

Proposed ORDINANCE NO. 347 - 2026

**AN ORDINANCE TO AMEND ZONING SECTIONS 151.256 AND 151.257 OF THE HARTFORD CITY CODE TO ALLOW THE PLANNING COMMISSION TO EXTEND SITE-PLAN APPROVAL UPON A SHOWING OF GOOD CAUSE AND TO ALLOW THE ADMINISTRATIVE APPROVAL OF MINOR AMENDMENTS TO APPROVED SITE PLANS**

The City of Hartford Ordains:

Section 1. Amendment. Zoning sections 151.256 and 151.257 of the Hartford City Code are hereby amended as follows:

**Sec. 151.256. Conformity with Approved Site Plan Required.**

- (A) The development of the subject parcel shall be in complete conformity with the approved site plan and any amendments thereto, approved by the Planning Commission. Approval of site plan shall be valid for a period of 1 year. If the building permit has not been obtained and the onset development begun within 1 year of the date of approval, the site plan approval shall become void and the developer shall make new application for the approval before proceeding.
- (B) The Planning Commission may, upon written application of the owner and a showing of good cause, extend the period of site plan approval. The application shall be accompanied by a fee in an amount established by the City Commission. In determining whether good cause has been shown, the Planning Commission may consider, among other factors, the diligence of the owner in pursuing development, the existence of circumstances beyond the owner's control that have delayed development, changes in market or financing conditions, and whether the approved site plan remains consistent with the zoning ordinance and other applicable regulations in effect at the time the extension is sought. An extension granted under this section shall not exceed 1 year, and no more than two extensions shall be granted for any single site plan approval. An extension may be granted whether the application is filed before or after the site plan approval has become void, and any extension granted shall run from the date the prior approval expired.

**Sec. 151.257. Amendment to Site Plan.**

- (A) A proposed amendment or modification to a previously approved site plan may be submitted for review in the same manner as the original site plan review, except that minor amendments may be approved administratively as provided below.
- (B) The Zoning Administrator may approve a minor amendment to a previously approved site plan administratively, without referral to the Planning Commission, provided that the proposed change does not alter the basic design or character of the approved site plan and does not modify any condition imposed by the Planning Commission as part of the original approval. The following changes may qualify as minor amendments:
  - (1) A reduction in the size of a building, or an addition to a principal building, of not more than ten percent (10%) or 1,000 square feet, whichever is greater;
  - (2) A reduction in parking lot size, or an expansion of a parking lot by not more than ten (10) spaces;
  - (3) A change in the location of a proposed building or structure of not more than ten (10) feet, provided that all setback and other dimensional requirements of this chapter continue to be satisfied;
  - (4) Replacement of plant material specified in an approved landscape plan with comparable materials;
  - (5) A change in building materials to materials of comparable or higher quality;
  - (7) Other minor changes determined by the Zoning Administrator not to be material or significant in relation to the approved site plan as a whole or the use or uses covered by the approved site plan.
- (C) The Zoning Administrator may, in his or her discretion, refer any proposed minor amendment to the Planning Commission for review and decision in the same manner as the original site plan review, including, without limitation, where the proposed amendment, although otherwise meeting the criteria set forth above, raises substantial questions concerning compliance with this chapter, compatibility with adjacent properties, public safety, or the conditions imposed by the Planning Commission as part of the original approval.

(D) An application for administrative approval of a minor amendment shall be made in writing to the Zoning Administrator on a form provided by the City and shall be accompanied by a fee in an amount established by the City Commission. The Zoning Administrator’s decision shall be in writing and shall set forth the basis for the decision. A copy of the decision shall be provided to the applicant and shall be maintained in the City’s records together with the approved site plan. Any change to a previously approved site plan that does not qualify as a minor amendment under this section shall be processed as a major amendment in the same manner as the original site plan review.

Section 2. Effective Date. This ordinance shall become effective 7 days after its publication.

PC Hearing: June 8, 2026  
Introduced: \_\_\_\_\_, 2026  
Adopted: \_\_\_\_\_, 2026  
Published: \_\_\_\_\_, 2026  
Effective: \_\_\_\_\_, 2026