

PUBLIC NOTICE

AGENDA
ADMINISTRATIVE SERVICES COMMITTEE MEETING
Chair: Ed Brady
Committee Members: Lisa Evans and Kim Chamberland

Wednesday, August 14, 2019 at 8:30 a.m.
Council Chambers, 745 Center Street, Milford, Ohio 45150

Call to Order

Proceedings: Approval of the June 10, 2019 Administrative Services Committee Minutes

Agenda Items:

- Update - Employee Personnel Policies
- Funding for MCFD Firestation Memorialization
- Rules of Council
- Discuss text amendments to the Milford Zoning Ordinance which would revise and rename Chapter 1167 Old Mill Overlay to the Milford River District
- And all additional matters that may properly come before the committee

Adjourn

**Administrative Services Committee
Meeting Minutes
June 10, 2019**

Ed Brady called the meeting to order at 4:30 p.m.

Present: Ed Brady, Kim Chamberland and Lisa Evans

Staff: City Manager Michael Doss; Finance Director Pat Wirthlin and Administrative Assistant Jackie Bain

Proceedings: Approval of the May 6, 2019 Administrative Services Committee Minutes
Kim Chamberland abstained, Mr. Brady and Lisa Evans yes and May 14, 2019 Administrative Services Committee Minutes, Lisa Evans abstained and Ed Brady and Kim Chamberland yes

Rules of Council

The committee reviewed the document, as provided by the city attorney, which include highlights noting a change or addition. These included: Section 3, Excused Absences: 5, Law Directors role as Parliamentarian; 8, Committee Minutes; 10, Committees of Council; 14, Discussions at Meetings; and 17, Vacancies on Boards and Commissions. After the review, there were no questions on these sections and all agreed to accept the changes.

Mr. Brady asked the committee to take a look at Section 12, regarding providing for comments from the general public at meetings. The current rule requires a public comments section on the agenda for Regular Meetings, and makes it optional for Special Meetings and Committees, and he opened a discussion on changing the rule to require a public comments section at all meetings-Special and Committee.

After some discussion, the committee members agreed with the idea, and that a consistent approach on providing for public comments at all meetings was a good addition Section 12. The committee members voted to accept the proposal of the recommended changes to the Rules of Council, with two changes: a) will provide for public comments at special meetings and b) will provide for public comments at committee meetings. Ms. Evans seconded the motion and all agreed.

Right of Way 5 Water Street

Michael Doss informed the committee that this will be a reaffirmation of granting the right of way property at 5 Water Street. There is a piece of language in the Ordinance that mentions ODOT. ODOT does not have anything to do with the property. The only change to the Ordinance will be to remove ODOT from the information. Ms. Chamberland seconded the motion and all agreed.

The Committee agreed to draft an Ordinance Vacating a portion of Water Street Ms. Chamberland seconded the motion and all agreed

2018 Year End Financial Statements

Pat Wirthlin went over information found in copies of the 2018 Year End Financial Statement report. This is a cash basis financial report. The General Fund is right where we want it to be at 3.5 million. The JEDD revenues union is very active with their JEDDS and they like to pair up with us. JEDD V which was new in June 18th and by Ordinance it was the one that we are diverting the revenues to the CIC fund. Mr. Brady asked if we could start planning on a budget meeting sometime in August, possibly to be discussed at a City Council meeting, during Council Comments portion of the meeting. This would help coordinate then to discuss budget projects that council would like to see? Mr. Doss mentioned a possible Work Session for Council. Possibly the first week in September (3rd), 6pm, to discuss projects that council would like to see in the budget. Ms. Wirthlin will start emailing to see availability for discussions this Fall.

The Committee recommends that Council approve by majority vote the 2018 Financial Report as presented. Ms. Evans seconded the motion and all agreed

***Clerk to take Roll Call at Council meeting for vote.**

2020 Tax Budget

Pat Wirthlin went over the Tax Budget information as stated in her report to the committee. Ms. Wirthlin informed the Committee that there has been a public notice processed and a public hearing will be held at the June 18th City Council meeting.

The Committee agreed to make a motion authorizing the Law Director to prepare a Resolution approving the Tax Budget for the City of Milford Ohio for the year 2020 Ms. Evans seconded the motion and all agreed.

Alternative Local Government Fund Formula Discussion

Mr. Doss discussed with the committee the new legislation that was written by the Clermont County Township Association and presented to the Clermont County Board of Commissioners. The County Commissioners did approve a new formula for the distribution of revenue from the

Local Government Fund which then sent proposed ordinances to the cities and townships. With this new legislation, they did exclude the city. Legislation would have to be approved every year. We received this Ordinance to approve. We have choices as what we, the committee would like to do next. There are four ways to consider this information: 1. Pass the ordinance presented by the County Commission Association, in which we are excluded in the voting process. 2. Take this ordinance in front of council to either approve or not approve. 3. No action (which is Mr. Doss's recommendation is to table it and not go further than committee) or 4. Propose and alternative formula. There was discussion regarding if the commissioners have a plan to re-visit this in the future. The committee members expressed frustration that the county did not lead a collaborative process to include all communities in developing a funding formula, instead choosing to hear proposals developed separately and then select one. Since the funding formula now has to be voted on every year, there is an opportunity in the next twelve months for a more collaborative approach. Mr. Doss mentioned that we have a formula that we have provided and have another that implements some of the Township Associations formula. Hopefully the County Commission will take this back to the table to re-consider including the City of Milford.

The Committee agreed to make a motion to do nothing Seconded by Ms. Evans and all agreed

Squire Patton Boggs Legal Services

Mr. Doss presented an invoice for legal services provided by Squire Patton Boggs LLP in the amount of \$3,697.50

The Committee agreed to make a motion authorizing payment in the amount of \$3697.50 to Squire Patton Boggs LLP for legal services. Seconded by Ms. Chamberland and all agreed

There being no further business, the meeting adjourned at 5:07 p.m.

Respectfully submitted,
Jackie Bain
Administrative Assistant

"These minutes have been approved and adopted by Mr. Brady, Ms. Chamberland and Ms. Evans via email this 14 day of June, 2019."

Personnel Policy Manual Recommendations

1. Personal time earned for no sick leave used, Section 5.04 B
-change 180 to 120 days for non-union employees
2. Uniform allowance for office personnel
3. Lunch breaks
-not to abut beginning or ending shift and cannot be banked
4. BWC and wage continuation pay, page 5 under Definitions Section 1.06/Active Pay Status

Drawing # MCFD_WS2

MCFD

Proposed Wall Sign

Chief John E. Cooper, Sr.
Fire Station 71

Proposed Sign Details:

Size: 24.25"H x 123"W x 3/8"D

Copy Size: 8" & 10"

Individual Pin mounted letters to split block surface. Letters are individual Flat Cut Out or Cast Metal Aluminum Anodized GOLD finish

Proposed Colors:

Copy - Aluminum Anodized Bronze

Aprox. Scale: 1/8" = 1'-0"

Sign Graphics

Sign Graphics & Design, LLC

420 Main St

& Design

Milford, OH 45150

SignGraphics-Design.com

(513) 576-1639

CLIENT APPROVED ART WORK:

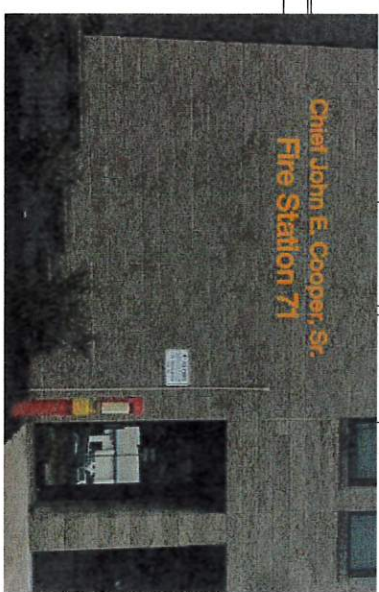
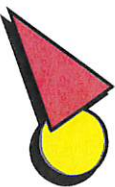
Signature: _____

- ☐ APPROVED AS SUBMITTED
☐ APPROVED WITH CHANGES

DATE: __/__/__

WARNING:

This art rendering is an original conceptual design of Sign Graphics & Design. Any reproduction, duplication or use without written permission will be regarded as conversion and subject to prosecution to the fullest extent of the law.



