



Ordinance: 22-18 (Amended)

Adopted: July 11, 2022

Page 1 of 2

Effective: August 11, 2022

**AMENDING CHAPTERS 1105, 1115, 1121 AND 1141 OF THE CITY'S CODIFIED ORDINANCES TO REGULATE SHORT-TERM RENTAL FACILITIES AND MODIFY REGULATIONS FOR BED AND BREAKFAST INNS**

**WHEREAS**, on October 27, 2014, City Council adopted Ordinance No. 14-29 establishing a new Planning and Zoning Code and adopted a new Zoning Map; and

**WHEREAS**, Short-term Rentals have become a relatively new use that was not contemplated at the time of the Code's adoption; and

**WHEREAS**, Short-term Rentals are currently not a permitted use within the City of Hilliard; and

**WHEREAS**, Old Hilliard provides a logical activity center in which to consider testing the incorporation of such uses that are gaining in popularity; and

**WHEREAS**, Bed and Breakfast Inns are currently only permitted within areas of the City zoned R-R, Rural Residential District; and

**WHEREAS**, on May 12, 2022, at its regularly scheduled and advertised meeting, the Planning and Zoning Commission considered Short-term Rental uses and approved Case #PZ-22-18 to amend the Zoning Code, making a positive recommendation to City Council

**WHEREAS**, at its regularly scheduled and advertised meeting on May 12, 2022, the City's Planning and Zoning Commission voted to forward a positive recommendation to City Council that the Short-term Rental and Bed and Breakfast Inn code amendments be adopted; and

**WHEREAS**, this Ordinance shall be reviewed in one year by City Staff, by members of Planning and Zoning Commission, City Council, Hilliard Division of Police, and Old Hilliard residents and business owners; and

**WHEREAS**, amending Chapters 1105, 1115, 1121, and 1141 as identified in Exhibit "A", attached hereto and incorporated herein, promotes the general health, safety, and welfare of the City and its residents.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Hilliard, Ohio, that:

**SECTION 1.** Council finds that amending Chapters 1105, 1115, 1121 and 1141 of the City's Codified Ordinances as identified in Exhibit "A", **attached** hereto and incorporated herein, is in the City's best interest. The changes and additions to Chapters 1105, 1115, 1121 and 1141, as shown in track changes in the attached Exhibit "A" is approved and shall be incorporated in the City's Codified Ordinances.

**SECTION 2.** All other provisions of the City's Codified Ordinances, not modified herein, remain unchanged and are in full force and effect.

**SECTION 3.** This Ordinance shall be in effect from and after the earliest time provided for by law.

ATTEST:

SIGNED:

Diane C. Werbrich, MMC  
Clerk of Council

President of Council

APPROVED AS TO FORM:

Philip K. Hartmann  
Director of Law

✓ Vote Record - Ordinance 22-18					
		Yes/Aye	No/Nay	Abstain	Absent
<input type="checkbox"/> Adopted					
<input type="checkbox"/> Adopted as Amended					
<input type="checkbox"/> Passed					
<input type="checkbox"/> Defeated					
<input type="checkbox"/> Tabled					
<input type="checkbox"/> Held Over					
<input type="checkbox"/> Referred					
<input type="checkbox"/> Withdrawn					
<input type="checkbox"/> First Reading					
<input type="checkbox"/> Positive Recommendation					
<input type="checkbox"/> No Recommendation					
	Andy Teater	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Omar Tarazi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Les Carrier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tina Cottone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Peggy Hale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Pete Marsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cynthia Vermillion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATE OF THE CLERK**

I, Diane C. Werbrich, Clerk of Council for the City of Hilliard, Ohio, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. **22-18** passed by the Hilliard City Council on the 11th day of July 2022.

IN TESTIMONY WHEREOF, witness my hand and official seal this 11th day of July 2022.

Diane C. Werbrich, MMC

**1105.08 DEFINITIONS: R-S.**

*Short-term lending establishment.* A business engaged in providing short-term loans to members of the general public as an element of its operation and which is not licensed by the appropriate state or federal agency as a bank, savings and loan association, or credit union. Short-term lending establishments include businesses offering title loans, payday loans, signature loans, small loans, pawnshops, and other similar businesses. This definition does not include investment companies and state or federally chartered banks or financial institutions.

