App. No. 058-2025 TA

Zoning Text Amendment

Chatham Township

Meeting:	September 3, 2025	
Applicant:	Chatham Township Zoning Commission (ZC)	
Hearing:	TBD	
Amendments:	Article 8 Section 803	Notice and Hearing
	Article 10, Section 1002(A)	Notice and Hearing
Reviewer:	Denise Testa	
Recommendation:	**Approve with Modifications**	

Proposal: Gail Miller, Chatham Township Zoning Secretary, in an email dated July 22, 2025, requested a review of proposed revisions to the Chatham Township Zoning Resolution.

Township amendments are shown in red, new text is underlined and deleted text is shown in ~~strikeout~~. Staff comments are shown in ***bold and italics*.**

ARTICLE 8 CONDITIONAL ZONING CERTIFICATES

SECTION 803 NOTICE AND HEARING

Upon receipt of a complete application, the Board of Zoning Appeals shall schedule and hold a public hearing upon the application. The Board shall give notice of the public hearing at least ten (10) days before the date of such hearing using at least one of the following methods ~~by publishing one (1) notice of such hearing in a newspaper of general circulation in the Township at least ten (10) days prior to the date of the hearing~~:

A. In print or digital edition of one or more newspapers of general circulation in the township;
B. On the official public notice web site established under ORC Section 125.182;
C. On the web site and social media account of the township.

Staff recommend adding the word "or" after Items B and C or adding a period at the end of each item.

Such notice shall indicate the place, time, and subject of the hearing. Notice shall also be given to adjoining property owners and those immediately across the street by regular mail. Such notice or letter shall indicate the place, time, and subject of the hearing and shall be posted at least ten (10) days prior to the meeting date.

ARTICLE 10 VARIANCES, APPEALS AND INTERPRETATIONS

SECTION 1002 NOTICE AND HEARING

A. Upon receipt of an application, and a determination that the application is complete, the Board of Zoning Appeals shall fix a reasonable time for the public hearing and shall give at least ten (10) days notice in writing to the parties in interest. Such written notice of the hearing shall be mailed by the Board of Zoning Appeals, by first class mail, at least ten (10) days before the date of the public hearing to all owners of abutting properties and properties directly across the street from the subject site. Such notices shall be sent to the address of such owners appearing on the county auditor's current tax list and shall indicate the place,

time, and subject of the hearing. The Board may notify such other parties as the Board determines may be affected by or have interest in the appeal. The Board shall also give notice of such public hearing at least ten (10) days before the date of such hearing using at least one of the following methods ~~by publishing one (1) notice of such hearing in a newspaper of general circulation in the Township at least ten (10) days prior to the date of the hearing~~:

1. In the print or digital edition of one or more newspapers of general circulation in the county;
2. On the official public notice web site established under ORC Section 125.182;
3. On the web site and social media account of the township.

Staff recommend adding the word "or" after Items 1 and 2 or adding a period at the end of each item and consulting with the Prosecutor's Office.

Under House Bill 315, passed in 2024, the Ohio Legislative Service Commission's Office of Research and Drafting notes that townships now have several options for publishing public notices, as outlined below.

"…townships may decrease costs for providing public notices in certain circumstances. The bill allows townships to forego newspaper advertising and either publish via the state public notice website or the township's website and social media account. However, the bill does not permit these alternative publication methods in all cases. Specifically, if an existing newspaper publication requirement applies to a variety of entities and not only townships (e.g., townships, counties, and municipal corporations), then the newspaper publication requirement applies. If a township website and social media account are used, the township will need to document and maintain proof of publication."

Department of Planning Services Recommendation: Staff recommends the Medina County Planning Commission **Approve with Modifications** the proposed text amendments to the Chatham Township Zoning Resolution.