

**ORDINANCE 01-2025**

**AN ORDINANCE AMENDING CHAPTER 1202.04(d) OF THE VILLAGE OF MINERVA  
PARK CODIFIED ORDINANCES**

**WHEREAS**, the Village of Minerva Park has established a Planning and Zoning Commission as permitted under Ohio law and has set forth the duties of the Commission in Chapter 1202.04 of the Village of Minerva Park Codified Ordinances; and

**WHEREAS**, the Village of Minerva Park Village Council wishes to amend the duties in order to better specify the role of the Planning Commission and to eliminate confusion about the proper authority of the Commission.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF  
MINERVA PARK, FRANKLIN COUNTY, OHIO THAT:**

**Section 1.** The Village of Minerva Park hereby amends Chapter 1202.04 as shown in the attached Exhibit A, which is attached hereto and incorporated herein.

**Section 2.** This Ordinance shall be in full force and effect at the earliest date permitted by law.

**Section 3.** That it is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code

First Reading: February 13, 2025

Second Reading: March 13, 2025

Third Reading: March 27, 2025

Passed: March 27, 2025

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Tiffany Southard, Mayor

**ATTESTS:**

**APPROVED AS TO FORM:**

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Jeffrey Wilcheck, Fiscal Officer

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Jesse Shamp, Village Solicitor

## **Exhibit A**

### **§ 1202.04 DUTIES.**

The Planning and Zoning Commission shall:

- (a) Conduct studies and surveys relative to overall planning for the growth, development, redevelopment, rehabilitation and renewal of the village, prepare such plans, reports and maps as are required to support their findings, and make such recommendations to Council as it feels are in the best interests of the village;
- (b) Continuously review and report to Council its recommendations concerning the village's capital improvement programs and the village's subdivision, platting and zoning ordinances and regulations;
- (c) Cooperate with other governmental or private planning agencies, securing such studies, surveys and reports prepared by such agencies to ensure maximum benefits for the village;
- (d) Review and recommend approval or disapproval for any plans to change, relocate, widen, extend or vacate streets, alleys, parks, playgrounds, recreation areas and other public ways and places, including such drawings and data required to be submitted with the application, if such plans are submitted to the Commission by the Village Council for a recommendation of if such plans are initiated by the Planning Commission. The Commission is hereby empowered to request and to require such additional data and drawings as are deemed necessary to make a recommendation on the application submitted;
- (e) Review all requests for rezoning or variances from existing zoning or building regulations. Such applications and the Commission's recommendations shall be forwarded to Council for final approval or disapproval; and
- (f) Establish such rules, regulations and procedures as are necessary to ensure the prompt and orderly processing of all matters brought before it, including coordination with the Village Fiscal Officer, Engineer, and such other officials as shall be deemed necessary.
- (g) Applications for permits to change, modify, or remodel existing residential structures or other structures on the property or grounds of a landowner shall be approved administratively by Village staff so long as the applications comply with all requirements of the Village Code. Applications which deviate from the Code shall be submitted to the Commission as a variance request if the Applicant is unable to comply with Code requirements after consultations with Village Staff. Applications will be distributed by Village Staff to the appropriate Public Bodies for their review as directed by the Code, where applicable.