Jackie Bain

From: Mark Baird <mbaird@mcf71.org>
Sent: Friday, August 09, 2019 6:45 AM
To: Jackie Bain
Subject: FW: Proposed Wall Sign at MCFD
Attachments: MCFD_WS2.pdf

Jackie,

Below is the cost proposal and email string with the contractor regarding the lettering of the fire station to memorialize Chief Cooper. There is also an attachment.

I am proposing September 26, 2019 at 6:30 PM for the dedication ceremony at the fire station with a reception inside, afterward.

Mark Baird

Mark Baird
Fire Chief
Milford Community Fire Department
687B U.S. Route 50
Milford, Ohio 45150
513-831-7777
513-831-7786 (fax)
mbaird@mcf71.org



From: Scot Conover (SG&D) [mailto:Scot@SignGraphics-Design.com]
Sent: Tuesday, July 16, 2019 3:55 PM
To: Mark Baird
Cc: Nick Thiele
Subject: Re: Proposed Wall Sign at MCFD

Mark & Nick,

The following is our itemized pricing for the wall sign as drawn. I am quoting Cast Metal letters because they

cost about \$ 300.00 less than the Flat Cut Out letters I originally proposed. The depth of the cast metal letters are 8" copy has a 3/8" depth & 10" copy has a 1" depth. Our pricing is as follows:

CAST METAL GOLD ANODIZED PIN MOUNTED TO BUILDING SURFACE PER DRAWING # MCFD_WS2:

\$ 2,060.00 One (1) Wall Sign per drawing MCFD_WS2 / 8 & 10 Inch Helvetica Copy pin mounted to building surface

\$ 625.00 One (1) Sign Installation per drawing # MCFD_WS2

\$ 2,685.00 Sub Total / Sales Tax Exempt

NOTE THE FOLLOWING:

TERMS: 50% Deposit / Balance Due upon Completion

PERMITS: By others - City of milford

LEAD TIME: 2 -3 Weeks

SIGN TYPE: Non-illuminated Cast Metal Individual Letters

Please review this preliminary quotation and let me know if you have any questions, changes or wish to proceed with this project. I will provide a formal quotation / purchase agreement once I know the items you want to contract.

Thanks,

-Scot

--

K. Scot Conover
Sign Graphics & Design, LLC
420 Main St
Milford, OH 45150

(513) 576-1639

On 7/16/2019 3:26 PM, Scot Conover (SG&D) wrote:

Mark & Nick,

Attached is our revised artwork. I will quote these letters as flat cut out or cast metal with a gold brushed finish. Once I have pricing I will forward that itemized quotation to you. Please review the layout and let me know if you have any question or changes.

Thanks,

-Scot

--

K. Scot Conover
Sign Graphics & Design, LLC
420 Main St
Milford, OH 45150

(513) 576-1639

On 7/8/2019 2:28 PM, Mark Baird wrote:

Hi Scot,

Sorry for the delay in replying...I have been on vacation and was awaiting replies from others.

So it appears the consensus is to:

1. Change line 1 to Chief John E. Cooper, Sr. (removed the word "Fire")
2. Change the "71" to match font of "Fire Station" (remove the oval)

Can you submit a new proposal and cost estimate please? I liked your original design proposal but I was in the minority.

Thank you,
Mark Baird

Mark Baird
Fire Chief
Milford Community Fire Department
687B U.S. Route 50
Milford, Ohio 45150
513-831-7777
513-831-7786 (fax)
mbaird@mcf71.org



From: Scot Conover (SG&D) [<mailto:Scot@SignGraphics-Design.com>]
Sent: Thursday, June 13, 2019 4:25 PM
To: Nick Thiele; Mark Baird
Subject: Proposed Wall Sign

Mark & Nick,
Attached is our preliminary design proposal for the wall we talked about. Please review this rendering and let me know if you have any questions or changes. I will provide pricing based on this drawing and any input that you provided. I will forward itemized pricing once I have our costs figured.

If you look at the welcome to Milford rock sign at the Milford bridge, that copy is aluminum anodized gold. The same that I am proposing for the fire house.

Thanks,
-Scot

K. Scot Conover
Sign Graphics & Design, LLC
420 Main St
Milford, OH 45150

(513) 576-1639

RULES OF COUNCIL 12-4-2018

The City of Milford, Ohio, a Home Rule Charter Municipality, adopts the following to govern its proceedings pursuant to Sections 2.01, 3.04, and 3.05 of the Charter of the City of Milford, Ohio

1. A council member shall not abstain from voting on an ordinance or resolution. A council member shall recuse from voting in the case of a conflict of interest and they shall state for the record at the time of their recusal the reason for their recusal. A recusal shall constitute neither a “yes” nor a “no” vote and shall not be counted as a vote in the final tally.
2. Regular meetings of council shall be held on the first and third Tuesday of every month. When the first regularly scheduled council meeting in January falls on New Year’s Day, council shall hold its first regularly scheduled meeting on the following Tuesday. In all other cases where a regular meeting falls on a national holiday, council may either cancel or reschedule the meeting. Council may, by majority vote, cancel one of the two regularly scheduled monthly council meetings provided council meets not less frequently than once per month.
3. Excused Absences – an excused absence is one due to the death of a family member, illness of the council member or a member of their family, a business meeting, or a vacation. If reasonably possible, a council member shall notify the clerk or city manager in advance of the fact that they will be unable to attend a council meeting and the reason for their absence. The clerk shall state on the record at the council meeting the fact that the council member will be absent from the meeting and the reason for the absence. The council shall at that point vote on whether to excuse the council member from the meeting. If it is not possible for the council member to give the clerk or city manager such advance notice, then the council member shall notify the clerk in writing of the reason for their failure to attend the meeting. At the next regular session of council, the clerk shall read into the record the explanation of the council member for their absence for the previous meeting after which council shall vote on whether to excuse the council member’s absence. Meeting is defined as any regularly scheduled council meeting or special meeting of council at which a quorum is present. It shall not include meetings of committees of council.
4. Council may, by majority vote, dispense with the reading of the minutes. A council member shall abstain from voting on the approval of the minutes if they were unable to read the minutes prior to the vote and/or did not attend the council meeting at which the minutes were recorded.
5. The City Law Director, as Council Parliamentarian, shall act as sole interpreter, arbitrator, and parliamentarian as to and regarding any rules and procedures under the City Charter or these Rules unless a matter is expressly provided for by the Charter or the Rules of Council.
6. Milford City Council acknowledges that it is an honor and a privilege to have been selected by their fellow citizens to the position of council person for the City of Milford. In recognition of this, members of council shall conduct themselves and dress in a manner appropriate to their position and with the dignity of the office held and the people they represent.
7. Prior to the expiration of the two-year term to which the Mayor and/or Vice-Mayor were elected by council, council may by two-thirds vote of the full legal council vote to remove the Mayor and/or Vice-Mayor upon finding that the person (persons) serving in that position (positions) has

Reaffirmed by Ordinance 10-560 January 19, 2010 and Ordinance 10-568 October 5, 2010

SLL January 21, 20001

conducted themselves in a manner not appropriate to the position. A vacancy created under this rule shall be filled from any of the remaining members of council by simple majority vote of the full legal council.

8. All committee or subcommittee meetings of Council shall be open to the public, except in cases where executive sessions are permitted. All committee or subcommittee meetings of Council shall, whenever possible, be held in Council Chambers. The City Manager shall designate the person or persons responsible for preparing the committee/subcommittee minutes which minutes shall be adopted and journalized.
9. The Clerk of Council shall be responsible for giving twenty-four hours advanced public notice of the date, time, and location of each committee/subcommittee meeting by posting a notice thereof on the bulletin board located at Council Chambers and on the City of Milford web site. Any person wanting to determine the time and place of any meeting of Council or any committee/subcommittee meeting may call City Hall at (513) 831-4192 to determine such information. The committee/subcommittee may discuss all matters that come before it.

