



TOLEDO - LUCAS COUNTY PLAN COMMISSIONS

One Government Center, Suite 1620, Toledo, OH 43604 P: 419 245-1200 F: 419 936-3730

DATE: September 24, 2026

REF: Z17-C391

PLANNER: Molly L. Maguire

TO: Monclova Township Board of Trustees

FROM: Lucas County Planning Commission, Lisa A. Cottrell, Secretary

SUBJECT: Amendment to the Monclova Township Zoning Resolution for Section 15
Zoning Changes and Text Amendments.

Your referral for an Amendment to the Monclova Township Zoning Resolution to Section 15 Zoning Changes and Text Amendments was considered by the Lucas County Planning Commission at its meeting on Wednesday, September 23, 2026.

The Planning Commission recommends that the request be approved.

Respectfully Submitted,

Lisa A. Cottrell
Secretary

MLM/LC

cc: Applicant

Enc. Form 66
Form 66A
Staff Report

**APPLICATION FOR TEXT AMENDMENT TO AMEND
SECTION 15 ZONING CHANGES AND TEXT AMENDMENTS**

MONCLOVA TOWNSHIP

APPLICATION #: Z17 – C391

APPLICANT: Monclova Township

ADDRESS: Monclova Township Administrative Office, 4335 Albon Rd, Monclova, OH 43542

REPORT DATE: September 11, 2026

HEARING DATE: September 23, 2026

STAFF REVIEWER: Molly L. Maguire

Request

The applicant is requesting a text amendment to amend **Section 15 Zoning Changes and Text Amendments**.

History

Nothing on file at the Plan Commissions office.

Existing Conditions

The township is requesting to modify Section 15 Zoning Changes and Text Amendments in order to match the Ohio Revised Code Section 519.12 Zoning amendments. In addition, the amendment is providing a flow chart of the zoning amendment process.

Proposed Project

The applicant is requesting to amend **Section 15 Zoning Changes and Text Amendments** to the Monclova Zoning Resolution. Staff recommends **approval** of the proposed Text Amendments as shown in Exhibit “A.”

Analysis

Staff received the text amendment request for Section 15 Zoning Changes and Text Amendments to modify Section 15.2 Procedures. The modification follows most of the language shown in Ohio Revised Code Section 519.12. The amendment includes a flow chart for zoning amendments that will assist applicants and residents to understanding the process.

With the exception of Sylvania Township that has Home Rule, staff reviewed the remaining nine township sections that address the amendment process. The existing language in Monclova Townships Zoning Resolution is almost identical to the other townships. The modification presented is only reformatting the same verbiage so that it may be easier to understand.

Staff compared the proposal against the ORC Section 519.12 and found that the reference to ten (10) or fewer or ten (10) more parcels was removed to include the removal of publication types offered. However, the modification references back to the ORC section in order to reduce the length of the document.

Development Approval Criteria

SECTION 15 - Zoning Changes and Text Amendments, Section 15.2, Letter F.

F. Submission to the Lucas County Planning Commission

Within five (5) days after the adoption of a motion by the Commission, transmittal of a resolution by the Board of Township Trustees or the filing of an application by at least one (1) owner, the Zoning Commission shall transmit a copy of such motion, resolution, or application together with the text and map(s) pertaining to the case in question to the Lucas County Planning Commission. The Lucas County Planning Commission shall recommend the approval or denial of the proposed amendment or the approval of some modification thereof and shall submit such recommendation to the Zoning Commission. Such recommendation shall be considered at the public hearing held by the Zoning Commission.

Recommendation

Section 15.2, Letter F., Submission to County Plan Commission – **APPROVAL** – Text Amendment to amend **Section 15 Zoning Changes and Text Amendments to the Monclova Zoning Resolution.**

Findings

1. Staff reviewed other township zoning resolutions and the Ohio Revised Code (ORC) Section 519.12, the modification submitted is in conformance with the ORC.

Exhibit A (cont'd)

SECTION 15
ZONING CHANGES AND TEXT AMENDMENTS

SECTION 15.1 AUTHORITY

Whenever the public necessity, convenience, general welfare, or good zoning practices require, the Township Trustees may, by resolution, after receipt of recommendation thereon from the Zoning Commission and subject to the procedures provided by law, amend, supplement, change or repeal the regulations, restrictions, and boundaries or classification of property, now or hereafter established by this Resolution.

