

**Staff Report:** Completed by Jeff Palmer Director of Planning & Zoning

**Report Date:** November 17, 2025

**Applicant:** Christopher D Brian, Agent for Brian Manor LLC/Christopher C. Brian

**Property Identification:**

- 129 W SR 122, parcel number 08-03-400-087
- 0 W SR 122, parcel number 08-03-400-063

**Acreage of Request:** Combined total of 14.2327 gross acres

**Current Zoning of Requested Area:**

- Rural Residence Planned Unit Development “R-1PUD” (7.8327 acres)
- Residence Zone “R-1” (6.40 acres)

**Requested Action:** Residential Planned Unit Development “R-PUD” Stage 1 Request

**Attached:** Application, Agent Letter, Warren County Aerial, Deed for 08-03-400-087, Warren County Auditor Information for 08-03-400-087, Survey Vol 136 Page 94, Deed for 08-03-400-063, Warren County Auditor Information for 08-03-400-063, Survey Vol 98 Page 10, Narrative, Concept Plan, Sound Management, Warren County Aerial of Existing Adjoining Uses, Warren County Topography Map, Warren County Soil Map, FEMA FIRMette Map, Trustee Resolution 3370, Trustee Resolution 3887, Clearcreek Township Master Land Use Plan Maps: 4, 6, 10, 11.

*It is important to keep in mind that the task is to: Approve, Modify or Deny a zone change request that has a Planned Unit Development (PUD) designation. Since it is a PUD request, representation of a concept plan will occur.*

*Section 13.05(A)(2) Objectives and 13.05 (A)(3) Conditions for Approval, concept plan, narrative and attached documentation should help guide your decision-making process and rationale for your recommendation.*

**PER THE APPLICATION FORM THE APPLICANT STATES:**

“The applicant is requesting a Planned Unit Development (PUD) zoning designation to allow the establishment of The Brian Manor, a wedding and event center, within a primarily residential district while ensuring that development standards, design controls, and operating parameters are clearly defined and enforceable.”

**PER THE NARRATIVE THE APPLICANT STATES:**

**“1. Project Overview**

The Brian Manor is proposed as a small-scale, high-quality **wedding and special event venue** located within a planned R-PUD district. The concept blends the **character of an elegant country estate** with the surrounding **residential and rural setting**, offering a picturesque venue for weddings, receptions, family gatherings, and community events.

The PUD zoning request allows flexibility to ensure the project maintains **low-intensity use, enhanced design standards, and preservation of open space**, while enabling a use not otherwise permitted in standard residential zoning.

**2. Intent of the PUD**

The purpose of the R-PUD zoning is to:

- Provide for a **unique, cohesive site design** that integrates hospitality uses within a residential setting.
- Allow limited commercial activity that complements and preserves the character of surrounding residential land.

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- Maintain rural and residential aesthetics through architectural controls, landscaping, and buffering.
- Ensure that traffic, noise, and lighting impacts are minimal and well-managed.

### **3. Site Description**

- **Total Acreage: 08-03-400-087 (7.8327 acres), 08-03-400-063 (6.4 acres)**

• **Existing Use:** The subject property is presently developed and occupied as a single-family residence. In addition to the primary residential use, the property operates as a licensed Bed and Breakfast establishment, utilizing two guest suites located within the main dwelling. The Bed and Breakfast functions as a low-intensity, accessory use to the principal residence, accommodating short-term guests while maintaining the character and appearance of a single-family home.

• **Proposed Use:** The purpose of this R-PUD zoning request is to allow the adaptive reuse of the existing residential property for operation as a Wedding and Event Center while preserving the site's residential character and rural appeal. The Planned Unit Development designation provides the flexibility to accommodate the unique layout of the existing structures and grounds while ensuring compliance with applicable zoning standards and community objectives.

The intent of the proposed development is to create a high-quality venue that serves as a community asset by offering an attractive, well-managed space for private events such as weddings, receptions, and gatherings. The proposed use will contribute to the local economy, support tourism, and enhance the township's appeal as a destination for special occasions.