A committee or subcommittee of Council may, by majority vote, adjourn to executive session closed to the public for the sole purpose of consideration of the matters expressly set forth in Sec. 3.05 of the Milford City Charter. The purpose for the executive session shall be stated on the record in the public portion of the meeting and only matters regarding the stated purpose may be discussed in the executive session.

Council members may attend, strictly as an observer and as a member of the general public, meetings of committees on which they do not serve provided that they do not take part in or contribute to the discussion in any manner.

Ordinances and Resolutions may be proposed by the Council as a Committee of the Whole during a regularly scheduled or Special Meeting of Council provided that the proposed Ordinance or Resolution is listed on the Agenda for the Meeting. Such Ordinances or Resolutions may be voted on and adopted at that same Meeting.

10. There shall be four committees of council: Public Services, Community Development, Administrative Services, and Safety Services. Each committee shall consist of three members of council, to be appointed by the Mayor. Each Council member shall serve on at least one, but no more than two committees. Each committee shall select its own chairperson. A committee member may be removed from, and their replacement named to, the committee by a majority vote of the full legal Council. Council may also act as a Committee of the Whole during a regularly scheduled or Special Meeting of Council provided that the public is given at least twenty-four hour notice that Council will be meeting as committee of the Whole.
11. Council may, by Resolution, establish Ad Hoc committees for the sole purpose of aiding Council or a committee of Council in fact gathering and research.
12. There shall be set aside at every regularly scheduled Council meeting a portion of the meeting for comments from the general public. The comments shall be restricted to matters within the purview of the Council's legislative authority, matters related to the city government, items listed on the agenda for the meeting, or announcements of events of interest to the general public. A member of the general public may be prohibited from speaking if their comments are not in accordance with this Rule. The Council Parliamentarian shall be responsible for the enforcement

of this Rule. In cases where there are numerous speakers the Council Parliamentarian may limit each speaker to five minutes. Council may, but is not required to, provide for public comments at a Special Meeting of Council. Committees may, but are not required to, allow public comments during a committee meeting. A disruptive person waives their right to attend any meeting and may be removed from the meeting.

13. The Clerk shall not be required to read correspondence aloud during the meeting, but may instead give a summary of the sum and substance of the correspondence. A member of Council may request that the correspondence be read aloud in its entirety provided that the correspondence pertains to matter within the purview of the Council's legislative authority, matters related to city government, items listed on the agenda for the meeting, or announcements of events of interest to the general public. Should a dispute arise among Council as to whether or not the correspondence should be read, the Council Parliamentarian shall determine if the correspondence is in accordance with this Rule.
14. In addition to the Notice required by SEC. 3.06(f) of the Milford City Charter, notice shall be posted on the City of Milford web site. Council may vote on and adopt any motion, resolution, or ordinance at a Special Meeting of Council provided the subject of the motion, resolution, or ordinance was mentioned in the Notice for the meeting. Under the heading "And All Such Other Matters Which May Come Before Council" Council may discuss any and all other matters that come before it at a Special Meeting of Council provided the discussions do not result in motions, resolutions, or ordinances introduced and voted on at the Special Meeting.
15. A motion to end an Executive Session is not required. Council is not required to take minutes during an Executive Session. The minutes of any Council meeting need only document a motion to go into executive session pursuant to Section 3.05 of the Milford City Charter and the return to open session.
16. The written minutes of any regular Council meeting, Special Meeting of Council, or committee meeting shall be promptly prepared by, filed with and maintained by the Clerk of Council, and open to the public. The minutes need not be a verbatim transcript of the proceedings. They need only include enough facts and information to permit the public to understand and appreciate the rationale behind council's decisions. Video and audio recordings prepared by or on the behalf of council may be substituted for written minutes provided they are a complete and accurate record of the meeting.
17. In any instance where there is a vacancy in any Board or Commission, and the filling of the vacancy is not otherwise provided for by the Charter or by Council Ordinance, the vacancy shall be filled by the vote of a majority of the Council members eligible to vote. Should there be a failure to achieve a majority, the Mayor shall make the appointment to fill the vacancy.
18. Council may, upon majority vote of the full legal Council, amend these rules at any time.



CITY OF MILFORD
745 Center Street, Suite 200, Milford, OH 45150
Phone: 513-831-4192
Fax: 513-248-5096
www.milfordohio.org



To: Administrative Services Committee

From: Pam Holbrook, Assistant City Manager

Date: 8/14/2019

Re: Downtown Design Guidelines Text Amendments

ITEM: Revise Chapter 1167 in the Milford Zoning Ordinance and rename to Milford River District.

INITIATED BY: City Council, Ordinance 18-1343

ACTION REQUESTED: Community Development Committee to recommend approval

Purpose: The purpose of the text amendments is to maintain and enhance Milford's traditional downtown 'main street' character by ensuring any future development or redevelopment includes pedestrian oriented storefronts and streetscapes while paying close attention to the architectural detail of the building.

Properties Impacted: All properties zoned B-2 Downtown Mixed Use and are in the Old Mill Overlay.

Public Notice: Notice of this public hearing appeared in the Milford Advertiser on June 12, 2019.

Planning Commission Public Hearing: Planning Commission held a Public Hearing on June 12, 2019; public notice appeared in the Milford Advertiser on May 8, 2019.

Planning Commission Recommendation: Approval

Staff along with Jay Stewart, Consultant, began working on text revisions to Chapter 1167 Old Mill Overlay District and Chapter 1155, B-2 Downtown Mixed-Use District of the Milford Zoning Ordinance in 2018. These Chapters have not been updated since the Zoning Ordinance adoption in 1999. The 2017 Comprehensive Plan Update process identified Downtown Milford as a key focus area that should be included in the City's plans to enhance Milford's status as a destination community. The goal of these guidelines is to create a downtown that is safe and inviting to visit and encourage people to stay for a while.

Multiple meetings were held with City Council in 2018, and a public input session occurred in October 2018. See Attachment 2.

Staff and Consultant recommend combining Chapter 1167 and Chapter 1155 into one zoning district for ease of use and clarity. The new zoning district name will be the Chapter 1167 Milford River District. Properties located on the Hamilton County side of the river are zoned B-2 Downtown Mixed Use and fall under the Chapter 1155 requirements; Chapter 1155 will remain in the Zoning Ordinance until the City proceeds with a zone change.

Recommended changes are attached and include:

