

Zone Change Request Hearing Procedure

The City of Milford, Ohio Planning & Zoning Department

The City of Milford, Ohio, Planning Commission

7. CALL TO ENTERTAIN A MOTION. After discussion and deliberation, the Planning Commission chairperson invites the commission to make a motion on the request.
8. MOTION TO RECOMMEND APPROVAL, APPROVAL WITH CONDITIONS, DISAPPROVAL OR TABLE. Commission members must verbally make a motion. If the motion is seconded, a voice note is taken on the motion.
9. PLANNING COMMISSION ACTION. The Commission sends a resolution of their recommendation to City Council for consideration.

Hearing Guidelines

1. The Planning Commission may, by motion and vote, limit the time allowed to each speaker. In such a case, the Secretary would act as timekeeper. Those wishing to testify will be asked to give their name and address for the record.
2. If possible or applicable, all written materials (letters, petitions) should be submitted prior to the hearing. An extra copy of all written materials should be provided so that it may be placed in the record.
3. All comments and questions should be addressed to the Board and not directed to proponents or opponents in the audience.
4. The Board wants to hear all comments.

Pam Holbrook, Assistant City Manager

Steve Wyan, Zoning Inspector

Pam Curry, Secretary

Mailing Address

Planning & Zoning Department
City of Milford Municipal Building
745 Center Street, Suite 200
Milford, Ohio 45150

Phone Number

(513) 248-5093

Fax Number

(513) 248-5096

Office Hours

8:30 a.m. to 4:30 p.m.

World Wide Web Address

www.milfordohio.org



City of Milford Municipal Building
745 Center Street
Milford, Ohio 45150

City of Milford Planning Commission

Members

Patrick Toomey, Chair
Lois McKnight, Vice Chair
Mike Huseman
Bob Wendel
R. Bryan Hawkins, Council Representative

Role & Responsibility

The role of the Planning Commission is to serve as an advisory, planning and technical group for City Council, the Board of Zoning Appeals and the administrative officers of the City. The Planning Commission's powers and duties include, but are not restricted to, the following items:

1. The continuous review of the effectiveness and appropriateness of the Zoning Ordinance, which shall include recommending such changes and amendments as it may consider necessary.
2. Provide written recommendations for Council, or the Board of Zoning Appeals when requested in compliance with the Zoning Ordinance.
3. Provide technical and policy advice, as it deems appropriate, to the Zoning Inspector, Board of Zoning Appeals, Council and other agencies of the City.
4. The review and decision on improvements in the Old Mill Overlay District, conditional uses, planned developments and site plans.

City of Milford Planning Commission

Meetings

The City of Milford Planning Commission holds its regular meetings on the second Wednesday of every month at 6:00 p.m. in Council Chambers, on the First Floor of the City of Milford Municipal Building, 745 Center Street, Milford, Ohio. All meetings are open to the public.

Hearing Procedure

1. Call to Order.
2. Role Call of Planning Commission Members.
3. Approval of Minutes from Previous Meeting.
4. Public Hearings.
5. Site plans, subdivisions and other applications requiring action by the Planning Commission.
6. Consultation and discussion items.
7. Miscellaneous Items.
8. Adjourn.

Request & Proposal Hearing Procedure

1. **STAFF PRESENTATION.** The Planning & Zoning Department staff gives the Planning Commission a brief overview of the applicant's zoning request. This presentation may include maps, drawings, photographs and related documents when necessary.
2. **APPLICANT PRESENTATION.** The applicant of the zone change request explains their reason for requesting the zoning change. At this time, the applicant may provide pictures, drawings and maps as well as testimony from attorneys, architects, engineers or planners involved with the project. Failure of an applicant to appear at the Planning Commission meeting may be grounds for continuing the item to a later meeting, or rejecting the application.
3. **TESTIMONY IN FAVOR OF THE REQUEST.** The Commission takes testimony from anyone in the audience who wishes to speak in favor of the request.
4. **TESTIMONY AGAINST THE REQUEST.** The Commission takes testimony from anyone in the audience who wishes to speak in opposition to the request.
5. **NEUTRAL COMMENTS OR QUESTIONS.** The Commission takes testimony from anyone who has comments or questions of a general nature about the request and who is neither in favor or against the request.
6. **DELIBERATION.** The Commission closes the public testimony period and deliberates amongst themselves the merits of the zone change request. The Commission may ask questions of anyone in the audience who has given testimony.