

ORDINANCE NO. OR18-26

AN ORDINANCE BY THE TROTWOOD CITY COUNCIL ACCEPTING THE RECOMMENDATION OF THE TROTWOOD PLANNING COMMISSION TO REPEAL SECTION 1125.08 "ZONING TEXT AND MAP AMENDMENTS" OF THE TROTWOOD CODE OF ORDINANCES, AND ENACT A NEW SECTION 1125.08 "ZONING TEXT AND MAP AMENDMENTS" TO UPDATE NOTIFICATION REQUIREMENTS.

WHEREAS, Section 1125.08 "Zoning Text and Map Amendments" of the Trotwood Code of Ordinances requires public hearings be held on applications for zoning text and map amendments; and

WHEREAS, in addition to publishing the required notice of public hearing for rezoning applications, Section 1125.08 "Zoning Text and Map Amendments" of the Trotwood Code of Ordinances also requires all property owners within 300 feet of the property being considered for rezoning to receive written notice of the public hearing by mail; and

WHEREAS, City staff proposes to align the City's zoning notification procedures with state standards, which only require individual mailings when the property rezoning ordinance, measure, or regulation affects ten or fewer properties; and

WHEREAS, discontinuing individual mailed notices for zoning text and map amendments affecting more than ten properties would reduce unnecessary expenditures of taxpayer funds and conserve staff time, while preserving public transparency through required public notices; and

WHEREAS, the Planning Commission, on August 25, 2026, reviewed the Section 1125.08 "Zoning Text and Map Amendments" of the Trotwood Code of Ordinances, Case PL-2026-17, and voted to recommend City Council adopt new Section 1125.08 "Zoning Text and Map Amendments" of the Trotwood Code of Ordinances as set forth in Exhibit "A" attached hereto and incorporated herein; and

WHEREAS, City Council accepts the recommendation of the Planning Commission and will adopt a new Section 1125.08 "Zoning Text and Map Amendments" of the Trotwood Code of Ordinances.

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

SECTION I:

Section 1125.08 "Zoning Text and Map Amendments" of the Trotwood Code of Ordinances is hereby repealed in its entirety.

SECTION II:

A new Section 1125.08 "Zoning Text and Map Amendments" 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 ~~strikethrough~~.

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.

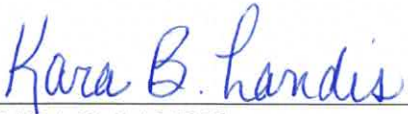
SECTION IV:

This Ordinance shall take effect at the earliest time allowed by law.

Passed this **5th** day of **October, 2026**.

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. **OR18-26** adopted by the Trotwood City Council at a regular scheduled meeting held on the **5th** day of **October, 2026**, and that I am duly authorized to execute this certificate.

Signed this _____ day of _____, _____.

CLERK OF COUNCIL

1125.08 ZONING TEXT AND MAP AMENDMENTS

- (a) Amendment may be initiated by Council, the Planning Commission, Zoning Administrator, or by an application by one or more owners of property affected by the proposed amendment. The term "owner" shall mean the property owner or a person or other party holding a written option to purchase that property.
- (b) An application for an amendment shall be accompanied by maps, drawings and data necessary to demonstrate the proposed amendment is in conformance with the Comprehensive Land Use Plan of the City, and that public necessity, convenience and general welfare require or permit the adoption of the proposed amendment.
- (c) The Zoning Administrator shall make a thorough investigation and analysis of an application for a zoning amendment, and shall afterwards prepare a written report, along with recommendations for submission to the Planning Commission.
- (d) Within forty-five days of the receipt of an application for a zoning amendment, the Planning Commission shall hold a public hearing. In addition, the Commission shall publish a notice of public hearing ~~in a newspaper of general circulation in Trotwood not less than ten (10) days prior to the date of such hearing~~ **consistent with the requirements of the Trotwood City Charter, Section 10-8,** and shall be responsible for notifying, by mail, at least ten days in advance of such hearing, all property owners within 300 feet of the property in question. **Mailings shall not be required if more than ten (10) properties are included in a single zoning map amendment application.** Additionally, at least ten (10) days before the public hearing, an information sign shall be posted on any property being considered for rezoning. Said sign shall be posted by the application and shall state: "An application has been filed for rezoning of this property. For Information, call 854-72247." The signs may be borrowed from the Planning Department at Trotwood Government Center. Said sign must remain in place until the application has been approved or disapproved by City Council.
- (e) Within forty-five days of holding the public hearing, the Planning Commission may recommend that the application be granted as requested, or it may recommend a modification of the zoning amendment request, or it may recommend that the application not be approved.
- (f) The recommendation of the Planning Commission shall be submitted to the Council and shall be accompanied by a report of findings, summary of hearings, and all data submitted with the application.
- (g) Within forty-five days following receipt of a recommendation from the Planning Commission, Council shall schedule a public hearing. In doing so, Council shall publish a notice of public hearing ~~in a newspaper of general circulation in Trotwood not less than ten days prior to the date of such hearing, and shall be responsible for notifying, by mail, at least ten days in advance of such hearing, all property owners within 300 feet of the property in question.~~ **consistent with the requirements of the Trotwood City Charter, Section 10-8, and shall be responsible for notifying, by mail, at least ten (10) days in advance of such hearing, all property owners within 300 feet of the property in question. Mailings shall not be required if more than ten (10) properties are included in a single zoning map amendment application.**
- (h) No application for a Zoning Code amendment that is substantially similar to an application that has been denied, wholly or in part, shall be accepted for one (1) year from the date of the denial. The Zoning Administrator shall determine if a similar application differs enough to be considered a different application and not subject to this subsection.

(Ord. 03-25. Passed 4-7-25.)



City of Trotwood
Planning and Development Department
3035 Olive Road – Trotwood, Ohio 45426

Trotwood City Council
Director's Report

TO: Mayor Page and Members of City Council
Quincy Pope, City Manager

FROM: Tyler S. Hauck, AICP

DATE: September 21, 2026

RE: PC Case: PL-2026-17

On Tuesday, August 25, 2026, the Trotwood Planning Commission held a Public Hearing on PC Case PL-2026-17.

PL-2026-17 (1125.08 Zoning Text & Map Amendments) – The Trotwood Planning Commission will meet to discuss updates to TCO 1125.08 Zoning Text and Map Amendments.

The Planning Commission voted 3-0 to recommend approval of the zoning text amendments to City Council.

Staff recommends approval of the proposed zoning text amendments to align the city's public notice requirements with Ohio Revised Code standards for multi property rezonings.

Currently, the city is required to mail notice to properties within 300 feet of a proposed rezoning. There is currently no stipulation regarding the number of properties to be rezoned. State law indicates that if an applicant is proposing a rezoning of more than 10 properties, a mailed notice is not required.

With the upcoming overhaul of the zoning code, the city is likely proposing to rezone hundreds or more properties. This comes as the city is eliminating zoning districts, combining zoning districts, and creating new zoning districts. Requiring the city to notice each property and all properties within 300 feet of each of these properties would be confusing to property owners, logistically impossible, and costly for the city.

The proposed zoning text amendments aligns our zoning code with state code in regards to mailing notice. In addition, the city will continue to follow the city charter when noticing for rezonings, including posting on the website, a sign on the property, and noticed in 3 public places.