The existing residence will continue to serve as the owners' primary dwelling, maintaining an established residential presence on the property. The two guest suites currently utilized as part of the Bed and Breakfast will be reserved for use by VIP guests associated with scheduled wedding or event functions, ensuring a private and seamless experience for hosts and their immediate parties.

The design and operational plan emphasize minimal impact on surrounding properties, including considerations for traffic management, parking, landscaping, lighting, and noise mitigation. Through the PUD process, the applicant seeks to establish development parameters that ensure compatibility with adjacent land uses, uphold the township's long-term planning goals, and maintain the overall integrity of the surrounding residential environment.

#### **• Surrounding Zoning:**

o North: Public Institutional Zone "PI" & Residential Zone "R-1". East, South and West: Residential Zone "R-1"

• **Access:** State Route 122

• **Utilities:** Public water/ On-site septic/ Electric

### **4. Proposed Development Components**

#### **a) Main Facility**

- Renovated manor house (approx. ±8000sq ft) to support events and provide staging areas for guests. The existing structure will continue as the primary residence for the owners.
- Includes 2 guest suites separated from the main living area by secured doors.

#### **b) Outdoor Venue Area**

- Landscaped gardens, gazebo, and patio for outdoor ceremonies.
- Small pavilion structure or tent area (seasonal). Open area to the east of the courtyard.

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- Walkways and paved trails within the arboretum.

#### **c) Parking & Access**

- The proposed development includes a gravel parking lot designed to accommodate event guests and service vehicles. The parking area will be strategically screened with landscaped green buffers to minimize visual impact and maintain the rural character of the property.
- A defined main walkway and driveway will connect the parking area to the event center, providing safe and convenient access for guests. This pathway will also serve as a designated route for transport vehicles or shuttles, ensuring smooth circulation between the parking area and event spaces while preserving the aesthetic integrity of the site.
- Capacity for approximately 20-40 vehicles.
- One main entrance/exit with clear sight distance and appropriate signage.

#### **d) Open Space & Landscaping**

- Minimum of 50-60% of the site reserved as landscaped or natural open space.
- Retention of mature trees and addition of new plantings for screening.
- Stormwater is managed through bioswales and natural drainage features.

#### **e) Noise & Operational Controls**

- Events limited to 10 p.m. on Fridays and Saturdays; 9p.m. Thursday.
- No amplified outdoor music after 10 p.m. on above days
- All event activities conducted within defined areas.

### **5. Permitted Uses within the PUD**

The following uses are requested within the PUD:

#### **1. Primary Use: Wedding venue**

#### **2. Accessory Uses: Charity Events and managed gatherings**

- o Lodging for event hosts (within the manor)
- o Photography sessions
- o Small-scale catering or bar service
- o Seasonal markets or community gatherings (limited basis)

### **6. Density and Intensity**

- **Building Coverage:** Existing
- **Floor Area Ratio (FAR):** NA
- **Maximum Height:** Courtyard Walls 12-15ft. Towers: 35-50ft
- **Guests per Event:** Limited to 100 persons maximum
- **Events per Week:** 1-2

### **7. Traffic and Access Management**

A traffic summary will be included with the final PUD plan. Expected peak use is limited to weekend events with off-peak arrival/departure times. The proposed design ensures minimal impact on surrounding roads, and on-site attendants will manage parking and circulation.

### **8. Open Space and Environmental Design**

The plan preserves significant green areas and existing tree lines to buffer the property from adjacent residences. Drainage improvements, native landscaping, and low-impact lighting will enhance ecological value and neighborhood compatibility.

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## **9. Compliance and Approvals**

The proposed Wedding and Event Center represents the adaptive reuse of an existing residential property currently improved with a single-family home and related site features. No new primary structures are proposed at this stage; all improvements will occur within the existing building footprint and surrounding landscaped grounds.

The proposal complies with the intent and standards of the Clearcreek Township Zoning Resolution and the R-PUD District by promoting creative reuse of an established property, maintaining open space, and ensuring compatibility with the surrounding residential area.