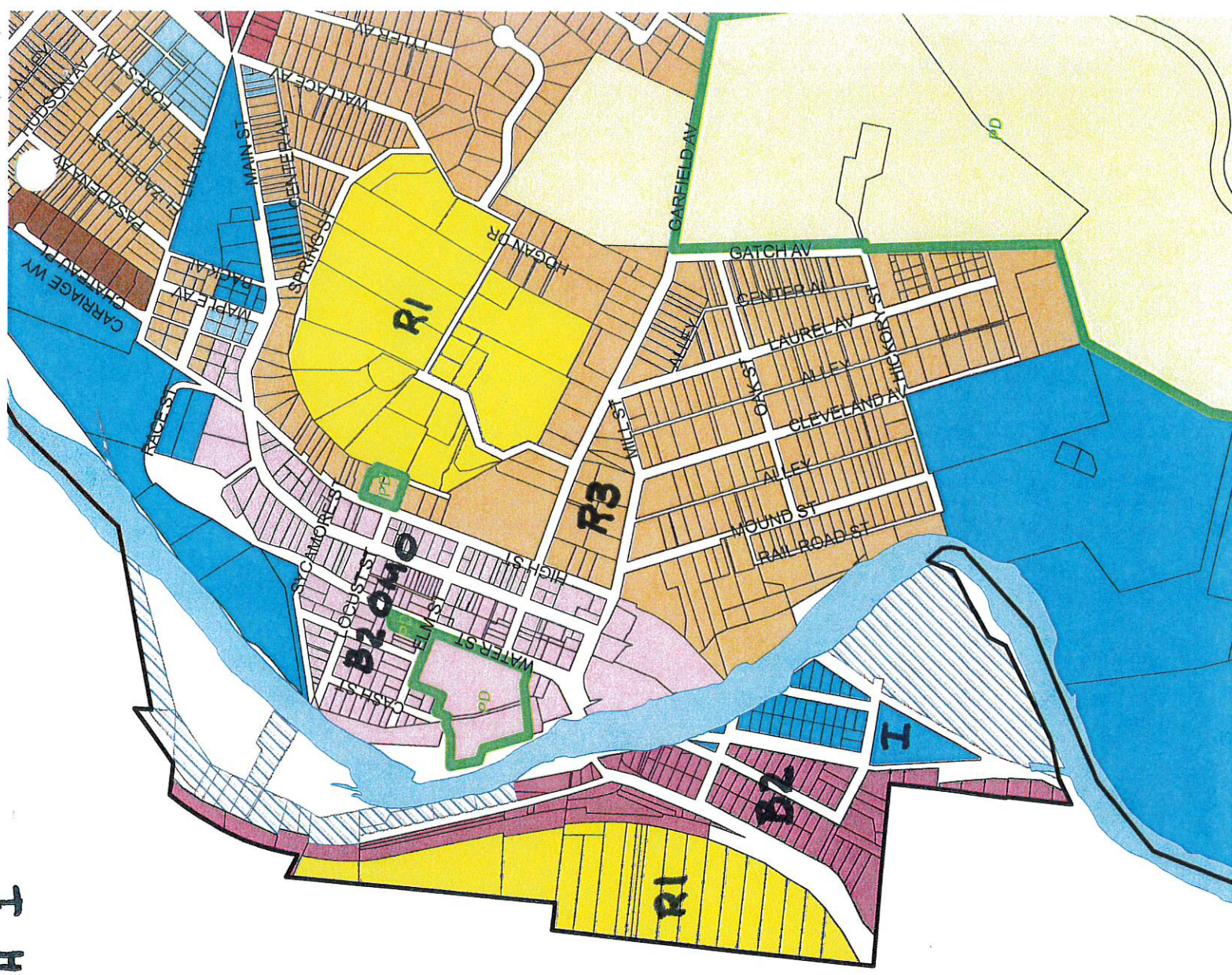
1. Revise and rename Chapter 1167 from OMO, Old Mill Overlay to MRD, Milford River District.
2. Add definitions to Chapter 1123 for the following:
 - a. Brewpub
 - b. Massage Therapy Establishments
 - c. Microdistillery
 - d. Outdoor Eating Establishments
3. Revise definitions in Chapter 1123 for the following:
 - a. Commercial Parking Garage
 - b. Microbrewery
 - c. Personal Service Establishment
4. Add Permitted Uses to Section 1167.02
 - a. Brewpub
 - b. Massage Therapy Establishment
 - c. Microdistillery
 - d. Microbrewery
 - e. Outdoor Eating Establishment
5. Add Conditional Uses to Section 1167.03
 - a. Bed and Breakfast Lodging Establishment

- b. Multifamily Dwelling
 - c. Religious Place of Worship
 - d. Private Recreational Area
- 6. Remove Type A Family Day care Homes from Section 1167.03
- 7. Revise Section 1141.02
 - a. Change "OMO" to "MRD"
- 8. Revise Section 1191.09.A-G
 - a. Change "OMO" to "MRD"
- 9. Remove the following Conditional Uses from Chapter 1195:
 - a. Cluster Housing
 - b. Fast Food Restaurants
- 10. Revise the following Conditional Uses in Chapter 1195:
 - a. Mixed Uses
 - b. Single Family Dwellings
 - c. Two-Family Dwellings
- 11. Add Multifamily as a Conditional Use in Chapter 1195

ATTACHMENTS

- 1. Zoning Map (Portion showing B-2 OMO)
- 2. Project Meeting Recap
- 3. Chapter 1167 Milford River District
- 4. Questions and Answers about the Milford River District

ATTACH 1



Project Recap Design Guidelines Phase 1- Downtown Milford**Goal:**

- Combine B-2 and OMO district into one district that includes design guidelines; opportunity for branding the district. (i.e. Milford River District)

1.	Zoning Audit existing ordinance (Keep, Tweak, Remove): B-2 & OMO (may include other sections)	Staff & consultant	March 2018
2.	Planning Commission Kickoff Meeting	Staff & consultant	March 14, 2018
3.	City Council Kickoff Meeting	Staff & consultant	April 17, 2018
4.	City Council Work Session #1	Staff & consultant	May 22, 2018
5.	City Council Work Session #2	Staff & consultant	August 16, 2018
6.	Public Input Session	Staff & consultant	October 25, 2018
7.	Planning Commission: Public Hearing	Staff	June 12, 2019
8.	Planning Commission: Public Hearing Cont.	Staff	July 10, 2019
7.	City Council: Public Hearing	Staff	July 16, 2019
8.	City Council: Final Adoption	Staff	August 2019

Design Guidelines Phase 2- Downtown Milford (Hamilton County)**Goal:**

- Extend Design guidelines to the B-2 Downtown Mixed Use District (Hamilton County side)

DRAFT (7-10-2019)

CHAPTER 1167

“MRD” MILFORD RIVER DISTRICT

1167.01 PURPOSE

It is the purpose of the Milford River District to protect the unique small town and historic character of Downtown Milford while promoting the growth and development of new commercial and residential land uses. Specific District goals include:

- A. Allow for and encourage a broad mix of uses and a more urban pattern of development, while respecting the district’s historic context and creating a vibrant, pedestrian-friendly environment.
- B. Establish clear standards to ensure that future development that occurs within Downtown is consistent with the community’s vision, as expressed by the policies contained within the City’s Comprehensive Plan.
- C. Assure that new construction, restoration, and expansion projects are compatible with the character of a traditional downtown and enhance the ‘main street’ character.
- D. Enhance the visual and aesthetic appeal of the Downtown.
- E. Improve the timeliness and predictability of the development review process for Downtown infill and redevelopment.

1167.02 PERMITTED USES

Permitted uses in this district shall be as follows:

- A. Brewpub
- B. Clubs;
- C. Clinics;
- D. Financial Institutions;
- E. Government Buildings;
- F. Massage Therapy Establishment;
- G. Microbrewery
- H. Microdistillery
- I. Offices when located above the first floor;
- J. Outdoor Eating Establishment;
- K. Personal Service Establishments;
- L. Public Recreational Areas;
- M. Rental Halls;
- N. Restaurants;

DRAFT (7-10-2019)

- O. Retail Businesses;
- P. Taverns;
- Q. Theaters;

1167.03 **CONDITIONAL USES**

The following conditional uses shall be permitted only if expressly authorized by the Planning Commission in accordance with any applicable standards set forth in Chapter 1167 and Chapter 1195.

- A. **Bed and Breakfast Lodging Establishment;**
- B. Commercial Parking Garages;
- C. Convenience Stores;
- D. **Mixed Uses;**
- E. **Multi-Family Dwelling;**
- F. Offices when located on the first floor of a primary structure;
- G. **Religious Places of Worship;**
- H. **Single Family Residential Dwelling;**
- I. **Two-Family Residential Dwelling;**
- J. **Private Recreational Area.**

1167.04 **ACCESSORY USES**

Accessory buildings and uses customarily incidental to the principal use of the lot shall be permitted in accordance with Chapter 1181, Supplementary District Regulations.

1167.05 **ZONING CERTIFICATE REQUIRED**

- A. No Building Improvements, as defined in Section 1167.07, may be made to any property within the MRD district until a **Zoning Certificate** has been issued as provided for in Sections 1125.08 through 1125.10.
 - 1. Applicants seeking a **Zoning Certificate** for qualifying uses and actions within the MRD district shall follow the process set forth in this Chapter.
 - 2. After all the required information and plans has been submitted, the Zoning Inspector shall take one of the following actions:
 - a) Issue a **Zoning Certificate**.
 - b) Deny the **Zoning Certificate**.
 - c) Refer the **Zoning Certificate** Application to the Planning Commission for any reason. If referred, the Zoning Certificate Application shall be placed on the agenda of the text regularly scheduled Planning Commission meeting.

DRAFT (7-10-2019)

- B. No Building Permit shall be issued for any non-exempt improvements to properties within the MRD district unless a Zoning Certificate has been issued.

