RESOLUTION NO. 17-096

ANNOUNCING VACANCY OF POSITIONS ON THE ZONING COMMISSION AND BOARD OF ZONING APPEALS AND POSTING THE OPENINGS TO RECRUIT VOLUNTEERS

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular session on the 5th day of September 2017 at 7:00 p.m. at the Township offices, located at One Business Park Drive, Dayton, Ohio with the following members present:

Roy Mann □  James McGuire □  Russell Back □

Trustee McGuire moved for the adoption of the following Resolution 17-096:

WHEREAS, the Board of Trustees are required to appoint qualified Jefferson Township residents to serve on these volunteer boards that benefit the community; and

WHEREAS, the Jefferson Townships residents have always worked hard to improve the community of Jefferson Township; and

WHEREAS, current residents continue to serve on these committees with loyalty and resolve.

WHEREAS, the qualified resident that is appointed will be serving either the remaining term or beginning a new term. Each Appointee will be subject to the reappointment process at the expiration of their term.

NOW, THEREFORE BE IT RESOLVED that the Jefferson Township Trustees announce vacancies on both the Zoning Commission and Board of Zoning Appeals Boards and will begin the recruitment for new members to serve.

The vote was as follows: Roy Mann ( ) James McGuire ( ) Russell Back ( )

Adopted: 5th day of September, 2017

Roy Mann, President

James McGuire, Vice-President

Russell Back, Trustee

Attest: Tracey Edwards, Fiscal Officer

Res. 17-096
Item I
There shall be a Jefferson Township Zoning Commission consisting of five (5) members and two (2) alternate members appointed by the Jefferson Township Board of Trustees as provided by section 519.04 of the Ohio Revised Code.

Item II
The Zoning Commission shall meet once per calendar year together with the Board of Zoning Appeals and the Zoning Administrator.

Item III
The Zoning Commission shall meet once per month at a regular scheduled meeting and/or when special meetings are called for. In the event that no new cases are presented to be heard by the Zoning Commission, the regular scheduled monthly meeting may be canceled.

Item IV
The members shall sit on the commission for a 5-year term and will be residents of Jefferson Township. The members shall also appoint a chairperson/president at the start of each calendar year. The members are strictly prohibited from discussing any material related to a specific case outside of a public meeting. In the event an appointed member of the Zoning Commission elects to resign from their post, written notification must be submitted to the Jefferson Township Trustees for their approval.

Item V
A. General Authority. The Jefferson Township Zoning Commission shall receive, and may initiate, applications for Zoning Resolution text amendments and changes in zoning district boundaries, including applications for Planned Development zoning districts. The Zoning Commission shall carry on a continuous review of the effectiveness and appropriateness of this Zoning Resolution, and shall recommend to the Jefferson Township Board of Trustees such changes or amendments as are deemed in the public interest.

B. Limits of Authority. When considering detailed Planned Development District zoning standards, the Zoning Commission shall not have authority to vary by more than ten (10) percent any standard established by the Jefferson Township Board of Trustees for approved development features. An appeal by the Zoning Administrator to the Board of Trustees is authorized whenever any Zoning Commission sanctioned departure from planned development district standards exceeds ten percent, and the Trustees shall be the final arbiters of the extent to which approved standards may be varied. Such review by the Trustees shall follow notification procedures established for review of minor Planned Development zoning district changes by otherwise authorized bodies.

C. Organization. The Zoning Commission shall be composed of five members, residing within the unincorporated area of the Township, appointed by the Board of Township Trustees for five (5) year staggered terms such that the tenure of one member shall expire on December 31 of each year.
D. Vacancies shall be filled for the unexpired term only. The presence of three members shall constitute a quorum. Additionally, the Board of Township Trustees may appoint two alternates to the Zoning Commission for specified terms. Such appointees may not serve as alternates on the Board of Zoning Appeals. Vacancies shall be filled for the unexpired term only.

