

The Planning Commission typically **meets on the second Tuesday of each month** in the City Council Chambers at 11700 Springfield Pike, Springfield , Ohio at 7:00 pm.

## Purpose

The Purpose and Duties of the Planning Commission and the Functions of the Planning Commission shall be as follows:

- a. The adoption of a zoning or land use plan;  
  
The approval of subdivisions and the drafting of subdivision regulations, and amendments thereto for recommendation to the municipal Council, the subdivision of
- b. land, however, being hereby made specifically subject to the provision of the general law;
- c. The adoption of a plan for thoroughfares, roads and other public improvements;
- d. The adoption of a ten (10) year program for financing planned improvements;
- e. The adoption of storm and sanitary sewer master plans;
- f. The adoption of utility plans;
- g. The adoption of parks and playground master plans;
- h. The adoption of flood control structures and system plan;
- i. The adoption of an annexation plan;
- j. The performance of such other functions as prescribed by Council.

This is as per the City Charter.

All issues being brought before the Planning Commission require a completed [Planning / Zoning Application as well as](#) a [Minor Project](#) or [Major Project](#) Submission Requirement Packet, whichever is relevant to the issue. Please see below for the required documents in PDF format. If you have questions about your application, please contact the Building Department via [building \[at\] springdale.org](mailto:building@springdale.org) (email) or (513) 346-5730.

### **THE SPRINGDALE PLANNING COMMISSION IS RESPONSIBLE FOR:**

1. Zoning Code - Reviewing zone change requests, development plans, signs and any exterior improvements to commercial, industrial, institutional and multi-family properties for compliance with land use regulations and consistency with land use plans.

2. Development Regulations – Approve new subdivisions and street right-of way. Provide partial relief from the development regulations.
3. Stormwater management regulations – Approve stormwater management plans. Provide partial relief from regulations for development sites.
4. Tree Preservation Ordinance – Approve tree preservation and replanting plans. Hear appeals to decisions of the Tree Administrator and decide variances to the tree replacement requirements.

**Note:** All requested information, signatures, documentation, and copies are required when submitting application documents. Incomplete or late packets will *not* be accepted. Variances in Districts other than PUD and Transition Overlay Districts are reviewed by [The Springdale Board of Zoning Appeals](#).

## Members

The City of Springdale Planning Commission consists of seven members. Two of the members are members of City Council, three members are appointed by the Mayor, and two members are appointed by City Council. This is per the City Charter.

Current members of the City of Springdale Planning Commission:

Planning Commission Members

Name	Position	Term Ends	Length of Term	Appointment Source
Dave Okum	Chair	11/30/27	4 years	Council Appointment
Steve Galster	Vice Chair	11/30/27	4 years	Mayor Appointment
Joe Ramirez	Secretary	11/30/27	4 years	Council Appointment
Meghan S. Wisecup	Member	11/30/25	Term of Office	Council
Michelle McFarland	Member	11/30/27	Term of Office	Council
Carolyn Ghantous	Member	11/30/27	4 years	Mayor Appointment
Al Chang	Member	11/30/27	4 years	Mayor Appointment

## Application Process

The Planning Commission typically meets on the second Tuesday of each month. Please see the [Planning Commission Meeting Schedule](#).

The Application process for the Planning Commission as provided for in the [Zoning Code](#) depends on if your planned project is a MINOR or a MAJOR Project.

You can submit an application online by following these steps:

1. Follow this link to visit the [Citizen Portal](#).
2. Head to the "Planning and Zoning Application" and follow the prompts on the right.
3. Follow this link to see a step-by-step [instruction packet](#) that will help walk you through the process.

**Minor Projects** typically can be submitted, reviewed, heard and a Decision from the Planning Commission in about five (5) weeks.

**Major Projects** also have to be heard by City Council typically can be submitted, reviewed, heard and a RECOMMENDATION from the Planning Commission and a DECISION by City Council in about eight (8) weeks.