1167.06 EXEMPTIONS NOT REQUIRING A ZONING CERTIFICATE

Unless specifically addressed in the MRD district, the following are exempted from the provisions of this Chapter and must only meet the requirements of the Zoning Ordinance or other applicable codes as adopted by the City:

- A. Any permit for interior alterations and repairs;
- B. Any permit for modification to facades not visible from any public right-of-way;
- C. Any permit necessary for the immediate public health and safety as determined by the Building Official;
- D. Landscaping of existing single-family residential uses.
- E. Ordinary maintenance and repairs provided such work involves no change in material, design, texture, color or exterior appearance of the structure.
- F. Any repair of the structural deficiency of a structure when the Building Official determines the repairs are required for public safety because of unsafe, insecure or dangerous conditions.

1167.07 IMPROVEMENTS SUBJECT TO REVIEW

Applications for a Zoning Certificate that are subject to review will require the submission of application requirements listed in Section 1167.08. Applications for the following improvements shall be grouped for review according to the following three categories:

A. Administrative Review Building Improvement

- 1. Minor demolition of non-significant parts of structures;
- 2. Fences, fire escapes, heating, ventilation and air-conditioning units;
- 3. Roof, cornice, window, step, exterior door, garage door and wall repair or replacement, if the work matches the original;
- 4. Painting, if there is no change in the colors from the original;
- 5. Work not requiring a building permit (cleaning and landscaping) for all existing and proposed developments unless exempted in Section 1167.06;
- 6. Curb Cuts and Driveways. (May also require issuance of a Street Open Permit);
- 7. Wall signs, ground and sandwich board signs that meet the height, type, size and location regulations in the Zoning Ordinance.

B. Minor Building Improvement

- 1. All proposed new single-family dwellings shall be considered a Minor Building Improvement. This shall include both new construction and property conversion development scenarios;
- 2. Modification to facades visible from any public right-of-way that may change the original appearance of the structure, including painting;
- 3. Awnings and hardware attached to the structure;

C. Major Building Improvement

DRAFT (7-10-2019)

1. New construction;
2. Excavation and/or fill;
3. Demolition of significant parts of structures;
4. All other non-exempt improvements not designated under the Administrative Review Building Improvement or Minor Building Improvement categories;
5. All proposed single-family, two-family and multi-family projects shall be considered a Major Building Improvement. This shall include both new construction and property conversion development scenarios.

1167.08 APPLICATION REQUIREMENTS

All applications for review shall be submitted to the Zoning Inspector or the Zoning Inspector's designee. Submittal requirements will be based on the category of improvement.

- A. **Administrative Review Building Improvement.** Submittal requirements for any non-exempt improvement categorized as an Administrative Review Building Improvement in Section 1167.07 shall include:
 1. *Application Form.* A standard form used for all review applications. This application form must be signed by the owner of the property or an authorized agent of the owner. This application will include a written description of the proposed improvements.
 2. *Color Photographs.* Photographs shall be taken of the structure or site from viewing locations along the public right-of-way.
 3. *Materials and Color Samples.* Material and color samples shall be submitted with the application. The samples will be retained by the Planning Department for assurance of compliance with the reviewing body's approval.
 4. *Building Elevations.* Color rendered elevation drawings of the building shall be included which illustrate the placement, size, color or style of any graphic treatment (sign, mural, logo, etc.) to be affixed or painted on the structure.
 5. The Zoning Inspector may request additional information to be provided in order to make an informed decision on the application including those items found in Chapter 1127.
- B. **Minor or Major Building Improvement.** The submittal requirements for any non-exempt improvements categorized as either a Minor Building Improvement or a Major Building Improvement in Section 1167.07 shall include:

DRAFT (7-10-2019)

1. *Application Form.* A standard form used for all review applications. This application form must be signed by the owner of the property or an authorized agent of the owner. This application will include a written description of the proposed improvements.
2. *Color Photographs.* Photographs shall be taken of the structure or site from viewing locations along the public rights-of-way.
3. *Written Project Description Report.* Each application shall be accompanied by a written description of the project. This description should include the proposed changes to the building, structure, or site; the design concept; rationale for the design; project proposal in a written format; the relation to existing conditions on site; the existing and proposed uses; and materials; colors; construction methods;
4. *Existing Conditions Site Plan.* All applications shall contain a site plan showing the property and street on which it fronts with all existing site features including items such as site topography, buildings, pavements, utility structures, signs, walls, fences and trees having a trunk caliper of 6" or greater (measured at 6" above ground level.) The Existing Conditions Plan shall indicate all existing site features to be demolished as part of the proposed project. All property lines, right-of-way lines and easements affecting property shall also be shown.
5. *Sketch Plan.* Depending on the specific type of proposed improvements, the sketch plan may consist of either a traditional site plan or building elevation view plan, or both. The applicant should provide enough information on the concept plan to effectively convey the extent and nature of the proposed improvements. The sketch plan shall be utilized for the required Neighborhood meeting.
6. *Proposed Site Plan.* All submittals shall include a site plan following the applicable submittal requirements found in Chapter 1127 of this Zoning Code. This site plan shall be used for the Step 2 Planning Commission meeting.
7. *Building Plans and Elevations.* Architectural renderings or drawings and elevation view drawings shall be submitted indicating building and structure elevations, details, catalog cuts, etc. Plans should provide sufficient detail to illustrate size, material, color, proportion and appearance of all proposed site features such as walls fences, signs, awnings, bollards and site furnishings.
8. *Color Rendering.* Submittals shall include one color-rendered perspective drawing of the proposed projects from a viewpoint along the public right-of-way at which the project will have the most visual impact. (Not required for single-family residential projects.)

DRAFT (7-10-2019)

9. *Materials and Color Samples.* Material and color samples shall be submitted with the application. The samples will be retained by the Planning Department for assurance of compliance with the reviewing body's approval.
10. *Additional Information.* The Zoning Inspector or Planning Commission may request additional information as required to properly determine compliance with this Zoning Code or other applicable regulations.

1167.09 REVIEW PROCESS

- A. Upon receipt of a completed application and payment of any required fees, the Zoning Inspector, or their designee, shall have the prescribed amount of time to do the following:
 1. Administrative Review Building Improvement.
 - a. The Zoning Inspector shall consider and provide a decision on an Administrative Review Building Improvement application within 30 days after receipt of a completed application.
 - b. The Zoning Inspector may, within 30 days after receipt of a completed application, approve, deny or refer any Administrative Review Building Improvement application to the Planning Commission for consideration of approval as a regular agenda item.
 - c. If referred to the Planning Commission, the application shall be placed on the next available meeting date subject to notice and submittal deadlines requirements.
 - d. If the Zoning Inspector denies an Administrative Review Building Improvement, the applicant may appeal the decision following the procedure set forth in Chapter 1131.04.
 2. Minor Building Improvement.
 - a. After receipt of a completed Minor Building Improvement application, the application shall be placed on the next regular Planning Commission agenda for consideration. No public hearing is required for a proposed Minor Building Improvement application.
 - b. After review of the application Planning Commission may take action on the application as set forth in Section 1167.09.C.
 3. Major Building Improvement. Any Major Building Improvement Application or shall go through a two-step review process as set forth below:

DRAFT (7-10-2019)

- a. **Step 1: Neighborhood Meeting.** Upon submission of a completed application for a Major Building Improvement under this chapter, the applicant shall attend a Neighborhood meeting to discuss the proposed project. The intent of this meeting is to introduce the proposed project to the neighborhood attendees and to receive comments on the application. The Zoning Inspector shall notify all property owners located within 400 feet of the subject property for which an application is being made. The notification shall be made via US Mail and provide a summary of the proposed improvements and provide the date and time of the Neighborhood meeting for which it is scheduled.
 - b. **Step 2: Planning Commission Meeting.** After receiving input on the sketch plan, the application shall be placed on the next regular Planning Commission agenda for consideration.
 - c. **After review of the application Planning Commission may take action on the application as set forth in Section 1167.09.C.**
4. A proposed conditional use within this zoning district shall require a public hearing as set forth in Chapter 1195.03 and incorporate all applicable conditional use review standards found in Chapter 1195.04-05. The conditional use public hearing shall also serve as the required Step 2 Planning Commission Meeting. The Planning Commission shall take separate action on both the conditional use request and the proposed Major or referred Building Improvement Application.
- B. **Standards of Review.** The following design standards of review shall serve as guidelines to assist the Planning Commission and staff to consider when reviewing proposed building improvement applications within this zoning district. The proposed improvements should be guided by and support the following standards when applicable:
 1. Protect and enhance the physical character of the area within the MRD zoning district.
 2. Prevent the deterioration of property and nuisance conditions.
 3. Encourage private investment to improve and stimulate the economic vitality and social character of the district.
 4. Ensure that renovations, expansions and new infill developments do not adversely affect the physical character of the area overall nor adversely affect the quality of life for residential inhabitants located in and within close proximity to the district.