D. Proceedings.

1) Written applications pertaining to proposed text amendments, changes in zoning district boundaries, and the designation of Planned Development zoning districts shall be made on forms prescribed by the Zoning Commission and filed with the Zoning Administrator, who shall transmit the same to the Zoning Commission, together with all drawings, plans, specifications and other papers pertaining to the application.

2) The Zoning Commission shall adopt rules necessary to the conduct of its affairs in keeping with the provisions of the Ohio Revised Code and this Zoning Resolution. Meetings shall be held at the call of the chairperson, the Zoning Administrator, or at such other times as the Zoning Commission may determine. All meetings shall be open to the public, and there shall be no “executive sessions” or private deliberations. The Zoning Commission shall keep minutes of its proceedings, showing the votes of members on cases being heard, and shall keep records of its case reviews and other official actions, all of which shall be a public record.

3) Upon adoption of a Zoning Commission motion, the certification of a Board of Township Trustees resolution, or receipt of an application for matters under the purview of the Zoning Commission the date of public hearings thereon shall be announced by a newspaper of general circulation at least ten (10) days in advance of said public hearings. Such public hearing shall not be less than twenty (20) nor more than forty (40) days from the date of resolution certification, motion adoption, or application filing.

4) Notification procedures for proposed rezoning amendments involving either less than or more than ten (10) parcels are to be found in Section 519.12 of the ORC.

Effective 9/1/2017
BOARD OF ZONING APPEALS

JOB DESCRIPTION

Item I
There shall be a Jefferson Township Board of Zoning Appeals consisting of five (5) members and two (2) alternate members appointed by the Jefferson Township Board of Trustees as provided by Section 519.13 of the Ohio Revised Code.

Item II
The Board of Zoning Appeals shall meet once per calendar year together with the Zoning Commission and Zoning Administrator.

Item III
The Board of Zoning Appeals shall meet once per month at a regular scheduled meeting and/or when special meetings are called for. In the event that no new cases are presented to be heard by the Board of Zoning Appeals, the regular scheduled monthly meeting may be canceled.

Item IV
The members shall sit on the Board for a 5 year term, and will be residence of Jefferson Township. The members shall also appoint a Chairman/President at the start of each calendar year. The members are strictly prohibited from discussing any material related to a specific case out of a public meeting.

Item V
The Board of Zoning Appeals shall adopt rules in accordance with the provisions of the Zoning Resolution. Meetings shall be held at the call of the Chairman/President and such other times as the Board may determine. The Chairman/President or in his/her absence the acting Chairman/President shall open each public meeting with the pledge of allegiance, and administer oaths to any witnesses. All meetings of the Board of Zoning Appeals must be opened to the public and Board shall keep minutes of the proceedings showing the vote of each member or if a member is absent or fails to vote that also shall be indicated in the minutes. All minutes will be filed in the township records and available as public records. A copy of the Boards decision for each case will be mailed to the applicant via certified mail.

Item VI
JURISDICTION
The Board of Zoning Appeals shall have the following jurisdiction:

A. Administrative Appeal
   To hear and decide Appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning officer in the enforcement of the Zoning Resolution.

B. Variances
   To authorize upon Appeals in specific cases such variances from the terms of the Zoning Resolution as will not be contrary to the public interest, where owing to special conditions of the land (i.e. An irregular shaped lot having the required area)

C. Conditional Use
   To grant conditional Zoning certificates for the use of land, buildings or other structures if such certificate for specific use is provided in the Zoning Resolution

D. Nonconforming Use
   Nonconforming uses as provided in the Zoning Resolution
3. A statement of the special circumstances or conditions applying to the land or structure and not applying generally throughout the Zoning district.
4. A statement showing that the special conditions and circumstances do not result from actions of the applicant.
5. A statement showing that the granting of the variance is necessary to the preservation and enjoyment of substantial property rights.
6. Such other information regarding the appeal as may be pertinent or required for appropriate action by the Board of Zoning Appeals.

C. Plot Plan
The appeal shall be accompanied by one copy of a plot plan drawn to an appropriate scale showing the following:
1. The Boundaries and dimensions of the lot
2. The size and location of existing and proposed structures
3. The proposed use of all parts of the lot and structures including access ways, walks, off street parking, and loading spaces and landscaping
4. The relationship of the requested variance to the standards set by the Zoning Resolution
5. The use of land and location of structures on adjacent properties

D. Hearing on Variance
A hearing on the appeal shall be held by the Board and notice thereof given as specified under the Zoning Resolution of Jefferson Township, Montgomery County, Ohio.

Item IV
STANDARDS FOR VARIANCE
The Board shall not grant a variance unless in each specific case make specific findings of fact directly based upon the particular evidence presented to it that supports conclusions that:
1. The variance requested arises from special conditions of or involving the property, which are unique, that is a situation which is not ordinarily found in the same Zoning District and the situation results from the enforcement of this resolution and not by an action or actions of the property owner, the applicant or any other person or party who has had control of the property.
2. The strict application of the provisions of this Resolution from which a variance is requested will constitute unnecessary hardship upon the property owner represented in the application.
3. The variance desired will not adversely affect the public health safety and morals.
4. The variance desired will not compromise the general spirit and intent of the Zoning Resolution.

CONDITIONS AND RESTRICTIONS
In granting a variance, the Board may impose such conditions, safeguards, and restrictions upon the premises benefitted by the variance as may be necessary to comply with the standards set out in the Zoning Resolution to reduce or minimize potentially injurious effects of such variance upon other property in the neighborhood, and to carry out the general purpose and intent of this resolution.

DECISION ON VARIANCE
The Board shall have all the powers of the Zoning Inspector with the respect to such decision. The concurring vote of a majority of the members of the Board shall be necessary to reverse or modify any decision of the Zoning Inspector under this Resolution. The Board shall render a written decision on the applicant without unreasonable delay after the close of a hearing, and in all cases within 30 days after the close of the hearing.
STANDARDS FOR A CONDITIONAL USE
The Board shall NOT grant a Conditional Use unless it SHALL in each specific case make specific findings of fact directly based upon the particular evident presented to it, that support conclusions that:

1. The proposed Conditional Use will comply with all applicable regulations of this Resolution, including lot size requirements, developments, development standards and use limitations.
2. Adequate utility, drainage and other such necessary facilities have been or will be provided.
3. Adequate access roads or entrance and exit drives will be provided and will be designed as to prevent traffic hazards and to minimize traffic conflicts and congestion in public streets and alleys.
4. All necessary permits and license for the use and operation for the conditional use have been obtained or evidence has been submitted that such permits are obtainable for the proposed Conditional Use on the subject property.
5. All exterior lights for artificial open air illuminations are so shaded as to avoid casting direct light upon any property located in a residential district.
6. The location and size of the Conditional Use, the nature and intensity of the operation involved or conducted in connection with it, the size of the site in relation to it and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
7. The location, nature, height of a buildings structures, walls and fences on the site, and the nature and extent of landscaping, and screening on the site shall be such that the use will not unreasonably hinder or discourage the appropriate development, use and enjoyment of adjacent land, buildings, and structures.
8. The Conditional Use desired will not adversely affect the public health, safety or morals.
9. Conditional Uses in the Agricultural (A) district will not compromise the preservation of prime farmland and will not adversely affect the adjacent farmlands including existing field drainage systems.

CONDITIONS AND RESTRICTIONS
In granting a conditional use certificate, the Board may impose such conditions, safeguards, and restrictions upon the premises benefitted by the Conditional Use as may be necessary to comply with the standards of the Zoning Resolution to reduce or minimize potentially injurious effects of such conditional use upon other property in the neighborhood, and to carry out the general purpose and intent of the Jefferson Township, Montgomery County, Ohio Zoning Resolution.

