Bethel Township, Miami County, originally established on December 8, 1956; **AND**

WHEREAS, staff recommends that several articles be amended to reflect the immediate needs of the Township; **AND**

WHEREAS, the Bethel Township Board of Trustees, Miami County are permitted under section 519.12 of the Ohio Revised Code to amend the zoning resolution. **THEREFORE**

BE IT RESOLVED, by Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio that the Planning & Zoning Department initiates the process of amending the Bethel Township Zoning Resolution to reflect the staff recommendations as follows:

1. §2.07 Zoning Certificate

- **Issue:** Section D Review Procedure 1. Step 1 – Application: states the applicant shall submit two copies of the application and not all applications require a Miami County Building Permit
- **Current:** a. The applicant shall submit **two (2) copies** of the application to the Township Zoning Administrator prior to submitting for a Miami County **Building** Permit.
- **Proposed:** The applicant shall submit **one (1) copy** of the application to the Township Zoning Administrator. **Should the use or structure require a Miami County Permit, the applicant shall submit the application to the Township** prior to submitting for a Miami County Permit.
- **Issue:** Section D Review Procedure 3. Step 3 – Decision: a. Three days is not always sufficient to complete research or seek a legal opinion. Recommend changing 3 day ZC approval to 10 business days.
b. Upon approval, the township currently prints 4 copies of the certificate (not the application) - 1 for the applicant, 1 for the file, and 2 for the county who returns one of them initialed for our files. Upon approval **or denial**, we probably should return a completed (including reasons for approval/denial) copy of the application to the applicant as well.
c. The 2.05 A.1., Administrative Review is an incorrect reference, it should be 2.06 A.1. Administrative Review (2.05 is Zoning Commission, 2.06 is BZA).
- **Current:** a. Within **three (3)** business days of the application (Step 1), the Township Zoning Administrator shall approve and issue the Zoning Certificate or deny the application and in so doing state, in writing, the reasons for the action taken.
b. Upon **approval**, the Zoning Administrator shall return one, signed copy of the application and maintain **the** second copy of the application for Township records.
c. If the application is denied, the applicant may submit a revised application and sketch plan for review in accordance with the review procedure, or the applicant may appeal the decision to the Board of Zoning Appeals in accordance with Section **2.05** A.1., Administrative Review, of this Zoning Resolution.
- **Proposed:** a. Within **ten (10)** business days of the application (Step 1), the Township Zoning Administrator shall approve and issue the Zoning Certificate or deny the application and in so doing state, in writing, the reasons for the action taken.

- b. Upon approval **or denial**, the Zoning Administrator shall return one, signed copy of the application and maintain **a** second copy of the application for Township records. **Upon approval, the Zoning Administrator shall return one, signed copy of the certificate to the applicant and maintain a second copy of the application for Township records.**
- c. If the application is denied, the applicant may submit a revised application and sketch plan for review in accordance with the review procedure, or the applicant may appeal the decision to the Board of Zoning Appeals in accordance with Section **2.06** A.1. Administrative Review, of this Zoning Resolution.

2. **§2.03 Zoning Administrator**

- **Issue:** For Bethel Township, Zoning Administrator, Zoning Inspector, and Zoning Director are used interchangeably.
- **Proposed:** Add a paragraph to the end of section 2.03 to state: **For purposes of this Resolution, the roles of Zoning Administrator, Zoning Inspector, and Zoning Director, and any variations thereof, may be fulfilled by the same person.**

3. **§3.02 Words and Terms Defined**

- **Issue:** There is no definition for Change of Use but is referenced within the document.
- **Proposed:** **Change of Use - a conversion, alteration, removal, redevelopment, or variation of the permitted principal use or discretionary use of a building, structure, or property, to another use or group of uses not previously on the site, or the intensification of the existing use or uses on a site within the same building, structure or land area.**

4. **All Articles**

- **Issue:** Many numbering and reference numbers are incorrect
- **Proposed:** Fix the numbering, indentation issues, and incorrect reference numbers throughout the doc (no text changes)

5. **Article 3 Definitions, all District articles (5-16) and Article 30 Supplementary Regulations**

- **Issue:** Term names are sometimes inconsistent (slightly different wording, tense, or plurality) between the 3. Definitions Article, the District articles, and the Supplementary Regulations Article. Also, in the Districts, sometimes more than one term is included in the bullets for permitted or conditional uses.
- **Proposed:** Make the term names consistent across the articles and separate out the terms in the District articles to have one term per bullet.

Trustee WILKERSON seconded the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick
Trustee Julie Reese
Trustee Josh Wilkerson

yes Kama Dick
yes Julie Reese
yes Joshua Wilkerson

Attest: Rhonda Ross

Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio