

PLANNING & ZONING DEPARTMENT
Manual of Process & Operating Procedures

GLOSSARY

- 3 **Zoning Permits:** *Zoning Permits are approvals from Colerain Township Planning & Zoning to build/alter new residential, commercial, and industrial development(s).*
- 4 **Board of Zoning Appeals:** *The Board hears appeals of decisions of the Zoning Administrator, including permit application refusals and violation citations, as well as Conditional Use applications, Expansion of Nonconforming use applications, and Compatible Nonconforming Use applications. The BZA may authorize, upon appeal, variances from the terms of the Zoning Resolution where unique hardships exist and when the variance will not be contrary to the public interest.*
- 5 **Zoning Commission:** *The Commission hears requests for zoning amendments, development plans and amendments to development plans. The Commission may also initiate zoning map or text amendments. The Zoning Commission provides a recommendation to the Board of Trustees on Zoning Amendments, Final Development Plans, and Major Amendments to Preliminary or Final Development Plans. The decision of the Zoning Commission on Minor Amendments to Final Development Plans is, however, an*
- 7 **Code Enforcement:** *Code enforcement, sometimes encompassing law enforcement, is the act of enforcing a set of rules, principles, or laws and ensuring observance of a system of norms or customs. There are two main processes with Code Enforcement and they are Housing Court and Trash, Grass and Weed Abatements. Housing Courts are special courts used by many large municipalities to deal with disputes between landlords and tenants and used to achieve compliance with property maintenance and code enforcement issues. Abatements are assigned to properties who do not comply with zoning regulations of the Township.*
- 9 **Vacant Properties:** *Buildings which remain vacant or unoccupied for an appreciable period of time become an attractive nuisance to children, a harborage for rodents, an invitations to derelicts, vagrants, and criminals as a temporary abode, an increased fire hazard and the unkept grounds surrounding such property invite the dumping of garbage and rubbish thereon. The Township currently has two vacant property registrations that property owners or banks need to join.*

OPERATING PROCEDURES

ZONING PERMITS

Residential, Commercial and Industrial Development Permits (*Approx. 5 business days*)



Procedure:

1. Application Submittal

- Planner meets with applicant (if applicable).
- Zoning application is received in person, through mail, or online.
- Application is received and verifies all submission requirements are included.
- Application and attachments are stamped and put in bin for planner(s).

2. Reviewing Process

- Submit application information in Cagis Edge.
- Staff reviews application and attachments to make sure the plans meet code.

3. Permitting Process

- Permit is ready within five (5) business days.
- If approved, stamp with approval stamp and scan documents into Cagis Edge.
- If further information or revision is needed, contact applicant to determine compliance or future.
- If refused, notify applicant and write refusal letter.

4. Contact

- Close out permit in Cagis Edge.
- Applicant is contacted.
 - By Phone to come pick up.
 - Sent in an email.
 - Sent through US mail.

5. Completion

- If permit is approved, applicant needs to take permit down to Hamilton County Building Department (if applicable or over 200 sq. ft.).
- Email Planning Director new sign, new businesses, and change of use permits.

BOARD OF ZONING APPEALS

Appeals, Variances, Conditional Uses and Non-Conforming Uses (Approx. 2-3 months)



Procedure:

1. Pre-Application Meeting

- a. Planner sets up meeting with applicant.

2. Application Submittal

- a. Application is received and verifies all submission requirements are included.
- b. Applications are assigned.
- c. Board of Zoning Appeals is notified of upcoming cases.
- d. Contact Waycross of upcoming meetings.
- e. Enter information into BZA Deadline Excel Document.

3. Processing and Staff Review

- a. Process legal ad.
- b. Process adjacent and owner notification letters.
- c. Create base maps (if applicable).
- d. Conduct site visit and take comprehensive pictures.
- e. Set up preliminary issues meeting with staff.
- f. Generate staff report.
- g. Submit staff report for review to Director.
- h. Prepare presentation for meeting.
- i. Send staff report and packet to Board members and legal counsel.
- j. Upload all associated documents to Civic Clerk.