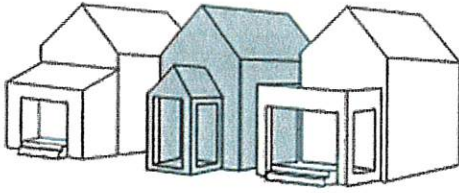
DRAFT (7-10-2019)

5. Support those goals and objectives applicable to the district as provided for in the City of Milford Comprehensive Plan.
- C. One of the following four actions may be taken for those building improvement applications heard by the Planning Commission:
 1. *Approval* - Approval of project as submitted. A Zoning Certificate is issued;
 2. *Approval with Conditions* - Approval of project with conditions that must be met prior to a Zoning Certificate being issued;
 3. *Continuance* - If the Planning Commission determines that additional information is required as part of their review process, the consideration of the application shall be continued until the information is provided to the Commission;
 4. *Denial* - Proposed project is denied. The applicant can appeal to the Board of Zoning Appeals or modify the development and resubmit another application.
- D. Construction must begin within one year of Zoning Certificate issuance date or the Zoning Certificate becomes invalid. Planning Commission may grant an extension if the applicant presents reasonable evidence that the development has encountered unforeseen difficulties.

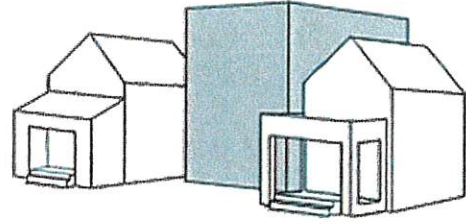
1167.10 DIMENSIONAL STANDARDS

- A. *Maximum Height.* The maximum height for all structures within this district shall be 45 feet.
- B. *Minimum Lot Area.* No minimum lot area requirement.
- C. *Minimum Lot Width.* For each principally permitted use within this district, the minimum lot width shall be the established average lot width of the existing lots within the block in question, to include both sides of the street within the block.
- D. *Minimum Front Yard Setback.* Building or specific land use setbacks shall conform to the established average set back of the existing buildings within the block in question, to include both sides of the street within the block except as provided below.
 1. Buildings situated along Main Street, Mill Street, Elm Street, and Garfield Street, between Water Street and High Street, shall be set to the front yard property line.

DRAFT (7-10-2019)



Consider setback to the front yard property line



Avoid Setback

E. *Minimum Rear Yard Setback.* Building or specific land use setbacks shall conform to the established average set back of the existing buildings within the block in question, to include both sides of the street within the block.

F. *Minimum Side Yard Setback.* No minimum side yard setback requirement.

1167.11 DESIGN STANDARDS

It is the intent of these design standards section to ensure, insofar as possible, that buildings or structures located within the Milford River District shall be in harmony and compatible with other buildings or structures located in the district. When considering new construction, restoration and other applicable improvements, the City shall assure that the design's scale, proportions and general character are harmonious with the predominant themes found in the district. In the event of any conflict between any regulation found in this MRD Chapter and any other referenced Chapter in this Zoning Code, the regulation found in this MRD Chapter shall control.

A. Site Development Standards.

1. Utility services shall be placed underground for all new services.
2. Overhead utilities shall be consolidated on to new or existing poles, where possible, to minimize the number of utility poles in the streetscape.
3. Where a sidewalk exists in the public right-of-way, a pedestrian connection must occur from the building to the existing sidewalk.
4. Site features such as service entrances and loading zones shall be screened from adjacent properties and the public right-of-way and located in the side or rear lot.

DRAFT (7-10-2019)

5. The construction materials and colors of walls and fences that are visible from any public right-of-way shall be uniform and compatible with the architectural style, color and building material of the buildings and its surroundings.
6. Open spaces between buildings that create courtyards or walkways to the rear of the property are encouraged.
7. Chain link fencing material shall be prohibited.
8. All non-residential buildings should include an area for parking bicycles. This area may be a designated parking space within the parking lot near the building or an area outside the parking lot adjacent to the building. The bike parking area must include a bike rack with locking area.

- a. The bicycle rack may be placed in the public right-of-way sidewalk area adjacent to the applicant's building or lot if approved by the Zoning Inspector. If placed in the right-of-way, applicant shall be responsible for routine maintenance and replacement of the bicycle rack if needed.



- b. The Zoning Inspector may waive this bicycle rack requirements if it is determined that the property cannot accommodate a bicycle rack accessible to the general public.

B. Building Design.

1. All elevations of a building shall be subject to review. A front facade shall be architecturally emphasized, although all sides of a building shall be architecturally consistent with the front facade.

DRAFT (7-10-2019)

2. Buildings shall should be architecturally oriented to the street and the main entrance shall be located on the street facade.

- a. New building construction occurring on corner lots should orient the main building entrance angled toward the corner as illustrated in Figure 1.

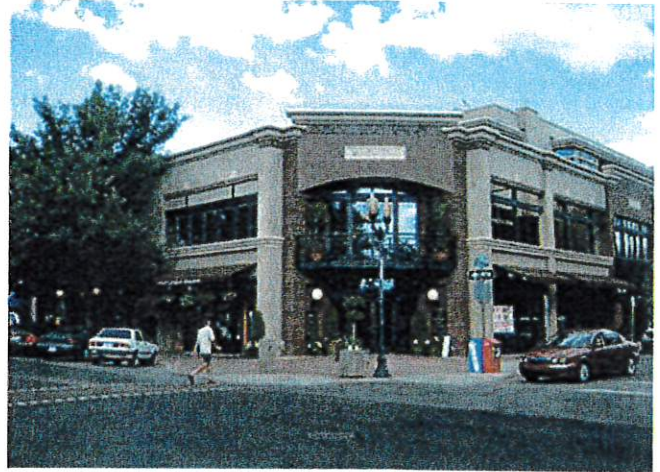
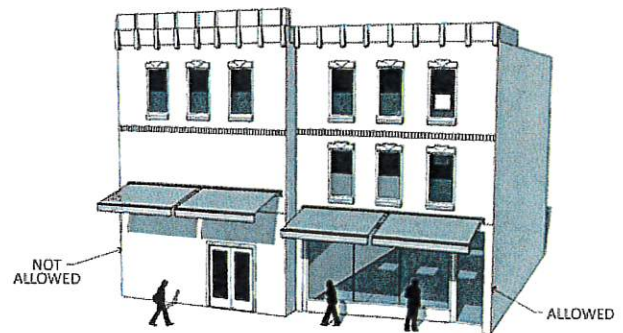


Figure 1 Corner Lot Orientation

3. Screening for Roof-Mounted Mechanical Equipment.

- a. All roof mounted mechanical, electrical, communication, and service equipment, including satellite dishes, air conditioning units, large vents and vent pipes, heat pumps and mechanical equipment, and other appurtenances shall be concealed by or integrated within the roof form or screened from view at ground level of nearby streets by parapets, walls, fences, landscaping, or other means approved by the Zoning Inspector.

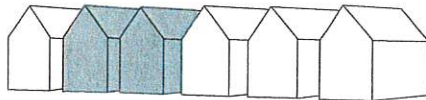
4. Not less than 50 percent of the ground floor of the front façade, between a height of two and eight feet above grade, shall be transparent. Transparency includes window or door openings that allow views into and out of the interior of buildings.



