

**ORDINANCE NO. OR07-25**

**AN ORDINANCE BY THE TROTWOOD CITY COUNCIL REPEALING CURRENT SECTION 1166.02 “APPLICATION PROCEDURE” OF THE TROTWOOD CODES OF ORDINANCES, AND ENACTING A NEW SECTION 1166.02 “APPLICATION PROCEDURE” TO INCLUDE A WAIT PERIOD FOR RESUBMISSIONS.**

**WHEREAS**, the current Section 1166.02 “Application Procedure” of the Trotwood Codes of Ordinances needs to be updated to include a wait period for resubmissions of applications; and

**WHEREAS**, it would be beneficial to City Staff and members of the community if Section 1166.02 of the Trotwood Codes of Ordinances were updated to include a wait period for resubmissions of applications for zoning permits, sign permits, and developmental approvals in the Salem Avenue Redevelopment Area (SARA) Overlay District; and

**WHEREAS**, the City Manager recommends that Council repeal the current Section 1166.02 “Application Procedure” of the Trotwood Codes of Ordinances and that a new Section 1166.02 “Application Procedure” be enacted; and

**WHEREAS**, Council accepts the recommendation of the City Manager and, therefore, will repeal and replace Section 1166.02 “Application Procedure” of the Trotwood Codes of Ordinances as set forth herein.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TROTWOOD, STATE OF OHIO:**

**SECTION I:** The current Section 1166.02 “Application Procedure” of the Trotwood Codes of Ordinances is hereby repealed in its entirety.

**SECTION II:** A new Section 1166.02 “Application Procedure” is hereby enacted as set forth in Exhibit A attached hereto and incorporated herein by reference, with additions in **bold** and underscored and deletions in ~~strike through~~.

**SECTION III:** It is hereby found and determined 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 any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including but not limited to Section 121.22 of the Ohio Revised Code.

TROTWOOD, OHIO 45426

3035 OLIVE ROAD


CITY OF TROTWOOD

**SECTION IV:** This Ordinance shall take effect at the earliest time allowed by law.

Passed this **5th** day of **May, 2025**.

ATTEST:

APPROVED:

  
KARA B. LANDIS  
CLERK OF COUNCIL

  
YVETTE F. PAGE  
MAYOR

  
TYNA R. BROWN  
VICE-MAYOR

**CERTIFICATE OF RECORDING OFFICER**

I, the undersigned, hereby certify that the foregoing is a true and correct copy of Ordinance No. **OR07-25** adopted by the Trotwood City Council at a regular scheduled meeting held on the **5th** day of **May, 2025**, and that I am duly authorized to execute this certificate.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
CLERK OF COUNCIL

1166.02 APPLICATION PROCEDURE

- (a) All applications for zoning permits, sign permits and development approvals shall be subject to review and approval under the following Design and Development Guidelines. The Planning and Zoning Administrator shall be authorized to determine if the application should not be required to follow the application and review procedure. Reasons under which an application could be considered to be exempt may be as follows:
- (1) The proposed change or modification of the development is minor. Such changes include but are not limited to minor changes to off-street parking, repairs to existing buildings which do not alter the structure design changes to building interiors, as well as any other minor changes.
  - (2) The application already meets the guidelines.
  - (3) The application is for an aspect of a development previously approved under these guidelines.
- (b) Applications shall be submitted to the Department of Planning and Economic Development for processing. The Planning and Zoning Administrator shall review all applications for completeness. If an application is deemed incomplete the application shall be returned to the applicant for completion; once completed, the application shall be considered officially filed.
- (c) All applications shall then be forwarded to all City development-related Departments (Planning, Engineering, Economic Development, Fire and pertinent public water and sewer Departments) for review and comment. Simultaneously, applications shall be forwarded to the Design Review Committee for review and comment.
- (d) Comments from Staff, Departments and the Design Review Committee shall be coordinated by the Planning and Zoning Administrator and sent to the applicant for response and revision no later than fifteen (15) working days from the date the application is considered officially filed.
- (e) Upon completion of the review and response phase of the application process, the application and all pertinent documents, along with all review comments, shall be forwarded to Planning Commission for Public Hearing. The hearing shall be held at the next regularly scheduled Planning Commission meeting which allows for fulfillment of the public notification requirements.
- (f) Following public hearing and discussion, Planning Commission shall approve, disapprove, approve with conditions, or remand the application to the applicant for modification. The decision of the Planning Commission shall be considered final unless the applicant files an appeal of denial to City Council
- (g) **No application made pursuant to this section that is substantially similar to an application that has been denied, wholly or in part, shall be accepted for one year from the date of the denial. The Planning and Zoning Administrator shall determine if a similar application differs enough to be considered a different application and not subject to this subsection.**