4. Public Hearing/Board Action

- a. Agenda gets printed.
- b. Set up Chambers.
- c. Set up technology.
- d. Hold Public Hearing.
- e. Take Minutes.

5. Confirmation

- a. Send out action letter via mail and email.
- b. Upload approved minutes from previous meeting.
- c. Compile minutes from current meeting.
- d. Organize files and tidy up loose ends.

OPERATING PROCEDURES

ZONING COMMISSION

Zone Change, Text Amendment & Preliminary Development Plan (Approx. 3-4 months)



Final Development Plan (Approx. 2 months)



Procedure:

1. Pre-Application Meeting

- a. Planner sets up meeting with applicant.

2. Applicant Submittal

- a. Application is received and verification of all submission requirements is conducted.
- b. Application(s) is assigned.
- c. Notify Waycross Media of upcoming meeting.

3. Processing and Staff Review

- a. Process legal ad
- b. Process adjacent and owner notification letters.
- c. Set up preliminary issues meeting with staff.
 - i. Prior to meeting, prepare the following:
 1. Conduct research on applicable items:
 - a. History of site or text proposal
 - b. Current code or land use
 - c. Approved permits or nonconforming uses
 - d. Best practices
 2. Conduct site visit and take comprehensive pictures.
 3. Create base maps of applicable information.
 4. General notes on proposed recommendation with basis.
- d. Generate staff report.
- e. Submit staff report for review to Director.
- f. Prepare presentation for meeting.
- g. Send staff report and packet to Commission members and legal counsel.
- h. Upload all associated documents to Civic Clerk.
- i. Upload approved minutes from previous meeting.

4. Public Hearing/Commission Action

- a. Agenda gets printed.
- b. Set up Chambers.
- c. Set up technology.
- d. Hold Public Hearing.
- e. Take Minutes.
- f. Confirmation letter is sent after hearing.

5. Board of Trustees Hearing and Action

- a. Process legal ad.
- b. Process adjacent and owner notification letters (if applicable).
- c. Generate staff report.
- d. Update presentation for meeting.
- e. Create Resolution.
- f. Upload to Civic Clerk.
- g. Hold Hearing.

6. Confirmation

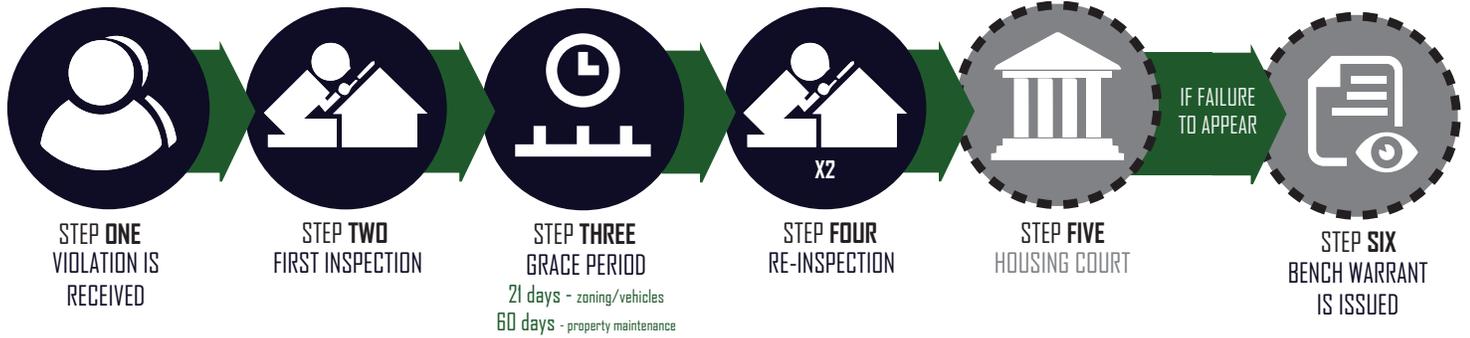
- a. Send out action letter via mail and email.
- b. Upload approved minutes from previous meeting.
- c. Organize files and tidy up loose ends.
- d. Update ordinance and map (if applicable).
- e. Record amendment (if applicable).