**Minor Projects consist of:**

- Concept Plan - (Hearing by PC/ No Decision)
- Development Plan - See Section 153.203
- Conditional Use Permits - See Section 153.204
- Determination of Similar Uses - See Section 153.205
- **Planned Unit Development (PUD):**
  - Final Development Plan - See Section 153.255(F)(5)
  - Minor Modification of PUD - See Section 153.255 (H)(2)
- **Transition Overlay District (T-District):**
  - Final Development Plan Sect. 153.256 (F)(5)
  - Minor Modification Section 153.256 (G)(2)

- Route 4 Corridor Review District Plan - See Section 153.257(I)

**Major Projects consist of:**

- Zoning Text or Map Amendments - See Section 153.202
- Planned Unit Development (PUD)
  - Preliminary Development Plan Sec 153.255(F)
  - Major Modification Section 153.255 (H)(1)
  -
- **Transition Overlay District** (T-District):
  - Preliminary Development Plan Sec 153.256(F)(1)
  - Major Modification Section 153.256 (G)(1)

A **MAJOR PROJECT** can be submitted as a **PRELIMINARY DEVELOPMENT PLAN**, reviewed by Planning Commission and proceed to City Council for a Decision. Then a **FINAL DEVELOPMENT PLAN** with complete engineered civil plans submitted must be submitted at a later date under a separate application to just the Planning Commission.

Please know that Planning Commission Applications can be submitted **ONLINE** on our [Citizen Portal](#) website under the **PLANNING AND ZONING APPLICATION** module (about the fifth type down from the top of the page) and follow the prompts on the right. Follow this link to see a step-by-step [instruction packet](#) that will help walk you through the process.

### Meeting Schedule and Submittal Due Dates

ALL MEETINGS ARE HELD IN THE CITY COUNCIL CHAMBERS AT 11700 SPRINGFIELD PIKE, SPRINGDALE, OH AT 7:00 P.M.

The Applicant or a Representative will need to be in attendance for the meeting unless advised otherwise by the Building Department.

The City Council will schedule a public hearing following Planning Commission's action when necessary.

Please know that Planning Commission Applications can be submitted **ONLINE** on our [Citizen Portal](#) website under the **PLANNING AND ZONING APPLICATION** module (about the fifth type

down from the top of the page) and follow the prompts on the right. Follow this link to see a step-by-step [instruction packet](#) that will help walk you through the process.

**SUBMITTAL DUE DATE**

**PLANNING COMMISSION MEETING**

(+/- 36 Days before Meeting)

(Typically Second Tuesday/Month)

2023

September 5, 2023

October 10, 2023

October 10, 2023

November 14, 2023

November 7, 2023

December 12, 2023

2024

December 5, 2024

January 9, 2024

\*January 2, 2024

February 13, 2024

February 5, 2024

March 12, 2024

March 4, 2024

April 9, 2024

April 1, 2024

May 14, 2024

May 6, 2024

June 11, 2024

June 3, 2024

July 9, 2024

July 1, 2024

August 13, 2024

August 5, 2024

September 10, 2024

\*September 3, 2024

October 8, 2024

September 30, 2024

November 12, 2024

November 4, 2024

December 10, 2024

December 2, 2024

January 14, 2025

January 6, 2025

February 11, 2025

**Project Types - Minor and Major**

Development Projects submitted to the Planning Commission are generally divided into two types: MINOR PROJECTS or MAJOR PROJECTS.