***Short-term rental.* Any room or dwelling that is rented wholly or partly for a fee for less than thirty (30) consecutive days by persons other than the permanent occupant or owner from which the permanent occupant or owner receive monetary compensation, whether such compensation is paid directly by the short-term rental guest or is collected and remitted to the permanent occupant or owner by a hosting platform.**

*Sign.* A structure, device, fixture or placard which may or may not use graphics, symbols and/or written copy designed specifically for the purpose of advertising, providing information, or identifying an establishment, product, service or activity.

**1115.02 SCHEDULE OF USES.**

Buildings or land shall not be used and buildings shall not be erected, except for the following specified uses, unless otherwise provided for in this code. Land and/or buildings in the districts indicated at the top of Table 1115-2 may be used for the purposes denoted by the following abbreviations:

- (a) *Permitted Use (P).* Land and/or buildings in this district may be used by right.
- (b) *Conditional Use (C).* Land and/or buildings in this district may be used if approval is granted, based on compliance with applicable review standards and specific conditions that may additionally apply, as found in Chapter 1123.
- (c) *Specific Conditions.* Indicates requirements or conditions applicable to conditional uses, as listed in Chapter 1123, Conditional Uses.

<b>Table 1115-2 Schedule of Uses: Special Purpose Districts</b>					
Use	S-1	HCD	OH-MD Mixed Use	OH-RD Residential	Specific Conditions
<b>Residential</b>					
Continuing care retirement community			C	C	
Dwellings, detached single family		P	P	P	
Dwellings, attached single family		C	P	P	Maximum 20 percent of total allowable units in the HCD District
Dwellings, multiple family		C	P	P	
Dwellings, two-family		C	P	P	
Dwelling units on upper floors of buildings with non-residential uses on street level			C	C	Section 1123.13(b)
<b>Bed and Breakfast Inn</b>			<b>P</b>	<b>P</b>	<b>Section 1123.13(a)</b>

Short-term Rental			P	P	Section 1121.06(i)
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**1121.06 USES.**

- (a) *Principal Use per Lot.* A lot or parcel shall not be devoted to more than one principal use, or contain more than one principal building, except for groups of multiple family dwellings, agricultural buildings, or commercial or industrial buildings contained within a single, integrated development, sharing parking and access and determined to be a single use collectively. Examples include vehicle service stations/convenience stores/car washes and vehicle sales lots/repair/body shops.
- (b) *Legal Use.* No building, structure or land shall be used or occupied and no building structure or part thereof shall be erected, constructed, reconstructed, moved, enlarged or structurally altered unless in conformity with the regulations of this code.
- (c) *Legal Lot.* Every building, structure or use erected or established within the city shall be located on a legally recorded lot or parcel and shall conform to all applicable requirements of this code.
- (d) *Essential Services.* The erection, construction, alteration or maintenance of essential public services is permitted in all zoning districts and exempt from the provisions of this code.
- (e) *Home Occupation.*
  - (1) A permit shall be required prior to establishing a home occupation. Application for a home occupation permit shall be made in writing to the Planning Director or designee, together with payment of such fee, if any, as may be established by City Council. The requirement for a permit is to ensure compliance with the conditions of this subsection and to establish a record to determine future compliance.
  - (2) If the Planning Director or designee cannot determine if the home occupation requirements are met, in his/her sole discretion, the Planning Director or designee may refer the matter to the Planning and Zoning Commission for consideration.
  - (3) The home occupation shall be operated in its entirety within the principal dwelling.
  - (4) Only residents living in the principal dwelling shall be engaged in the home occupation.
  - (5) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants. Not more than 25 percent of the gross floor area of the dwelling or 250 square feet, whichever is less, shall be used in the conduct of the home occupation.
  - (6) There shall be no change in the outside appearance of the dwelling or other visible evidence of the conduct of the home occupation, except that one sign, not exceeding two square feet, non-illuminated and mounted flat against the wall of the dwelling, may be permitted.
  - (7) The direct sale of goods, merchandise, supplies, products or services to customers shall not be permitted on the premises. Phone and internet sales may be permitted, provided the items purchased are shipped directly to the customer so no pick-up is required at the location of the home occupation.
  - (8) Outdoor storage, activities or displays shall be prohibited.
  - (9) No traffic shall be generated by the home occupation in greater volume than would normally be expected in a residential neighborhood. Any parking needed to accommodate the home occupation shall be provided off-street behind the required front setback line.
  - (10) No equipment or process shall be used in the home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the premises, if the occupation is conducted in a single-family dwelling, or detectable outside the dwelling unit if conducted in an attached or multiple family dwelling. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuation in line voltage of the premises.