SECTION 15.2 PROCEDURES

A. Initiation of Zoning Amendments

1. Amendments to this **zoning** resolution may be initiated ~~in one of the following ways by:~~
 - a. ~~By adoption of a Motion by~~ **of the Township** Zoning Commission; **or**
 - b. By the passage ~~adoption~~ of a resolution by the **Board of** Township Trustees; **or**
 - c. By the filing of an application by ~~at least one (1) owner~~ **or more owners or lessees** of said property ~~proposed~~ **within the area proposed** to be changed or affected by said the **proposed** amendment **with the Township Zoning Commission.**
2. **The Board of Trustees, upon passage of such a resolution, shall certify it to the Township Zoning Commission, which shall be deemed to occur on the first business day following the date of its passage.**

B. Application

- ~~1. The application for amendment or district changes shall be made on forms prescribed by, and obtainable at the Office of the Zoning Administrator. This application shall be accompanied by information or data indicating the necessity for, or desirability of, the change requested.~~
- ~~2. Applications for a zoning amendment, or revisions to a previously submitted application,~~

Exhibit A (cont'd)

SECTION 15.2 PROCEDURES (cont'd)

An owner or lessee of property filing an application to amend the Zoning Resolution shall make such application on forms prescribed by the Zoning Administrator. Applications must be complete and shall be accompanied by information or data indicating the necessity for, or desirability of, the change request, and filed with the must be submitted to the Zoning Administrator ten (10) business days prior to the Zoning Commission's regularly scheduled meeting where the applicant seeks to be heard. The application must be full and complete, per the regulations and standards as set forth in the Monclova Township Zoning Resolution, at the time of submission. These same rules shall apply to revisions to a previously submitted application.

C. Fees

A fee shall be paid upon the filing of the application in accordance with the fee schedule established by the Board of Township Trustees and available in the Office of the Zoning Administrator. All additional expenses incurred by the Township in excess of the minimum required fee shall be paid by the applicant. No action shall be taken on an application until all fees have been paid in full.

An owner or lessee of property filing an application to amend the Zoning Resolution shall pay a fee, in accordance with the Township fee schedule, for each application to defray the cost of advertising, mailing, filing with the county recorder. The applicant shall additionally pay all other expenses incurred by the Township, including but not limited to the fees of any design or engineering professionals. A deposit for additional expenses may be required. No permit shall be issued nor any action shall be taken on an application until all fees are paid in full.

D. Transmittal Submission to Zoning Commission

Immediately after the adoption of a resolution by the Board of Township Trustees or the filing of an application by at least one (1) owner of the property, said resolution or application shall be transmitted to the Zoning Commission.

The date that the Zoning Commission accepts the said resolution or application shall constitute the official filing date. All time limits shall commence from said filing date. The Zoning Commission shall record, in the official minutes, actions taken on all resolutions and applications submitted to them for review (i.e. submitted to Lucas County Planning Commission for review, notification of incomplete application, have requested further information from applicant.)

Submission to the Zoning Commission which shall be deemed to occur on the first business day following the date of a resolution by the Board of Township Trustees, or the filing of an application by an owner or lessee of property.

SECTION 15.2 PROCEDURES (cont'd)

E. Public Hearing and Notice by Zoning Commission

~~The Zoning Commission shall schedule a public hearing after the adoption of their motion, transmittal of a resolution from the Board of Township Trustees, or the filing of an application for a zoning amendment. Said hearing shall be not less than 20 nor more than 40 days from the date of adoption of such motion, transmittal of such resolution, or the filing of such application. Notice of such hearings shall be given as follows:~~

1. ~~A notice of such hearing shall be given by the Zoning Commission by at least one (1) publication in one (1) or more newspapers of general circulation of the Township at least 10 days before the date of said hearing. This notice shall set forth the time and place of the public hearing, the nature of the proposed amendment, and a statement that after the conclusion of such public hearing the matter will be referred to the Board of Township Trustees for further determination.~~

Upon the adoption of a motion of the Township Zoning Commission, the certification of a resolution by the Board of Township Trustees, or the filing of an application by one or more of the owners or lessees of the property, the Zoning Commission or Zoning Administrator on behalf of the Zoning Commission shall set a date for a public hearing, which dates shall not be less than twenty (20) nor more than forty (40) days from the date of the adoption, certification or filing of an application. In the event that the Lucas County Planning Commission has not returned its report and recommendation, said hearing may be canceled and rescheduled administratively by the Zoning Administrator.

2. ~~If the proposed amendment intends to rezone or redistrict 10 or less parcels of land, as listed on the tax duplicate, written notice of the hearing shall be mailed by the Zoning Commission, by first class mail, at least 10 days before the date of the public hearing to all owners of property within, contiguous to, and directly across the thoroughfare from such areas proposed to be rezoned or redistricted to the address of such owners appearing on the County Auditor's current tax list or the Treasurer's mailing list and to such other list or lists that may be specified by the Board of Township Trustees. The failure to deliver the notice shall not invalidate any such amendment. The notice shall contain the same information as required on notices published in the newspaper(s).~~

Notice of the hearing of the Zoning Commission shall be given at least ten (10) days before the date of the hearing in accordance with Ohio Revised Code Section 519.12.