PERIOD OF VALIDITY
A Conditional Use Certificate granted by the Board of Zoning Appeals shall terminate at the end of one (1) year from the date on which the Board grants the Conditional Use, unless within one (1) year period a building permit is obtained and the erection or alteration of a structure is started.
September 1, 2017

Dear Township Resident:

I want to thank you for your interest in becoming a volunteer board member for the Board of Zoning Appeals and the Zoning Commission. Your participation in these Boards will help the future progress and development of Jefferson Township.

Your application will be reviewed by Township staff, but the final selection will be made and approved by the Township Trustees. The Township Trustees are much like yourself, citizens of Jefferson Township, who are actively helping insure the future of Jefferson Township.

Applications will be accepted at the Township Offices located at One Business Park Drive beginning September 8th, 2017 and must be submitted by 11am October 6th, 2017. Applications must be submitted in person and will not be accepted by USPS, email, fax or any other carrier.

Once again thank you for your interest in serving Jefferson Township.

Respectfully,

[Signature]

John Calligan
Zoning Administrator
Jefferson Township,
Montgomery County, Ohio
Schedule for the Zoning Commission and BZA Meeting

2017 Board of Zoning Appeals Meetings
Note: Starting June 1, 2017 the BZA meetings will be the Third (3rd) Thursday of Every month. All Meetings held at 7:00 PM.

Dates of Meetings:
09-21-2017
10-19-2017
11-16-2017
12-21-2017

2017 Zoning Commission Meetings
Note: Fourth (3rd) Thursday of Every Month, all meetings held at 7:00 PM, unless a change of date is advertised in advance on the Website. Additional Meetings might be called, only after advertising on the website.

Dates of Meetings:
09/28/2017
10/26/2017
11/23/2017 (Thanksgiving Holiday)
    There will not be a November meeting unless it is rescheduled.
12/28/2017

Adopted by Trustees 12-6-2016
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY OHIO
APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name

Present address

Telephone ( )

Other Phone:  

Date

Email:

DRIVERS LICENSE #    STATE ISSUED

OPERATOR    COMMERCIAL (CDL)    Expiration Date

Have you had any accidents during the past three years? 

Have you had any moving violations during the past three years? 

EMPLOYMENT DESIRED

Position(s) applied for  

Salary desired  

How many hours can you work weekly?  

Can you work evenings? 

Employment desired

When are you available to start work?

EDUCATION

<table>
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<tr>
<th>TYPE OF SCHOOL</th>
<th>NAME OF SCHOOL</th>
<th>LOCATION</th>
<th>YEARS COMPLETED</th>
<th>MAJOR &amp; DEGREE</th>
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Are you currently employed? 

☐ Yes  ☐ No

May we contact your present employer? 

☐ Yes  ☐ No

Have you ever been in the armed forces? 

☐ Yes  ☐ No

Specialty __________________ Date Entered _______ Discharge Date _______

Are you now a member of the National Guard? 

☐ Yes  ☐ No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to live and work in this country? 

☐ Yes  ☐ No

Have you ever been employed with this company? 

☐ Yes  ☐ No

If yes, when? __________

Do you possess a CDL? 

☐ Yes  ☐ No

If yes, what type of CDL ________________________________

Are you able to perform the essential functions and duties of the job for which you are applying? 

☐ Yes  ☐ No

If not, please describe the functions or duties you are unable to perform. ________________________________

Use this space to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.
APPLICATION FORM WAIVER

Please read each paragraph closely, initial each, and sign below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Jefferson Township to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to Jefferson Township any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release Jefferson Township, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Jefferson Township, other than one that is "at will." I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, consistent with the Jefferson Township Human Resources Policy. I further understand that, if need, I will serve a 6 month probationary period.

Signature of applicant: _________________________________

Date: _________________________________

JEFFERSON TOWNSHIP is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Jefferson Township depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

This original employment application must be submitted to the Payroll Office if applicant is selected for employment.