Please note that Final Development Plans do not go in front of Board of Trustees

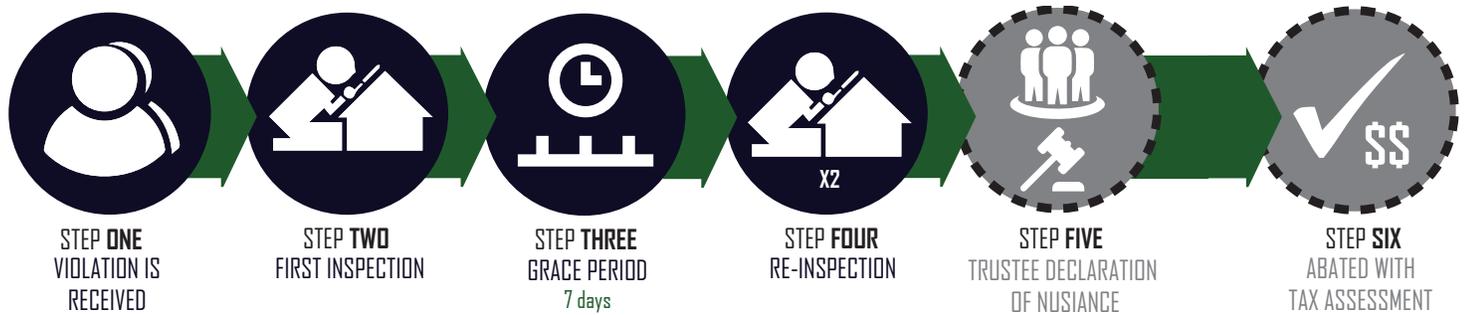
OPERATING PROCEDURES

CODE ENFORCEMENT

Housing Court *(process continued until compliance is achieved)*



Trash, Grass & Weeds Abatement *(process continued until compliance is achieved)*



Procedure:

1. Violation is Reported into CSR, 385-CODE, or received by Staff

- a. Verify/enter into CSR.
- b. Background research (if applicable):
 - i. Auditor's site (owner or renter)
 - ii. Previous cases
 - iii. No duplications
 - iv. Verify zoning/vacant regulations
- c. Schedule for inspection.

2. Inspection

- a. Visit site.
- b. Determine violation.
- c. Take photos consistent with memo on taking photos:
 - i. Uploaded into CSR.
- d. Issue NOV (if applicable):
 - i. Post NOV in accordance with memo sent out
 - ii. Take photo of NOV
 - iii. Upload into CSR
 - iv. Mail NOV
 1. Applicable when property is a rental, out of town owner, or LLC.
- e. Schedule follow up.

3. Follow Up Inspection

- a. Visit Site.
- b. Determine compliance.
- c. Take photos consistent with memo on taking photos:
 - i. Uploaded into CSR.
- d. If non-compliant, send to Abatement/Civil.

Please note that grace period occurs between these steps

4. Grass and Trash

- a. Abatement process begins:
 - i. Put on nuisance/abatement list.
 - ii. Trustee approval.
 - iii. Revisit property the Monday after Trustee's meeting.
 - iv. Give property list to contactor.
 - v. Contactor will take photos and fill out logs.
 - vi. Close.
 - vii. Evaluate/add to monitoring loop.

5. Housing Court

- a. Fill out legal documents.
- b. Send to legal representative.
- c. Summons completed by the Police Department.
- d. Code Enforcement will update CSR for court date.
- e. Staff attends court date.
- f. Judge's ruling/outcome is commented in CSR.
- g. If no show occurs:
 - i. Capias is issued.
 - ii. Recited to court.
 - iii. After 2-3 no shows, bench warrant is issued.

