



Bethel Township, Miami County, Ohio Zoning Commission
Thursday, October 1, 2026 – 7:30 P.M. Agenda
Covenant of Life Church, 6805 US Route 40, Tipp City, Ohio

1. **Call to Order:** Time: _____ Presiding: _____
Roll call: Mr. Cornish: _____ Mr. Hirt: _____
Ms. Royse: _____ Mr. Swinderman: _____ Mr. Underwood: _____

2. **New Business:**
Review of Commission procedures

Case ZTA-04-26: A request to amend the Bethel Township Zoning Resolution text per resolution #26-08-079.

Motion to approve by _____ Seconded by _____
Vote: Mr. Cornish: _____ Mr. Hirt: _____
Ms. Royse: _____ Mr. Swinderman: _____ Mr. Underwood: _____

3. **Old Business:**
August 27, 2026 meeting minutes
Motion to approve by _____ Seconded by _____
Vote: Mr. Cornish: _____ Mr. Hirt: _____
Ms. Royse: _____ Mr. Swinderman: _____ Mr. Underwood: _____

4. **Communications and Reports**
• Looking for ZC & BZA board volunteers

5. **Adjournment:**
Motion to adjourn by _____ Seconded by _____
Vote: Mr. Cornish: _____ Mr. Hirt: _____
Ms. Royse: _____ Mr. Swinderman: _____ Mr. Underwood: _____
Time: _____

ZC Case ZTA-04-26

Case ZTA-04-26: A request to amend the Bethel Township Zoning Resolution text per resolution [#26-08-079](#).

SPECIAL INFORMATION:

Miami County Planning Commission unanimously recommended approval of the application and supplied the following report:

**MIAMI COUNTY DEPARTMENT
OF DEVELOPMENT
STAFF REPORT
Bethel Township**

Applicant's Name: Bethel Township

Date: September 15, 2026

Application: 26-08-079

Nature of Request: To amend Sections 2 and 3 of the Bethel Township Zoning Resolution.

The township is proposing to amend the Bethel Zoning Resolution with updates that clarifies reviews, duties of the zoning department, and general text amendments.

Comments: Overall staff is in favor of the Township's intent to modernize its zoning resolution and associated procedures. Staff has reviewed the townships' proposed updates and has provided the following specific comments.

Article 2.07 Zoning Certificate

- Section D: Review Procedure I, Step 1
 - The following language:

"The applicant shall submit one (1) copy of the application to the Township Zoning Administrator. Should the use or structure require a Miami County Permit; the applicant shall submit the application to the township prior to submitting for a Miami County Permit."

The Township should be aware that the Miami County Department of Development cannot withhold a building permit based on this requirement. Enforcement of this provision is the township's responsibility.

Staff Recommendation: Staff recommends additional review of the proposed updates, including review by legal counsel prior to adoption. An open house or other venue for township residents to provide comment prior to formal public hearings is also suggested.

GENERAL INFORMATION:

1. §2.07 Zoning Certificate

- **Issue:** Section D Review Procedure 1. Step 1 – Application: states the applicant shall submit two copies of the application and not all applications require a Miami County Building Permit
- **Current:** a. The applicant shall submit **two (2) copies** of the application to the Township Zoning Administrator prior to submitting for a Miami County Building Permit.
- **Proposed:** The applicant shall submit **one (1) copy** of the application to the Township Zoning Administrator. **Should the use or structure require a Miami County Permit, the applicant shall submit the application to the Township** prior to submitting for a Miami County Permit.
- **Issue:** Section D Review Procedure 3. Step 3 – Decision: a. Three days is not always sufficient to complete research or seek a legal opinion. Recommend changing 3 day ZC approval to 10 business days.
b. Upon approval, the township currently prints 4 copies of the certificate (not the application) - 1 for the applicant, 1 for the file, and 2 for the county who returns one of them initialed for our files. Upon approval **or denial**, we probably should return a completed (including reasons for approval/denial) copy of the application to the applicant as well.
c. The 2.05 A.1., Administrative Review is an incorrect reference, it should be 2.06 A.1. Administrative Review (2.05 is Zoning Commission, 2.06 is BZA).
- **Current:** a. Within **three (3)** business days of the application (Step 1), the Township Zoning Administrator shall approve and issue the Zoning Certificate or deny the application and in so doing state, in writing, the reasons for the action taken.
b. Upon **approval**, the Zoning Administrator shall return one, signed copy of the application and maintain **the** second copy of the application for Township records.
c. If the application is denied, the applicant may submit a revised application and sketch plan for review in accordance with the review procedure, or the applicant may appeal the decision to the Board of Zoning Appeals in accordance with Section **2.05 A.1.**, Administrative Review, of this Zoning Resolution.
- **Proposed:** a. Within **ten (10)** business days of the application (Step 1), the Township Zoning Administrator shall approve and issue the Zoning Certificate or deny the application and in so doing state, in writing, the reasons for the action taken.

b. Upon approval **or denial**, the Zoning Administrator shall return one, signed copy of the application and maintain **a** second copy of the application for Township records. **Upon approval, the Zoning Administrator shall return one, signed copy of the certificate to the applicant and maintain a second copy of the application for Township records.**
c. If the application is denied, the applicant may submit a revised application and sketch plan for review in accordance with the review procedure, or the applicant may appeal the decision to the Board of Zoning Appeals in accordance with Section **2.06 A.1.** Administrative Review, of this Zoning Resolution.

2. §2.03 Zoning Administrator

- **Issue:** For Bethel Township, Zoning Administrator, Zoning Inspector, and Zoning Director are used interchangeably.
- **Proposed:** Add a paragraph to the end of section 2.03 to state: **For purposes of this Resolution, the roles of Zoning Administrator, Zoning Inspector, and Zoning Director, and any variations thereof, may be fulfilled by the same person.**

3. §3.02 Words and Terms Defined

- **Issue:** There is no definition for Change of Use but is referenced within the document.
- **Proposed:** **Change of Use - a conversion, alteration, removal, redevelopment, or variation of the permitted principal use or discretionary use of a building, structure, or property, to another use or group of uses not previously on the site, or the intensification of the existing use or uses on a site within the same building, structure or land area.**

4. All Articles

- **Issue:** Many numbering and reference numbers are incorrect
- **Proposed:** Fix the numbering, indentation issues, and incorrect reference numbers throughout the doc (no text changes)

5. Article 3 Definitions, all District articles (5-16) and Article 30 Supplementary Regulations

- **Issue:** Term names are sometimes inconsistent (slightly different wording, tense, or plurality) between the 3. Definitions Article, the District articles, and the Supplementary Regulations Article. Also, in the Districts, sometimes more than one term is included in the bullets for permitted or conditional uses.
- **Proposed:** Make the term names consistent across the articles and separate out the terms in the District articles to have one term per bullet.