Exhibit A (cont'd)

SECTION 15.2 PROCEDURES (cont'd)

F. Submission to the Lucas County Planning Commission

~~Within five (5) days after the adoption of a motion by the Commission, transmittal of a resolution by the Board of Township Trustees or the filing of an application by at least one (1) owner, the Zoning Commission shall transmit a copy of such motion, resolution, or application together with the text and map(s) pertaining to the case in question to the Lucas County Planning Commission. The Lucas County Planning Commission shall recommend the approval or denial of the proposed amendment or the approval of some modification thereof and shall submit such recommendation to the Zoning Commission. Such recommendation shall be considered at the public hearing held by the Zoning Commission.~~

- 1. Within five (5) days after the adoption of a motion of the Township Zoning Commission, the certification of a resolution by the Board of Township Trustees, or the filing of an application by one or more of the owners or lessees of property the Zoning Administrator shall transmit a copy of it together with text and maps pertaining to it, to the Lucas County Planning Commission for approval, disapproval or suggestions.**
- 2. The Lucas County Planning Commission shall recommend the approval or denial of the proposed amendment or the approval of some modification of it and shall submit its recommendation to the Township Zoning Commission. The recommendation shall be considered at the public hearing held by the Township Zoning Commission on the proposed amendment.**

G. Recommendation by Zoning Commission

~~Within 30 days after the scheduled public hearing, the Zoning Commission shall recommend to the Board of Township Trustees that-~~

- ~~1) the amendment be granted as requested;~~
- ~~2) it may recommend a modification of the amendment requested; or~~
- ~~3) it may recommend that the amendment not be granted.~~

- 1. The Township Zoning Commission, within thirty (30) days after the public hearing, shall recommend the approval or denial of the proposed amendment, or the approval of some modification of it, and submit that recommendation together with the motion, application or resolution involved, the text and map pertaining to the proposed amendment, and the recommendation of the Lucas County Planning Commission to the Board of Township Trustees.**
- 2. The Commission shall keep minutes of its proceedings showing the vote of each member upon each question and shall keep records of its examinations and other official actions, all of which shall be filed in the office of the Commission, and shall be a public record.**

SECTION 15.2 PROCEDURES (cont'd)

H. Public Hearing and Notice by Township Trustees

~~Within 30 days from the receipt of the recommendation of the Zoning Commission, the Board of Township Trustees shall hold a public hearing. Notice of such hearing shall be given by the Township Trustees by at least one (1) publication in one (1) or more newspapers of general circulation of the Township at least 10 days before the date of said hearing. This notice shall set forth the time and place of the public hearing and the nature of the proposed amendment.~~

- 1. The Board of Township Trustees, upon receipt of the recommendation of the Zoning Commission, shall set a time for a public hearing on the proposed amendment, which date shall not be more than thirty (30) days from the date of receipt.**
- 2. Notice of the hearing of the Board of Trustees shall be given at least ten (10) days before the date of the hearing in accordance with Ohio Revised Code Section 519.12.**

I. Action by Board of Township Trustees

1. Within 20 days after the public hearing, the Board of Township Trustees shall either adopt or deny the recommendation of the **Township** Zoning Commission or adopt some modification thereof **of them**. ~~In the event the Township Trustees deny or modify the recommendation of the Zoning Commission,~~ **If the Board denies or modifies the recommendation of the Township Zoning Commission,** a majority vote of the Board of Trustees shall be required.

- a. When the Board of Trustees formally vote to continue a public hearing to a future date, they are keeping the floor open for testimony and evidence rather than ending the proceedings. The statutory 20-day clock mandated by Ohio Revised Code Section 519.12 begins running once the public hearing has officially concluded. The 20-day deadline for the Trustees to adopt, modify, or deny the proposed text amendment is triggered on the exact calendar day that the final, continued session is formally closed, whether or not a final vote is taken.**
2. The proposed amendment, if adopted by the Board of Township Trustees, shall become effective in thirty (30) days after the date of its adoption, unless, within thirty (30) days after the adoption, there is presented to the Board of Township Trustees a petition pursuant to Ohio Revised Code Section 519.12.
- 3. When five (5) working days after an amendment's effective date, the Board of Township Trustees shall file the text and maps of the amendment in the office of the Lucas County Recorder and with the Lucas County Plan Commissions.**

Exhibit A (cont'd)

SECTION 15.3 EFFECTIVE DATE AND REFERENDUM

The proposed amendment, if adopted by the Board of Trustees, shall become effective in thirty (30) days after the date of its adoption, unless, within thirty (30) days after the adoption, there is presented to the Board a petition, pursuant to and in accordance with Ohio Revised Code Section 519.12.

Zoning Amendment Process