The applicant respectfully requests approval of the Stage 1: Zone Change Amendment and Concept Plan to establish the R-PUD designation for the subject parcel. Any future modifications to the site or structures will be submitted for review under the Stage 2: Final Development Plan process as required.

## **10. Conceptual Exhibits**

### **1. Site Layout Plan**

### **2. Lighting/ Sound Management**

## **Conclusion and Summary Statement:**

The proposed Brian Manor Wedding and Event Center R-PUD represents a thoughtful and responsible adaptive reuse of an existing residential property that aligns with the goals of the Clearcreek Township Master Land Use Plan. By maintaining the site's residential character and incorporating carefully planned landscaping, screening, and access improvements, the development will provide a high-quality venue that complements the surrounding community.

The continued use of the primary residence by the property owners, along with limited on-site accommodations for VIP guests, ensures the property remains well-maintained and closely managed. The proposed improvements are designed to minimize off-site impacts while enhancing the aesthetic and functional quality of the existing grounds.

This R-PUD request seeks to formalize a balanced land use that supports both the property's historic character and the township's long-term vision for orderly, compatible growth. Approval of this application will allow the property to operate as a small-scale, community-oriented event venue that contributes positively to the local economy while preserving the integrity of the surrounding rural residential environment.”

## **Zoning History:**

- *In 1973, both parcels were classified as Rural Residence Zone “R-1”.*
- *In 2005, both parcels were reclassified from Rural Residence Zone “R-1” to Residence Zone “R-1” as part of the reorganization of the zoning resolution that was based upon the Master Land Use Plan.*
- *On May 8, 2008 via Trustee Resolution 3370, the parcel now identified as 08-03-400-087 (previously comprised of three parcels) was rezoned from Residence Zone R-1 to Residence Zone with a Planned Unit Development Overlay “R-1PUD” with the following permitted uses: single family residence with bed and breakfast lodging, limited to three (3) bedrooms for overnight stay by guests and breakfast the following morning. Approval of a proposed future healing center and cultural arts center of not greater than 1500 sq ft shall be at the discretion of the Clearcreek Township Trustees.*

- *In 2008, the Zoning Resolution had not been updated to allow a bed and breakfast as a conditional use permit for agritourism and farm based tourism. The only option for a bed and breakfast use in a residential zone was with a planned unit development zone change and site plan approval.*
- *On March 9, 2011 via Trustee Resolution 3887 the preliminary site plan for the Stage 2 “R-1PUD” was approved and the list of permitted uses were expanded: restoration of existing barn, maintenance garage (1,500 sq. ft.), single family dwelling footprint expansion for garage and additional living space (1,500 sq. ft), fourth bedroom to be used for bed and breakfast use, Art studio and Holistic healing to be located in principal structure with use of court yard and arboretum (on parcel).*

### **Background for the Request:**

*This request is comprised of two (2) parcels that are located on the southwestern corner of State Route 48 and State Route 122. The first parcel is identified as 129 W SR 122, parcel number 08-03-400-087. The house, courtyard, towers, barn and approximately 5.125 acres of open space (with an arboretum) are located on this parcel. The second parcel is identified as 0 W SR 122, parcel number 08-03-400-063. This site has been under development by the applicant into an arboretum.*

*Since one parcel is zoned “R-1PUD” and the other is “R-1”. There is a need to have a consistent zoning classification across both parcels. The applicant is requesting approval of a Residential Planned Unit Development “R-PUD” rezoning request and Concept Plan in order to bring both parcels under the same PUD designation to allow an exchange of uses across the properties and to expand the list of permitted uses to include a wedding and event venue, photography sessions, small scale catering or bar service and seasonal markets/community gatherings.*

*On parcel 08-03-400-087, the house, courtyard, towers and a designated area east of the courtyard are proposed to be the gathering areas for the venue. On parcel 08-03-400-063, the arboretum is proposed to serve as the point of access to the site and a parking lot.*

*Logistically there are several avenues to explore, to establish a Wedding/Event Venue use on one or both of these parcels.*