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- (11) Uses such as, but not limited to: clinics, hospitals, medical offices, nurseries, day care centers, ambulance service, amusement arcades, vehicle repair or maintenance, pawn shop, fortune teller, veterinarian offices, permanent basement or garage sales or kennels shall not be considered home occupations.
- (f) *Private Swimming Pools.* A private swimming pool, not including farm ponds, shall be any pool, lake, pond or open tank not located within a completely enclosed building and containing or normally capable of containing water to a depth at any point greater than one and one-half feet. No swimming pool, exclusive of portable swimming pools with a diameter less than 12 feet or an area less than 100 square feet, shall be permitted in any zoning district, except as an accessory use and in compliance with the following:
- (1) The pool is intended and used for the sole enjoyment of the occupants of the principal use of the property on which it is located.
  - (2) The pool and adjacent walks, paved areas and accessory structures shall not be located closer than 10 feet to any property line.
  - (3) The pool shall be located only within the rear yard.
  - (4) Fencing shall be required around the pool, in conformance with Section 1121.02(d).
- (g) *Voting Place.* The provisions of this code shall not be construed in any manner that would interfere with the temporary use of any property as a voting place in connection with a municipal, school or other public election.
- (h) *Similar Uses.* Since every potential use cannot be addressed in this code, each district provides for similar uses, referencing this section. All applications for a use not specifically listed in a zoning district shall be submitted to the Planning Director or designee for review and decision, based on the following standards:
- (1) The Planning Director or designee shall find that the proposed use is not listed as a named permitted or conditional use in any zoning district.
  - (2) If the use is not addressed in any district, the Planning Director or designee shall review the uses listed as permitted and conditional in the zoning district in which the use is proposed and determine if a use listed in the district closely resembles the proposed use. This determination shall be based upon criteria such as consistency with the district purpose statement, similar character, service or market area, customer or visitor draw, scale of building and parking, potential impact on property values, traffic generated, aesthetics, noise or potentially objectionable impacts on the health, safety, and welfare in the immediate vicinity or City-wide.
  - (3) If a use is determined to be similar to a named use within the district, the proposed use shall comply with specific standards or other code requirements that apply to the named use. If the named use is a conditional use, the similar use may only be approved as a conditional use in accordance with the provisions of Chapter 1123.
  - (4) The Planning Director or designee may, at his/her discretion, submit the proposed use to the Planning and Zoning Commission for determination of the appropriateness of the use.
  - (5) Where the Planning Director or designee or Planning and Zoning Commission determines a proposed use is not similar to any named use addressed within the district, the applicant may petition for an amendment to this code.
  - (6) The determination as to whether a proposed use is similar in nature and classification to another named permitted or conditional use within a district shall be considered as an interpretation of the use regulations, and not as a use variance; this determination may be appealed as provided in Chapter 1106.
  - (7) Upon determination by the Planning Director or designee or Planning and Zoning Commission that a use is similar to a named use, the Planning Director or designee shall initiate an amendment to this

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chapter to list the similar use in the schedule of uses for the zoning district as permitted or conditional as the case may be.

(i) **Short-term Rental**

(1) **Zoning Certificate Required.** No person, including but not limited to an owner, operator, manager, or employee shall engage in, conduct, or carry on, or permit to be engaged in, conducted or carried on, in or upon any premises, the operation of a short-term rental without an approved Zoning Certificate in accordance with Section 1141.03.

