BATH TOWNSHIP

Zoning Commission Approved: 10-28-2026

Draft Meeting Minutes

Date: October 8, 2026

Time: 6:00 p.m.

Next Regular Meeting: November 12, 6:00 p.m.

Status: Draft for review and approval

1. Call Order/Roll Call: Vice Chair Emily Hete, Kristin Sanchez, Tyler Bolanz, Legal Counsel Bob Konstand, Planning Director/Zoning Inspector Bill Funk, and Zoning Secretary Rachel Thompson. Chairman Marshal Pitchford, Joy Kosiewicz, Kyle Craven, Richard Bradner and Nanci Noonan were excused. Resident Joanne Alexander was in attendance. A quorum was present.

Madam Chair led the Commission in the Pledge of Allegiance.

The Commission convened to continue its review of the proposed updates to the Bath Township Zoning Resolution. The meeting focused on proposed revisions to zoning certificates, sign permits, site plan review procedures, rezoning applications, and variance and conditional use notification requirements.

2. Review of Previous Sections and Outstanding Revisions

The Commission briefly discussed outstanding comments and revisions to Section 3.02 concerning exemptions, and related provisions. Members noted that several minor wording changes had been made and that the remaining items would be reviewed and incorporated into the next draft of the regulations.

The Commission proceeded with its review of Section 3.04 and subsequent sections.

3. Section 3.04 – Zoning Certificates

The Commission reviewed the proposed purpose statement, applicability provisions, and expiration requirements for zoning certificates.

Purpose and applicability

Members questioned why the proposed purpose statement limited zoning certificate review to residential uses. The Commission noted that zoning review applies to a broader range of development activities.

The Commission agreed that Sections 3.04 and 3.05 require further clarification and revision to ensure consistency with existing township practices.

The following direction was established:

- Clarify the distinction between zoning certificates for construction or physical development and business use certificates used to identify and document occupants or uses within existing commercial spaces.
- Retain the township's existing business use certificate process.
- Revise the organization and terminology of Sections 3.04 and 3.05 to eliminate duplication and confusion between zoning approval and business use registration.
- Clarify the applicability provisions for residential and nonresidential development, including the treatment of nonconforming uses.
- Confirm the intended scope of the proposed references to residential uses and other specialized zoning provisions.

The Commission discussed whether Sections 3.04 and 3.05 should be reorganized into separate residential and nonresidential categories. No final organizational structure was adopted. Further drafting and clarification are required.

Expiration of zoning certificates

The Commission considered extending the time allowed for completion of construction beyond the existing 12-month period. Members discussed the construction timelines associated with custom homes and larger projects.

The Commission generally supported revising the completion period to **18 months**, with the possibility of a **12-month extension for good cause**, subject to application before the original certificate expires.

The revised language should address:

- Completion of construction within 18 months of zoning certificate approval.
- The process for requesting an extension before expiration.
- The standard for granting an extension, including good cause.
- Completion as evidenced by issuance of the certificate of occupancy.

- The requirements applicable when a certificate expires without completion or an approved extension.

The Commission also discussed practical enforcement concerns, including coordination between the zoning office and the building department. Additional clarification may be necessary regarding the enforcement and revocation of zoning certificates.

4. Section 3.06 — Sign Permits

The Commission reviewed proposed changes to the purpose statement, applicability requirements, review procedures, and content-neutrality provisions governing sign permits.

Temporary signs

Members discussed whether temporary signs should require permits and whether the proposed language appropriately addressed temporary signs within a section governing sign permits.

The Commission agreed in principle that temporary signs complying with the applicable regulations should not require a separate sign permit. The Commission directed the draft be revised as follows:

- Remove the proposed requirement for permits for certain temporary signs.
- Retain applicable regulations governing temporary signs.
- Remove language suggesting that temporary signs require a permit under the revised process.
- Retain the provision that temporary signs are not subject to Appearance Review Commission (ARC) review, as appropriate under the revised regulations.

The Commission noted that the township should continue enforcing applicable sign regulations, including restrictions on prohibited signs and signs placed in public rights-of-way, subject to applicable legal requirements.

Content-neutrality requirements

The Commission reviewed proposed language restricting the ARC from basing recommendations on the message or content of a sign. Members agreed that the provision should be simplified while preserving its legal intent. The revised language should provide that:

- ARC recommendations shall be based on the physical construction, location, and design of the sign.
- ARC recommendations shall not be based on the message of the sign.

The Commission supported removing unnecessary wording and references that could create ambiguity about the scope of the ARC's review.

Sign permit expiration

Members discussed whether extensions should be available for expired sign permits. The Commission expressed a preference for retaining a straightforward expiration process without establishing a general additional extension procedure. Practical circumstances involving ongoing construction may be addressed as appropriate under the revised language.

5. Section 3.07 – Site Plan Review

The Commission conducted an extensive review of proposed revisions to site plan review procedures, administrative review thresholds, ARC review, and the approval process.

Members identified several areas requiring substantial rewriting to improve clarity, organization, and usability for property owners, applicants, and developers.

Purpose statement

The Commission found the proposed purpose statement difficult to understand and agreed that it should be rewritten.

The proposed direction was to state that the purpose of the site plan review procedure is to allow the ARC and/or zoning inspector to review proposed development to ensure compliance with the standards and guidelines established in the zoning resolution.