OPERATING PROCEDURES

VACANT PROPERTIES

Civil Court *(process continued until compliance is achieved)*



Procedure:

1. Property is Reported

- a. The vacant property is reported to Code Enforcement through the following:
 - i. Through CSR
 - ii. In person
 - iii. Code Enforcement Team comes across it in the field.
- b. Property is manually entered into CSR if not already.
- c. List of properties is sent to Planner at end of the month.
 - i. Reported vacants are added to Excel sheet on Z:Drive.

2. Property is Inspected

- a. The property is inspected by a Code Enforcement Official to confirm it is vacant.
- b. The Planner is informed of all confirmed vacant properties.

3. Registration

- a. Planner sends VBML or VFPR letter and application to MAILING ADDRESS of reported vacants at the end of each month.
- b. When VBML or VFPR applications are received, planner sends over list of confirmed registrants at end of the month for Code Enforcement to inspect.
 - i. Code Enforcement makes sure there are no zoning violations on vacant property.
 - ii. These consist of \$500 and \$900 fees. (VBML fees may be more if a property is registered for more than one year).
 - iii. Application, documents and check is scanned and saved to Z:Drive and saved in folder under property address.
- c. If property owner sends notification that property is not vacant or if they have a plan of action – planner forwards this information to Code Enforcement and saves it in folder.

4. Referred to Legal

- a. If letter and application is returned or not answered, planner will notify Code Enforcement Team.
- b. If the property does not register within 30 days of sending letter, resend another letter and appropriate application.
 - i. After 30-60 days, refer to Legal Team.

5. Civil Action

- a. Property is sent to Civil Court through the Legal Team.

APPENDIX OF PROCESSES

ZONING PERMITS

Residential, Commercial and Industrial Development Permits (Approx. 5 business days)



BOARD OF ZONING APPEALS

Appeals, Variances, Conditional Uses and Non-Conforming Uses (Approx. 2-3 months)



VACANT PROPERTIES

Housing Court (process continued until compliance is achieved)



ZONING COMMISSION

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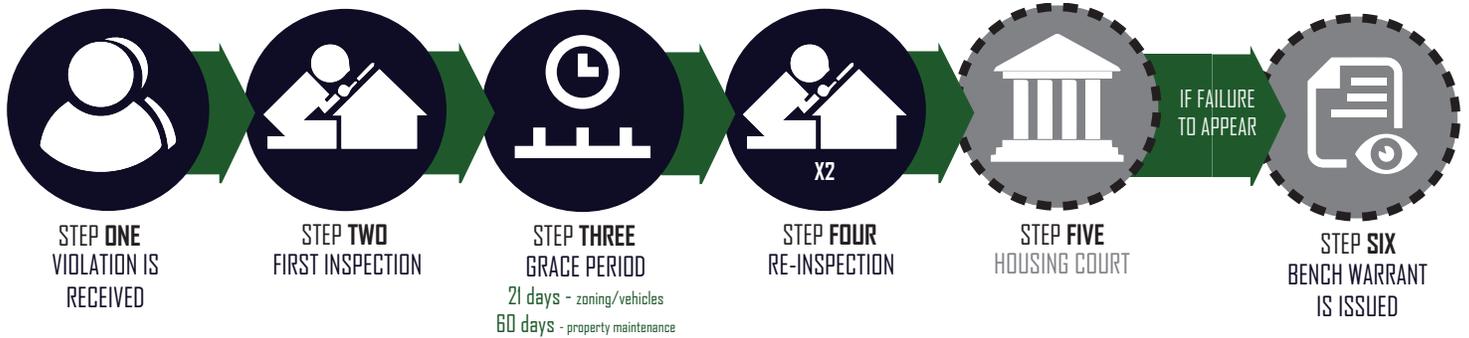


Final Development Plan (Approx. 2 months)



CODE ENFORCEMENT

Housing Court (process continued until compliance is achieved)



Trash, Grass & Weeds Abatement (process continued until compliance is achieved)