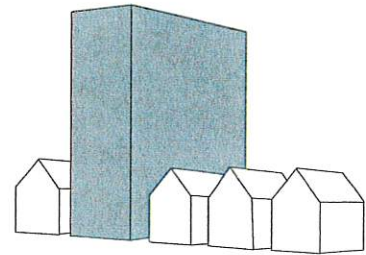
5. Building projects must provide a design that emphasizes an activity level from the street.
6. Building materials shall be visually appealing, high quality, and durable. Acceptable exterior building materials for all structures within this zoning district shall include brick, wood, stone, stucco or fiber cement siding products. The following materials are specifically not permitted in this zoning district:
 - a. Concrete block.

DRAFT (7-10-2019)

- b. Slick pervasive materials such as plastic, neon or metallic.
 - c. Back lighted or polyvinyl awnings.
 - d. Vinyl or aluminum siding.
7. The height of any principally permitted structure shall conform to the established average height of the existing buildings within the block in question, to include both sides of the street within the block.

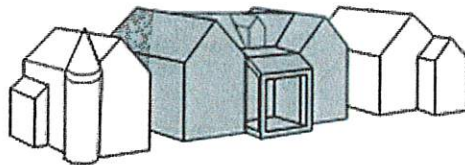


Consider consistent building height

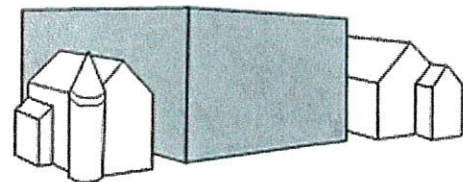


Avoid building height

8. The scale of building proportions such as height and width shall conform to the established average height and width of the existing buildings within the block in question, to include both sides of the street within the block.

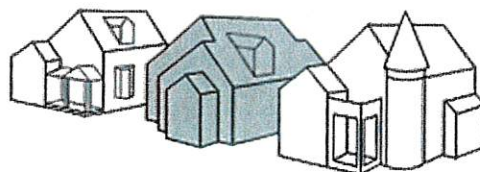


Consider building scale

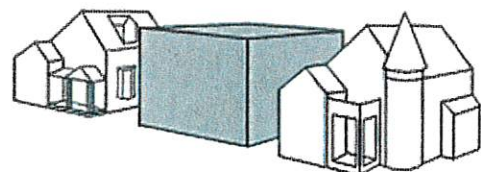


Avoid building scale

9. The massing, or overall configuration, of a building shall be substantially similar in character to the predominant massing found in the surrounding buildings located within the zoning district.



Consider building massing



Avoid building massing

DRAFT (7-10-2019)

10. Flat rooflines are permitted with the use of cornices, parapets or some form of architectural emphasis along the roofline where adjacent buildings have a similar roofline.
11. Existing natural brick and stone buildings shall not be painted. If stone or brick buildings are currently painted, repainting them rather than removing the paint shall be done to prevent damage to the underlying materials.

C. Colors.

1. A palette of appropriate shades of colors for use on buildings or awnings within the MRD district shall be available for review through the Zoning Inspector or their designee.
2. In selecting paint colors, consider returning the building to its original color. Colors may be found through old postcards and photographs.
3. Always choose colors that blend well with the natural color of the buildings' unpainted brick or stone. If the building is framed, or is already painted, colors should be selected that will blend well with the predominant colors that already exist in this zoning district.
4. Limit the use of contrasting colors on the buildings within the MRD district. Color schemes should be kept simple, with no more than one or two trim colors used on any given building.
5. The chosen color scheme should help tie all of the parts of the building together. Typically, the color that is used in the storefront area should be repeated in the upper story windows or cornice area.
6. Bright primary colors, including shades of purple, turquoise, orange, pink, etc. are strongly discouraged in the MRD district.

D. Signs.

1. In addition to the height, type, size and location regulations dictated in the Zoning Ordinance, permitted signs in the MRD district shall be designed to reflect the materials and style used in the associated building.
2. Ground mounted signs shall be designed to be permanent.
3. Bright or fluorescent colors are not permitted.
4. Lighting of signage in the MRD district shall be from an external source such as a spotlight. Internally lighted signs are not permitted.

DRAFT (7-10-2019)

5. Portable signs are prohibited.
6. Each business shall be permitted one sandwich board sign consistent with the following standards:
 - a. Such signs shall not exceed 24 inches in width per face and 36 inches in height.
 - b. Signs shall only be allowed in front of the building when a store is open for business and shall not remain in the public right-of-way overnight.
 - c. A minimum of five feet of sidewalk width must be kept clear for the safe passageway for pedestrians.
 - d. Signs shall be stable, self-supporting, and not lean against landscaping or any public permanent fixtures such utility poles, benches, and trash receptacles.
 - e. The design and physical appearance of sandwich board signs shall be consistent in color and theme with the building for which it promotes.
7. Roof mounted signs shall be prohibited.
8. Each business located within this zoning district shall be allowed one non-flashing open/close sign.
- E. **Landscaping and Screening.** All new proposed landscaping improvements in this zoning district shall conform to the applicable standards found in Chapter 1189. Below are specific guidelines to inform landscaping design within this district.
 1. Plant materials shall be chosen which are indigenous, moderately fast growing, and require minimal maintenance. The landscape design shall incorporate the entire site and consist of a palette of plants with year-round appeal which may include: annuals, perennials, shrubs and trees.
 2. Parking areas and driveways shall be landscaped consistent with the requirements set forth in Chapter 1187.09.
 3. In locations where plants will be susceptible to injury by pedestrians or motor vehicles, they shall be protected by appropriate curbs, parking blocks or other devices.

DRAFT (7-10-2019)

4. Dumpsters, loading docks, utility boxes, and open areas where machinery or vehicles are stored or repaired, and other similar facilities shall be screened from public rights-of-way and adjoining residential areas.
5. Where landscaping is used as screening, it shall be opaque year-round.
6. Landscape used as screening shall be of an initial planting height and density so that it provides the full desired effect within three years of growing time.
7. Whenever there are five (5) or more new parking spaces proposed to be created on a parcel, the parking lot perimeter shall be fully screened. Landscaping, walls, fences, planters or similar means shall be used to screen the parking lot. Whenever structures such as walls or fences are used to create a screen, plants shall be located on the sides of the structures and intended to be seen from the surrounding streets and other public rights-of-way, and other properties which are used by the public.
8. Mechanical equipment and dumpsters shall be located so as not to be visible from any public rights-of-way or adjacent residential areas.
 - a. Where such mechanical equipment or dumpster placement is not possible, the mechanical equipment and dumpsters shall be fully screened from public view with non-vegetation materials and styles compatible with those used on the building.



Fully Screened Enclosures

F. Lighting.

1. Outdoor lighting of a building and parking area shall be directed so as not to shine on adjacent properties.
2. The outdoor lighting standards found in Chapter 1187.10 of this zoning code shall apply to all applicable improvements within this zoning district.

G. Outdoor Storage.

DRAFT (7-10-2019)

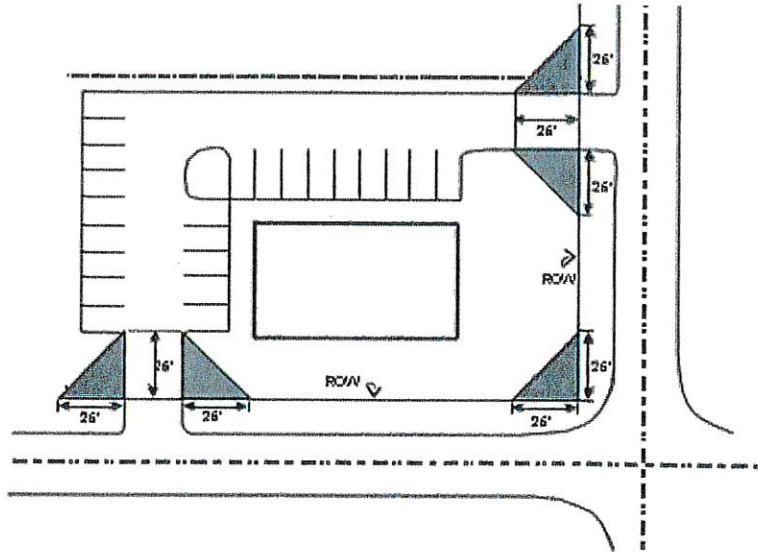
1. Outside storage of raw material, finished products and equipment is prohibited.
2. Utilize landscaping and fencing to fully screen all storage facilities.
3. Outdoor storage buildings shall be constructed in the same style and using compatible exterior materials as surrounding buildings.
4. Permitted outdoor storage shall be located a minimum of five feet from any side and rear property line and be kept out of view from the public right-of-way.
5. No outdoor storage is permitted in any front yard area.