The final wording remains subject to drafting review.

Distinction between a site plan and site plan review

The Commission identified a need to distinguish clearly between the submission of a site plan and the formal review and approval of that plan.

The revised resolution should address the following:

- Establish when a site plan must accompany an application.
- Clarify the information and materials that a site plan should contain.
- Identify the circumstances in which formal site plan review and approval are required.

- Explain when a site plan may be reviewed administratively by the zoning inspector and when ARC review is required.
- Make the process understandable to applicants who may be unfamiliar with the zoning resolution.

Members discussed allowing flexibility in the level of site plan detail required for minor projects while preserving appropriate documentation requirements for larger or more complex projects.

Administrative review thresholds and ARC review

The Commission supported the concept of allowing qualifying minor site plan changes to receive administrative review rather than requiring full ARC review.

Examples discussed included:

- Repairs or reconstruction maintaining the original architectural features or design.
- Limited changes to the footprint of a principal building, subject to specified conditions.
- Increases in landscaping that maintain or improve the existing landscaping pattern.
- Reductions in impervious surface area, provided all other applicable requirements remain satisfied.

The Commission noted that these examples may not address every appropriate circumstance. The revised language should provide clear, appropriately limited criteria for administrative review while preserving the zoning inspector's authority to refer applications to the ARC when warranted.

The Commission also discussed the treatment of phased site plans and supported retaining ARC review for such plans.

The proposed provisions concerning administrative review thresholds, exceptions, referral authority, and ARC review procedures require further reorganization and drafting.

Site plan review application and approval process

The Commission reviewed the proposed sequence for submitting a site plan review application and obtaining the applicable zoning or business use certificate.

Members discussed the requirement that an application for site plan review and approval be submitted before an application for the applicable zoning certificate or business use certificate, where site plan review is required.

The Commission also reviewed the three possible outcomes of site plan review:

1. Approval.
2. Approval with modifications.
3. Denial.

Members identified a need to clarify the steps required following approval with modifications, including submission of a revised site plan demonstrating compliance before issuance of the applicable certificate.

The Commission further discussed reorganizing the denial provisions so that written explanations of the reasons for denial, revised applications, and appeal rights are grouped together in a logical sequence.

No final revised text was adopted. The Commission directed that Section 307 be substantially reorganized and rewritten to improve clarity and procedural consistency.

6. Section 308 — Rezoning Applications

The Commission reviewed proposed revisions to rezoning application requirements.

Members discussed whether an applicant seeking rezoning of multiple properties should be required to obtain the signatures of each affected property owner.

The Commission agreed that the application requirements should clearly establish the consent or authorization necessary when a rezoning application includes multiple properties. The intent is to prevent an applicant from seeking rezoning on behalf of property owners who have not authorized the application.

The revised language should clarify that the necessary property-owner signatures or written authorization must be provided for all affected properties, consistent with applicable Ohio law.

The Commission noted that the remaining provisions generally reflect the applicable requirements of the Ohio Revised Code and require no substantial changes beyond the identified clarification.

7. Section 309 — Variances and Conditional Uses

The Commission reviewed proposed revisions concerning variances, conditional uses, and written notification requirements.

Members noted that the proposed notification language reflects the township's existing administrative practice but would formally incorporate that practice into the zoning resolution.

The proposed provision would require written notice to applicants and property owners located within 300 feet of the outermost boundary of the property subject to the application.

The Commission discussed notification involving jointly owned properties, trusts, and other ownership arrangements. Members noted that notices are currently directed at the mailing addresses maintained in the county property records.

The Commission agreed that the notification provisions should be reviewed for consistency with applicable state law, including the appropriate address and recipient requirements.

The remaining provisions were described as generally consistent with the current resolution and applicable statutory requirements.

8. Items Deferred for Future Review

The Commission agreed to defer the review of Article 4 until the next review session because that article contains additional matters requiring discussion. The Commission also identified the following items for continued drafting and clarification:

- Outstanding revisions to Section 302 and related exemption provisions.
- Reorganization and clarification of Sections 304 and 305.
- Finalization of zoning certificate expiration and extension language.
- Revision of sign permit and temporary sign provisions in Section 306.
- Comprehensive restructuring of Section 307, including site plan requirements, review thresholds, administrative review, ARC review, and approval procedures.
- Clarification of property-owner signatures and authorization requirements for rezoning applications under Section 308.
- Confirmation of statutory notification requirements under Section 309.

9. Miscellaneous Business

No additional miscellaneous business was raised for formal Commission action.

10. Citizens' Comments

The Commission allowed citizens' comments during the meeting. No additional comments requiring formal Commission action were recorded in the available meeting transcript.

11. Next Meeting

The next regular Commission meeting is scheduled for **November 12 at 6:00 p.m.**

Members also expressed interest in holding an additional meeting before the regularly scheduled November meeting to continue work on the zoning resolution revisions. A scheduling poll will be conducted to identify a mutually acceptable date, with Thursdays suggested as a possible meeting day.

12. Adjournment

A motion to adjourn was made and seconded. The Commission agreed to adjourn.

Respectfully submitted,

Nanci Noonan

Approval: These minutes are submitted for Commission review and approval at a subsequent meeting.

This draft is written as a formal record of the discussion and direction given, rather than a verbatim transcript. It is ready for administrative review before approval and entry into the township's official records.