**Minor Projects include one of the following:**

- **Concept Plan** - All new development plans where the applicant wishes to gain input from Planning Commission before engineering the project.
- **Development Plan** - All new site development plans and additions to existing developments that are not zoned PUD or Transition Overlay; these are engineered site development drawings.
- **Conditional Use Permit** - Public hearing process before the Planning Commission to allow conditionally permitted uses as indicated within each Zoning District (see the applicable Zoning District requirements in the Zoning Code for conditional uses).
- **Determination of Similar Use** - When a use is not specifically indicated as a permitted use within a particular Zoning District, but is very similar to a use that is specified as a permitted in the district, the applicant may apply for determination as similar use.
- **Minor Modification to PUD or T-District** - For when minor changes are proposed to an approved PUD Plan. Such changes may include changes to parking layout, building elevations, sign package, etc. Any variances requested from zoning code requirements for properties located in PUD and Transition Overlay Districts are considered minor revisions to the approved plan.
- **Minor Improvements Requiring Planning Approval** - Planning Commission must approve building elevation changes and color changes in PUDs, Transition Overlay Districts and the Springdale Route 4 Corridor Review District. Other improvements may include parking lot changes and sign approvals referred by the Chairman.
- **Final Development Plan for PUD or T-District** - Final detailed development plans for PUD Zoning Districts. Final plans may detail an entire project or may be submitted in phases as outlined in the approved Preliminary Plan.

If your project meets one of the above criteria and is considered a Minor Project, fill out and submit both documents listed below.

1. [Planning / Zoning Application](#)
2. [Submission Requirements and Instructions for Minor Projects](#)

**Major Projects include one of the following:**

- **Zoning Text or Map Amendment** - Rezoning of properties to all Zoning Districts, including PUDs and T-Districts.

- **Preliminary Development Plan for PUD or T-District** - New site development plans and additions to existing developments that are zoned PUD or Transition Overlay; these are engineered site development drawings.
- **Major Modification to Development Plan** - When significant changes are made to a development plan previously approved by the Planning Commission, including to PUDs or T-Districts. Significant changes may include items such as changes of use, new buildings or additions.

If your project meets one of the above criteria and is considered a Major Project, fill out and submit both documents listed below.

1. [Planning / Zoning Application](#)
2. [Submission Requirements and Instructions for Major Projects](#)

## Fee Schedule

A fee deposit is required with all Planning Commission applications and development projects submitted to the City for review and approval. The deposit shall be drawn on by the City to cover the expenses incurred with the project.

Such expenses may include items such as the cost of professional services including expenses and legal fees in connection with reviewing the plan, prepared reports, inspections, the publication and mailing of public notice, and any other reasonable expenses. Ten percent (10%) shall be added to the expenses of the applicant to provide for the review of the plans by City Staff.

The applicant shall make a deposit to the City which is intended to cover the estimated cost of the City's expenses for the proposed project. At the time of submitting the application for consideration and after review by staff, applicable fees will be determined and an Invoice will be sent to the Applicant. The initial deposit shall be as shown on the [Fee Schedule](#). When this deposit has been depleted to thirty-three percent (33%), another deposit may be requested by the City. For those projects where the City's costs are estimated to be less than \$500.00, no deposit may be required.

## Public Documents for Planning Commission Meetings

Agendas, application submittals, and minutes coming before the Planning Commission are posted to the City website in advance.

Click on Agendas and Minutes located in the top-left of this page to access upcoming and recent meeting materials.

If you would like to request a copy of the full audio recording (mp3) of a meeting you can building [at] springdale.org (e-mail) your request to the Springdale Building Department.

Questions related to the meetings may be directed to the Building Department at (513) 346-5730.

## Supporting Documents

Planning Commission Meeting Schedule 414.3 KB

Planning/Zoning/BZA Application 302.13 KB

MAJOR Project Submission Requirements and Instructions 533.5 KB

MINOR Project Submission Requirements and Instructions 472.39 KB

Development Fee Schedule 963.48 KB

## Planning Reports

Springdale Bike and Pedestrian Connectivity Plan (2022) 10.64 MB

Comprehensive Plan (March 2022) 23.47 MB

Future Land Use Map (MARCH 2022) 5.66 MB

[View PDF](#)

## Directions



11700 Springfield Pike  
Springdale, OH 45246  
United States

[View in Google Maps](#)

**39.283816, -84.485463**