

City of Bellefontaine Neighbors  
Planning & Zoning Meeting Minutes  
June 12, 2023

The Chair called the meeting to order at 7:07 pm.

Present: Mayor Tatman, Members Barrett, Lane and City Engineer Klein  
Absent/Excused: Members White, Gordon & Borzymowski

City Engineer Klein made a motion to approve the agenda, seconded by Member Lane. The motion passed unanimously.

Member Lane made a motion to approve the March 13, 2023 minutes, seconded by City Engineer Klein. The motion passed unanimously.

**New Business**

There was no new business to bring to the Commission so Chair used the opportunity to discuss Conditional Use Permits. He said two parties had applied for Conditional Use Permits recently: True Transformation Church at 10600 Bellefontaine Road and Royalty Café & Events at 9312 Lewis & Clark. Paperwork for the former had not been completed. Royalty Café had only filed their last required document that day; P&Z would hear them at the next meeting in July.

He cited recent Conditional Use Permit applications by North County Fire & Rescue on Chambers Road, Chews Joy (Joy Hargrove's food market) at 9266 Lewis & Clark and Your Kitchen LLC at 9312 Lewis & Clark as examples of successful CUP's in the City.

Chair talked about three sections of the city code: Section 29-94 Conditional Use Regulations – purpose, Section 29-95 – procedures and Section 29-96 Conditional uses in certain districts.

He read Section 29-94 Conditional Use Regulations – purpose word-for-word, that conditional uses are those uses which are considered by the city to be essential or desirable but, by their nature may have: (1) a tendency to generate traffic, (2) a potential for attracting a large number of persons to the area of use (thus creating noise or other pollutants), (3) a detrimental effect on the value or potential development of other properties in the neighborhood or (4) an extraordinary potential for accidents or danger to public safety.

For 29-95 procedures, he called out documents required for review including a letter-of-intent (describing the business, hours & days of operation, maximum number of employees & customers and other considerations which might affect nearby residents), a legal description of the property and an outboundary survey plat with surveyor's seal. Planning & Zoning formally reviews the application with the applicant in a meeting, with questions & answers both ways, and then votes to recommend approval without conditions, approval with conditions or votes to deny the application to the Board of Alderpersons. P&Z makes their recommendation to the Board who then holds a public hearing after a 15-day minimum public notification period where the applicant can make their case to the Board and where residents can express their views. The Board ultimately decides if a Conditional Use Permit is granted and what conditions, if any, are attached to the permit.

Section 29-96 Conditional uses in certain districts was also discussed. Generally, less-intense uses are automatically allowed in districts meant for more intense uses, for example, building homes in a "C" commercial or "M" manufacturing district is allowed (although uncommon) but allowing a commercial or manufacturing business in a residential district would require a Conditional Use Permit.

Our next scheduled meeting is July 10, 2023.

City Engineer Klein made a motion to adjourn the meeting, seconded by Member Lane. Motion passed unanimously. Chair adjourned the meeting at approximately 8:03 pm.

Respectfully Submitted,

Pat Barrett  
Chair, Planning & Zoning Commission