*For parcel 08-03-400-087:*

*Option 1: Restrict all requested uses to this parcel . This would require a Stage 1 PUD request to amend the list of permitted uses.*

*a. If successful, then the application would proceed to Stage 2 and Stage 3 review.*

*Option 2: Apply for a zone change request to remove the PUD designation from the parcel.*

- *If successful, then the applicant would seek a current agricultural use value (CAUV) designation with the Warren County Auditor.*
- *After the parcel meets the criteria to qualify for CAUV, then the applicant would apply for a conditional use permit for Farm Based Tourism.*
- *The Board of Zoning Appeals would hear the request and determine if the list of uses were appropriate or not for the parcel.*

*Option 3: Apply for a zone change to expand the list of uses in the same application with the adjoining parcel. The applicant has requested a Residential Planned Unit Development “R-PUD” designation instead of the Mixed Use Planned Unit Development “MU-PUD” to be more consistent with the original PUD designation and blend more with the surrounding uses.*

For parcel 08-03-400-063:

*Option 1: Restrict all requested uses to this parcel . This would require a Stage 1 PUD request to establish a list of permitted uses.*

- *New structures would need to be built to serve as the venue space.*
- *If successful, then the application would proceed to Stage 2 and Stage 3 review.*

*Option 2: The applicant could seek a current agricultural use value (CAUV) designation with the Warren County Auditor.*

- *After the parcel meets the criteria to qualify for CAUV, then the applicant would apply for a conditional use permit for Farm Based Tourism.*
- *The Board of Zoning Appeals would hear the request and determine if the list of uses were appropriate or not for the parcel.*
- *New structures would need to be built to serve as the venue space.*

*Option 3: Apply for a zone change to expand the list of uses in the same application with the adjoining parcel. The applicant has requested a Residential Planned Unit Development “R-PUD” designation instead of the Mixed Use Planned Unit Development “MU-PUD” to be more consistent with the adjoining original PUD designation and blend more with the surrounding uses.*

#### **Adjoining Zoning Classifications and Current Uses:**

- *North:*
  - *Residence Zone “R-1” (Single Family Dwelling)*
  - *Public Institutional Zone “PI” (Warren County Career Center)*
- *East:*
  - *Residence Zone “R-1” (Single Family Dwellings)*
- *South:*
  - *Residence Zone “R-1” (Single Family Dwellings)*
- *West:*
  - *Residence Zone “R-1” (Single Family Dwelling)*

#### **2005 Master Land Use Plan Information:**

- *Map 4: Identifies the properties to be outside of all expected sewer development areas.*
- *Map 6: Identifies the property to have road frontage with a “Principal Arterial – Urban” designation and road frontage with a “Collector – Rural” designation.*
- *Map 10: Identifies the property to be located in Planning Area #6.*
  - **Planning Area #6 Central Mixed Belt**  
More rolling topography, mixture of large agricultural tracts, rural residential road frontage development and large lot rural subdivisions – roughly 50% built out. No sanitary sewer present and none anticipated. Agricultural, but changing.
- *Map 11: Identifies the future land use of the properties to be Office and a split classification of Office and Rural Residential.*
- **Applicable Goals, Objectives and Policies:**
  - **Related to Desired Community Character:**  
GOAL: Retention of appearance and feel of rural character in Clearcreek Township.  
Objective: Modify development regulation and approval process to assure retention of rural character.

**POLICIES:**

- Continue to serve as a geographical area of rural relief to the sprawl of the surrounding metropolitan areas.
- Seek to encourage residential development types which incorporate preservation of private and public open space (conservation design subdivisions, large lot zoning classifications).
- The history of frontage subdivisions has set a character that continues to be desirable, but access to properties needs to be guided by access management plan.
- Maintain rural lot size in the Township which contributes to the quality of life for property owners, neighbors as well as drivers, through an establishment or perpetuation of rural icons (homes surrounded by open space, barns, fence rows, vegetation).
- Related to the Man-Made Environment:  
GOAL: A pattern of land use capable of serving and meeting the social, economic and environmental needs of the residents of the Township, now and in the future.  
OBJECTIVE: Encourage the prudent development of residential areas with housing types and densities to meet the needs of Township residents, ensuring that a healthy, safe and attractive environment is maintained.
- POLICIES:
  - Encourage a logical pattern of residential development outside of the Urban Service Areas that is a rural density.
  - Place a stronger emphasis on establishing open space/green belt areas, separating developing residential areas from incompatible uses.