(A) A separate short-term rental registration is required for each dwelling unit; for two-family or multi-family dwellings, a separate Zoning Certificate is required for each dwelling unit.

(B) A copy of the approved Zoning Certificate for the short-term residence must be maintained on-site and available for inspection upon request.

(2) **Registration Fee.** The fee for a Zoning Certificate as specified in Section 1143.03 to operate a short-term residence shall be established as set forth in Chapter 190 of the Codified Ordinances.

(3) **Registration Requirements.** The application for a Zoning Certificate as specified in Section 1143.03 to operate a short-term residence shall include the following:

(A) Address of the proposed short-term residence.

(B) Type of dwelling unit.

(C) Name of the applicant, including contact address, telephone number and email address.

(D) Emergency contact information for the local rental host available at all times for any issues related to the short-term rental unit and/or transient guests who must be able to respond within an hour of being notified of an on-site emergency.

(E) Maximum number of occupants that will be accommodated at the short-term rental, not to exceed two (2) per bedroom.

(F) Minimum of one (1) parking space per guest bedroom that must park on-site on an approved surface.

(G) A labelled site plan or aerial photograph that identifies parking spaces in compliance with Code and other information that demonstrates the requirements of this section.

(H) A floor plan with square footages that identifies rooms on all floors and the specific location of bedrooms in a manner that demonstrates the requirements of this section.

(I) Any additional information as deemed necessary by the Planning Director or designee to evaluate an application as to the requirements of the Code.

(4) **Short-term Rental Standards.** The following standards of operation shall be met as a minimum requirement for any short-term rental within the City of Hilliard:

(A) A short-term rental shall not provide more than six guest rooms plus a common area for use by all guests.

(B) A short-term rental shall contain at least 800 square feet of usable floor area. For each guest room in excess of two, an additional 100 square feet of floor area shall be required.

(C) Cooking facilities shall not be permitted in short-term rental guest rooms.

(D) On-site parking shall only be in designated spaces as identified on the approved site plan. Overnight occupancy or parking of recreational vehicles, camper trailers and tents at the property of the short-term residence is not permitted.

(E) No exterior advertising of the short-term rental shall be allowed.

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- (F) Premises of short-term rentals shall not be utilized for holding commercial or social events/gatherings.
  - (G) A licensee or guest of a short-term rental shall not use or allow the use of sound equipment or amplified music.
  - (H) Operators shall comply with applicable State and local laws, including those pertaining to fire and building codes, smoke detecting and carbon monoxide detecting equipment and housing/property maintenance codes.
  - (I) Short-term rentals shall not adversely affect the character of the surrounding area in a manner that violates municipal noise regulations as specified in Chapter 531 of the City's Codified Ordinances.
  - (J) Premises shall be maintained in a manner that remains free of any Zoning Code or Building Code violations.
  - (K) Residences shall not be altered in a manner that would make it appear less residential, including but not limited to installing parking lots and commercial lighting.
  - (L) Within the Old Hilliard Mixed-Use Residential District (OH-RD), no short-term rental shall be located within a 1,000-foot radius, as measured starting at the primary public entrance of such establishment, to another short-term rental.
- (5) **Grounds for Denial.** The Planning Director or designee shall approve a Zoning Certificate for a short-term residence except for the following conditions:
- (A) Submission of an incomplete application and/or non-payment of an application fee.
  - (B) The applicant makes a material misrepresentation of fact on the application.
  - (C) Information provided does not comply with applicable use standards or other provisions of Section 1121.06(i).
  - (D) The property has outstanding Zoning Code, Building Code or other regulatory violations for the property.
  - (E) The short-term rental has a documented history of repeated conduct that endangers neighborhood or public safety that violates Section 1121.06(i)(6).
- (6) **Revocation of Registration.** The Planning Director or designee may revoke the Zoning Certificate for a short-term rental registration and restrict the short-term rental host from re-registering that property for a period of six months for any of the following:
- (A) Violating any of the use standards or requirements as set forth in Section 1121.06(i).
  - (B) Failure to permit entry for the Planning Director and/or designee to inspect the premises to verify compliance with the provisions of this ordinance.
- (7) **Appeal of Denial or Revocation.** In the event an applicant has been denied a Zoning Certificate for a short-term rental application or if a registration has been revoked or suspended, the affected party shall have the right to file an administrative appeal to the Board of Zoning Appeals in accordance with the provisions of Section 1106.03.
- (8) **Authority to Conduct Inspections.** By submitting the Zoning Certificate application for a short-term residence, the owner grants authorization to the Planning Director or designee to enter onto the property to inspect and ensure compliance with the short-term rental ordinance. In the event that consent is denied, the Planning Director or designee may pursue other legal authority for inspection and/or revoke the Zoning Certificate.