H. Vehicular Circulation and Access.

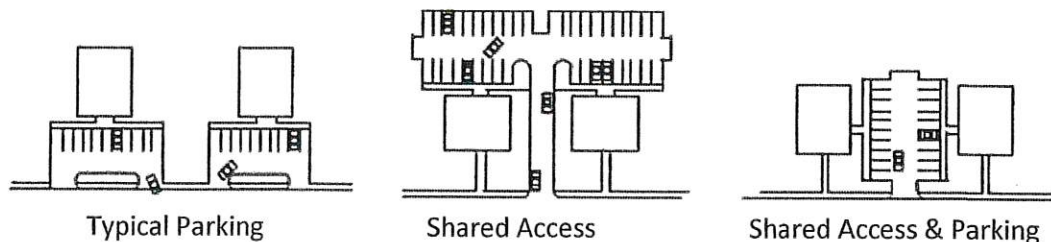
1. Minimize the number of vehicular turning movements and points of vehicular conflict by reducing the number of access points to the minimum required for safe traffic flow. Points of ingress and egress shall be clearly defined and promote the safe movement of traffic.
2. Provide for the safe and functional movement of vehicles and pedestrians both on and off-site.
3. Give consideration to the location of existing access points, adjacent to and directly across the street from the site. Curb cuts shall be shared by adjoining uses whenever cooperation can be gained.
4. Driveways shall not be used as points of ingress and egress for individual parking spaces. Driveway placement shall be such that loading and unloading activities will not hinder vehicular ingress and egress.
5. All sites shall be designed so vegetation and structures on the site do not interfere with the safe movement of motor vehicle traffic, bicycles or pedestrians.

DRAFT (7-10-2019)

6. *Site Distance Triangle.* No plants, foliage, wall, fence, or sign, higher than twenty-four (24) inches above the top of the curb, shall be located within the sight distance triangle on any corner of a property adjoining an intersection or along driveways. At intersections, the sight distance triangle is formed by joining with a straight line, points along intersecting street rights-of-way, twenty-five (25) feet from the intersection as illustrated on the following page. At driveways, the sight distance triangle is formed by joining with a straight line, points along the driveway curb and the street right-of-way twenty-five (25) feet from the intersection.



7. The minimum spacing of access points for commercial developments from centerline to centerline along any street within the MRD district is 100 feet.
8. On-site vehicular circulation between parcels is encouraged. Provisions for circulation between adjacent parcels shall be provided through a shared access or cross access easement to minimize curb cuts along the street.
9. When two adjacent property owners agree to combine access points, the city may grant an incentive bonus as follows. The total lot size and road frontage required for each parcel may be reduced by fifteen percent (15%) for both landowners.

**I. Parking.**

1. No **privately-owned** surface parking lots are permitted along Main Street.

DRAFT (7-10-2019)

J. **Demolition.** Demolition of any structure shall not be permitted unless the applicant can demonstrate that one of the following conditions exists:

1. Demolition has been ordered by the Building Official for reasons of public health and safety;
2. The owner can demonstrate that the structure cannot be reused nor can a reasonable economic return be gained from the use of all or part of the building proposed for demolition;
3. The demolition of the building will not adversely affect the streetscape as determined by the Zoning Inspector.

K. **Outdoor Eating Establishments.** The regulations set forth in this section refer to sidewalk dining areas proposed to be located within the public right-of-way:

1. The Planning Commission shall approve all locations and dimensions for outdoor dining areas proposed for placement in either the public right-of-way or dining area proposed to be located on public or private property.
2. When proposing a location in the public right-of-way, all outdoor furniture and table umbrella materials and styles must be approved by the Planning Commission.
3. A minimum unobstructed sidewalk width of four (4) feet measured from the edge of curb or edge of pavement must be maintained for outdoor dining areas located within the public right-of-way.
4. No permanent structure shall be placed in the public right-of-way.
5. When proposing a location in the public right-of-way, any proposed fencing or other separation materials and styles shall be approved by the Planning Commission.

1167.12 RELATIONSHIP TO VARIANCES

Whenever an application is made for a variance relating to property wholly or partially located within the MRD district, the Board of Zoning Appeals shall exercise its authority granted in Chapter 1131 of the Zoning Ordinance.

1167.13 APPEALS

Where it is alleged that the Planning Commission, the Zoning Inspector or the Zoning Inspector's designee has made an error in their decision on an application, the applicant may appeal the recommendation to the Board of Zoning Appeals within 20 days of the original recommendation from the reviewing body.

DRAFT (7-10-2019)

Questions and Answers about the Milford River District (MRD)**1. What is the Milford River District?**

The B-2 Downtown district and the OMO, Old Mill Overlay district have been combined into one zoning district and the new name of this district is the Milford River District (MRD).

2. Why did the City change the name of the district and combine these districts into one zoning district?

In 2017 the City went through a process to update the 1994 Comprehensive Plan. The 2017 Comprehensive Plan indicates that the City should look for opportunities to highlight the city's amenities, one of which is the Little Miami River. Renaming zoning districts allows the city to brand specific areas of the city.

3. What area does the Milford River District cover?

The MRD covers downtown Milford, from about High Street west to the Little Miami River. The streets in the MRD are Main Street from Mill to Maple, Garfield Avenue from Water to High, Mill Street from the bridge to High, and all of Elm, Locust, Sycamore and Race Street.

4. Why do we need the Milford River District?

The purpose of the MRD is to protect the unique small town and historic character of downtown Milford. The MRD will ensure that changes made to the outside of buildings will be in keeping with the character of a traditional downtown and enhance the 'main street' character. In addition, the MRD will help protect the investment of those people who have maintained or renovated their buildings.

5. What types of work need to be approved?

In general, if you can see the results of your work from the street, an alley or the river the work needs to be reviewed and approved. This covers items like fences, new roofing, new siding, new windows, additions to buildings, new construction, and new paint.

6. New paint?

New paint, especially a new color for the building must be reviewed and approved. Two exceptions are: minor maintenance of the paint (touch up), and repainting a building if the colors have been previously approved. The City has a paint palette showing historic colors; these colors can be matched by any paint retailer.

7. Who reviews these building improvements?

Building improvements fall into three review categories: Administrative Building Improvements, Minor Building Improvements, and Major Building Improvements. Planning staff may approve projects that fall under the Administrative category; Planning Commission will review Minor and Major Building Improvements.

8. Do I need to have my work reviewed if it's inside?

No, Planning Commission is only concerned with the exterior appearance of the building. However, you may still need a building permit for interior work.

9. What's the difference between Administrative, Minor and Major Building Improvements?

Examples of work that fall under Administrative approval include: fences, repair work that matches the original, driveways, repainting the same colors, and roofs. All Major and Minor Building Improvements require approval by the Planning Commission.

10. How long will it take to get my project approved?

Your review and approval time frame will depend on which category of Building Improvements your project falls under. Approval of a Major Building Improvements may take several months, Minor Improvements may take thirty days, and Administrative approval may take several days. This time frame does not include the time it takes for a building permit.

11. How does the Planning Commission make its decision?

The Planning Commission has a set of criteria in the MRD that establish standards for things such as: setbacks, building design, colors, parking lots, driveways, landscaping, and demolition.

12. What if I do the work anyway without a permit?

The City can issue a stop-work order, which will bring your project to a halt until the required approvals have been obtained. If you are unsure whether your work requires approval, please don't hesitate to call the office at 513-248-5093.

13. Where can I get more information?

A copy of the ordinance is available on the City's website. If you have any questions, please feel free to call us at 513-248-5093.