OBJECTIVE: Establish areas of commercial activity, ensuring a convenient, safe and pleasant environment in meeting the retail and business needs of Township residents.

- POLICIES:
  - Perpetuate rural living by encouraging development only on a neighborhood-oriented basis. Commercial development should be either nestled in the interior of a planned unit development along a collector road or along an arterial road network that has a design suitable for the intensity of use. An access management plan should be imposed.
  - Encourage commercial growth equal to what the market will bear. Over-commercialization should be avoided.
  - Avoid strip commercial development and "spot zoning."

**REVIEW OF APPLICATION:**

**13.05(A)(1)(B) STEP S1.2 – ZONE CHANGE AMENDMENT REQUEST/PUD CONCEPT PLAN APPLICATION:**

- (1) Applications for a Zone Change Amendment/PUD Concept Plan shall be submitted, signed by the owner(s) of the PUD or the designated agent, to the Clearcreek Township Zoning Inspector attesting to the truth and correctness of all facts and information presented with the application, on or before the scheduled monthly Zoning Commission meeting deadline, as identified on the Zoning Commission schedule found on the Clearcreek Township website ([www.clearcreektownship.com](http://www.clearcreektownship.com)).

*Staff Comments: The application has been signed.*

- (2) All applications shall be submitted with the required fees as established in the Clearcreek Township fee schedule found on the Clearcreek Township website ([www.clearcreektownship.com](http://www.clearcreektownship.com)).

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*Staff Comments: The fee has been paid.*

**(3) The Zone Change Amendment Request/PUD Concept Plan Application shall include the following items:**

- a) An area map showing adjacent property owners and existing uses within 200 feet of the parcel(s).**

*Staff Comments: An aerial has been submitted that doesn't have a scale. Staff has provided a Warren County Aerial for existing uses within 200 feet of the parcels.*

- b) A legal description of the metes and bounds of the parcel(s).**

*Staff Comments: The information has been submitted, see deeds.*

- c) A PUD Concept Plan to scale, though it need not be to the precision of a finished engineering drawing, which shall clearly show the following:**

- 1) The existing type of topographical features of the site.**

*Staff Comments: Staff has provided a Warren County Topography Aerial.*

- *For Parcel 08-03-400-087 the topography ranges from 904' to 926'.*
- *For Parcel 08-03-400-063 the topography ranges from 910' to 936'.*

- 2) The general location of building lots and their areas in acres.**

*Staff Comments: An aerial has been provided to illustrate the locations of the existing structures. The Warren County Auditor Information has been provided to provide the size (square feet) of the existing structures.*

- *The applicant states a pergola, gazebo and a pavilion may be added to the site.*

- 3) The general outlines of the interior roadway system and all existing right-of-way(s) and easement(s), whether public or private with acreage specified.**

*Staff Comments: No public roads are proposed for this PUD.*

- *For Parcel 08-03-400-087 the majority of the frontage is adjacent to dedicated road right-of-way (ROW). Only approximately .1 acre is still held in an easement (approximately 30'x150.64').*
- *For Parcel 08-03-400-063 the frontage along State Route 122 and the frontage along State Route 48 are adjacent to dedicated road ROW.*

- 4) Delineation of the various land use areas with an indication for each such area of its general extent, size, and composition in terms of use and bulk of structures.**

***Staff Comments: Acreages for uses have not been specified.***

- 5) A calculation of residential net density and/or net floor area ratio.**

*Staff Comments: Since this PUD is seeking to use the existing structures and establish an outdoor gathering area. No additional subdivision of the parcels is proposed.*

- *Parcel 08-03-400-087 has an existing single family dwelling. The existing net density for this parcel is .13 dwelling units per acre.*
- *Parcel 08-03-400-063 is a vacant parcel.*
- *If the acreages are combined, the existing net density falls to .07 dwelling units per acre.*
- *Typically, a PUD is a single parcel or multiple parcels that are combined into a single parcel and built upon or further subdivided.*

- 6) The interior common open space system with acreage specified.