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- (9) **Severability.** In the event that any provision of this chapter shall be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of this chapter as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.
- (10) **Penalty.** Whoever violates any provision of this chapter shall be guilty of a minor misdemeanor and punishable as permitted by law (see Section 1141.06 for penalty and enforcement). Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person who commits a subsequent offense within one year of a prior offense hereunder shall be guilty of a misdemeanor of the fourth degree. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such.

### **1141.03 - ZONING CERTIFICATES.**

#### **(a) Certificate Required.**

It shall be unlawful for an owner to use or to permit the use of any structure, building, land or part thereof, hereafter created, erected, changed, converted or enlarged, wholly or partly, until a zoning certificate has been issued by the Planning Director or designee. It shall be the duty of the Planning Director or designee to issue a certificate, provided he/she is satisfied that the structure, building or premises, and the proposed use thereof conform to all the requirements of this zoning code. No permit for excavation, construction or reconstruction shall be issued by the Planning Director or designee unless the plans, specifications and intended use conform to the provisions of this zoning code.

#### **(b) Time Limits.**

- (1) For purposes of obtaining a building permit, a zoning certificate shall be valid for 12 months from the date of issuance. If a building permit is not obtained within that period, the zoning certificate shall lapse and a new zoning certificate request and approval shall be required before a building permit may be issued.
  - (2) All zoning certificates for construction shall expire two years after their issuance, unless construction has reached 25 percent of completion. The Planning Director or designee may grant extensions of up to one year if the applicant can show that delays in completion of the project are due to circumstances not under control of the applicant (e.g., weather, delays in receiving materials, etc.).
  - (3) For the purposes of a short-term rental as defined in Sections 1105.08 and 1121.06(i), a zoning certificate shall be valid from the date of issuance until one of the following conditions occurs and voids the Zoning Certificate:
    - (A) The owner discontinues the operation of the short-term rental.
    - (B) Ownership of the short-term rental property is transferred to another owner.
    - (C) A change in usage of the building floor plan or site occurs.
    - (D) A violation of applicable regulations occurs that results in the revocation of the Zoning Certificate by the Planning Director or designee.
- (c) *Existing Use Certified.* Upon written request from the owner or tenant, the Planning Director or designee shall issue a zoning verification letter for any building or premises certifying, after inspection, the extent and kind of use made of the building or premises and whether such use conforms to the provisions of this zoning code. A fee may be charged as provided in Chapter 190.
- (d) *Requirement.* No building permit or other permit required to allow construction and no certificate of occupancy shall be issued for any of the above, unless a zoning certificate has been issued by the Planning

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Director or designee. A zoning certificate shall be required for any of the following, except as otherwise provided:

- (1) Prior to the construction, occupancy or use of any proposed structure or addition to an existing structure, or prerequisite to the continued occupancy of a newly altered, reconstructed, enlarged or relocated structure.
  - (2) Prior to any change of use of any building or land, even if the changed use is of the same general type as its predecessor;
  - (3) Prior to occupancy and use of vacant land;
  - (4) Prior to the reoccupation or reuse of any nonresidential lot or structure, unless the zoning inspector finds that all of the following apply:
    - A. The reoccupation or reuse results in a land use that is authorized by right in the zoning district;
    - B. The reoccupation or reuse is of the same or less intensity of use than the predecessor use;
    - C. The reoccupation or reuse does not require any exterior changes to the approved site, other than signs or aesthetic changes (e.g., exterior painting, etc.); and
    - D. The reoccupation or reuse does not require a greater number of off-street parking spaces, according to Chapter 1127, than are provided on the site.
- (e) *Exemptions.* A zoning certificate shall not be required for the following:
- (1) An accessory structure on a lot zoned or used for residential purposes that is less than 200 square feet in ground floor area and no higher than 10 feet;
  - (2) A swing set or similar child's play structure;
  - (3) Cosmetic (non-structural) changes to any structure, including the replacement of windows in existing openings, re-roofing, installation of siding material and repainting;
  - (4) Resurfacing of existing parking lots without increasing the number of spaces;
  - (5) Residential TV towers, satellite dishes and similar structures; and
  - (6) Modifications to comply with accessibility requirements, unless proposed to encroach in a public right-of-way.
  - (7) Roof top solar energy systems on residential structures.
- (f) *Application.* Written application shall be made for a zoning certificate for the construction of a new building or the alteration of an existing building. At the request of the owner or operator, the Planning Director or designee shall issue a zoning certificate for any building, structure or premises existing on the effective date of this zoning code that certifies the extent and kind of use made of the building, structure or premises and whether the use conforms to the provisions of this code.
- (1) Every application for a zoning certificate shall be accompanied by a plot plan in duplicate, and such other plans as may be necessary to show the location and type of buildings to be erected or alterations to be made. Where construction or physical improvement of the land is involved, the lot and location of the buildings to be erected shall be staked out on the ground before construction is started, and all dimensions shown on filed plans shall be based on an actual survey.
  - (2) Each plan shall show:
    - A. The street providing access to the lot and the exact location of the lot in relation to the nearest cross-street;
    - B. The name of the concerned plat, if any, and the lot numbers of the concerned and abutting properties;

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- C. The actual dimensions of the lot, the yard and other open space dimensions thereof, and the location and size of any existing structure thereon;
  - D. The location and size of the proposed structure, and the proposed enlargement of the existing structure; and
  - E. Any other information which in the judgment of the Planning Director or designee may be necessary to provide for the enforcement of this zoning code;
  - F. All exterior lot lines, with dimensions based upon an actual survey;
  - G. Dimensions of existing and proposed buildings and structures;
  - H. Setback of all existing and proposed structures from property lines;
  - I. Required setback distances, according to the zoning district;
  - J. Height of existing and proposed buildings and structures;
  - K. Location of off-street parking, including dimensions of parking spaces and access aisles, and distance of parking areas from property lines.
- (3) Each application shall include certification statements:
- A. That no part of the land involved in the application has been previously used to provide required yard space or lot area for another structure; and
  - B. That if any abutting land was formerly owned by the applicant and sold, the approximate date of title transfer is listed.
- (4) Where complete and accurate information is not readily available from existing records, the Planning Director or designee may require the applicant to furnish a survey of the lot by a registered engineer or surveyor.
- (5) Each property owner or authorized agent shall be required to attest to the correctness of the statements and data furnished with the application.
- (6) A file of such applications and plans shall be kept in the office of the Planning Director or designee.
- (g) *Approval.* The zoning certificate shall state that the plans for the proposed improvement, addition, relocation, change of use or reoccupancy/reuse have been inspected by the Designated Code Enforcement Officer, have been approved according to the procedures outlined in this zoning code and are in compliance with the provisions of this code and other applicable regulations.
- (h) *Record Keeping.* Every zoning certificate shall state that the building or the proposed use of a building or land complies with all provisions of law. A record of all zoning certificates shall be kept on file in the office of the Planning Director or designee and copies shall be furnished upon request to any person having proprietary or tenancy interest in the building or land affected.
- (Ord. 14-29. Passed 10-27-14; Ord. 15-26. Passed 7-13-15; Ord. No. 21-09 , § 1(Exh. A), 3-22-21; Ord. No. 21-33 , § 1(Exh. A), 11-8-21.)