*Staff Comments: The applicant has specified a minimum of 50-60% of the acreage will be reserved for open space.*

- *The minimum requirement is 25%, which calculates to 3.56 acres.*
- *A minimum of 50% open space is calculated to be 7.12 acres.*
- *A minimum of 60% open space is calculated to be 8.54 acres.*

- 7) Identification of all areas declared to be an amenity for the PUD with acreage specified. Square footage of structures and percentage of impervious surfaces to be specified.

*Staff Comments: A list of amenities has not been provided at this time. Walkway and trails have been identified in the text but not on the concept plan.*

- *The open space will be comprised of arboretum and buffers.*
- *If the request advances to the Stage 2 review, all amenities will need to be illustrated on the preliminary plan and accompanying documentation will need to be provided.*

- 8) A drawing showing all soil types and their classifications. Additionally, a map indicating floodway and/or floodplain boundaries as determined by the federal emergency management agency shall be included for sites that have been subject to flooding and/or erosion at any time.

*Staff Comments: See Warren County Soil Survey and FEMA National Flood Hazard FIRMette maps.*

- *Per FEMA Panel 39165C0130F effective 4/23/2025:*
  - *On parcel 08-03-400-087 there is a designated 100 year floodplain (Zone AE) and area outside of floodplain (Zone X).*
  - *Parcel 08-03-400-063 is outside of a designated floodplain (Zone X).*
- *The majority of the parcels have minor slope, and around the floodplain there is an area of moderate slope:*
  - *MnD2: Miamian-Hennepin silt loams, 12 to 18% slopes, moderately eroded.*
  - *RvB2: Russell-Miamian silt loams, 2 to 6 % slopes, moderately eroded.*
  - *WyB2: Wynn silt loams, 2 to 6 % slopes, moderately eroded.*

- 9) Where areas lie in any aircraft approach and holding patterns, these areas shall be indicated.

*Staff Comments: This area isn't in any identified aircraft approach or holding patterns.*

- 10) Principal ties to the community at large with respect to transportation, water supply, and sewage disposal shall be indicated.

*Staff Comments: The applicant states "public water/on-site septic/electric".*

- d) A net density plan illustrating the net density able to be obtained if developed under a straight zoning classification, to scale, though it need not be to the precision of a finished engineering drawing, which shall clearly show the following:

*Staff Comments: The applicant has not provided a Net Density Analysis since the proposed uses will occur inside the existing structure on one of the parcels. If the property were to be developed as a residential subdivision, staff calculated a maximum of eleven (11) dwelling lots could be mathematically established for the site. This would calculate to a .77 dwelling unit per acre net density.*

- e) A written report containing the following:

- 1) General description of availability of other community facilities, such as schools, fire protection services, and cultural facilities if any, and how these facilities are affected by this proposal.

The applicant states in the Application: “The property is located within close proximity to existing community services, including Clearcreek Fire Station 23, which provides adequate emergency response coverage to this area. The proposed event center will not increase the demand for public education, as no residential units are being added. Additionally, the project will not place any measurable strain on community facilities such as schools, libraries, or parks. Events will be limited in frequency and size, with sufficient on-site parking and emergency access provided. Overall, the proposal will have minimal impact on existing community facilities while adding a new venue option that could benefit the local economy and community.”

*Staff Comments: No additional comments.*

- 2) Evidence how the developer's proposed land use(s) meet existing and projected community requirements.

The applicant states in the Application: “The development supports community goals by promoting small business growth, rural tourism, and use of the property in a manner consistent with surrounding open space and low-density residential character. The use is complementary to the existing neighborhood setting and aligns with projected community trends toward locally owned, multi-use spaces that provide both economic and social benefits.”

*Staff Comments: The applicant has requested the Residential Planned Unit Development “R-PUD” designation to attempt to blend with the surrounding area on the zoning map and through placement of uses.*

- 3) A general statement how the common open space shall be owned and permanently maintained.

The applicant states in the Application: “All designated common open space within the proposed development will be privately owned and permanently maintained by the property owners for that purpose. The open space areas will not be sold or developed for other uses and will be maintained in accordance with all applicable zoning and property maintenance standards. Maintenance responsibilities will include landscaping, mowing, repair of any structures or features, and general upkeep to ensure the area remains attractive and functional for the life of the development.

***Staff Comments: If the request advances to a Stage 2 PUD application, the open space areas will be required to have additional information such as landscape details, existing vegetation documentation as well as trail information.***

- 4) If the development is to be phased, a general indication as to how the phasing is to proceed. Whether or not the development is to be phased, the PUD Concept Plan shall show the intended total project.

The applicant states in the Application: “The proposed development for Brian Manor Wedding & Event Center is planned to proceed in two phases to allow for efficient construction and responsible growth. Phase 1 will include updating of the primary event center area, driveway access, parking areas, stormwater management features, and required landscaping. This phase will establish the core operations of the venue and ensure full functionality and compliance with all applicable zoning, safety, and building standards prior to occupancy. Phase 2 will focus on additional site enhancements, which may include an outdoor ceremony area, secondary pavilion or gazebo, expanded landscaping, and aesthetic improvements to the property. These additions are intended to enhance guest experience and overall visual appeal while maintaining the integrity and character of the surrounding neighborhood. Each phase is designed to operate independently while contributing to the overall PUD Concept Plan.

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which reflects the intended total project buildout. Future improvements will follow the same design standards and maintain full compliance with applicable codes and conditions of approval.”

***Staff Comments: If the request advances to a Stage 2 PUD application, the phasing details will be further reviewed and clarified as to the timing, and how to proceed through the Stage 3 requirements. Clarification is needed to identify the “future improvements” the applicant has referenced above. A list of the proposed items will help staff determine if a revision to any Stage is necessary, if an additional phase is needed or if the current application should be updated to reflect the uses not currently identified.***

### **13.05(A)(2) STAGE 1: PUD OBJECTIVES:**

(a) The Stage 1: Zone Change Amendment Request/PUD Concept Plan shall be acceptable, if:

(1) The proposed use(s) are appropriate for the parcel(s) being reviewed; and

The applicant states in the Application: “Wedding & Event Center”

*Staff Comments: The 2005 Master Land Use Plan identified the properties to have an Office or split Office and Rural Residential designations. The request is to retain residential use of the parcels while expanding the use of the property to be an event venue. The Master Land Use Plan did not anticipate this type of use and therefore didn’t specifically call it out in the document. If a pre-existing PUD wasn’t part of the request, and the parcels had a base agricultural use, the applicant could have pursued a conditional use permit. The request for expanded uses appears to have less impact to adjoining parcels than a straight Office zone change. The ability to limit hours of operation via the PUD process also makes the use less intensive than a straight Office zone.*

(2) The following information is specified/clarified in the narrative and on the drawing(s) at the time of approval:

a) The list of uses permitted within the PUD are specified.

The applicant states in the Application: “Project Use and Development Standards The following information is provided and illustrated on the accompanying Concept Plan and within this narrative to define the intended use and development standards for the proposed Brian Manor Wedding & Event Center (R1-PUD). The proposed PUD establishes a comprehensive framework to ensure the property is developed and operated in a manner that is compatible with surrounding residential uses, protective of the Township's rural character, and consistent with the goals of the Clearcreek Township Master Land Use Plan. a) Permitted Uses The permitted uses within the proposed PUD shall include the operation of a wedding and special event venue, together with related and accessory uses customarily associated with such a facility. These uses shall include, but are not limited to: Indoor event space within the existing manor house for weddings, receptions, private gatherings, and similar events. Outdoor ceremony areas, including gardens, patios, and lawn spaces designed for small-scale events and photographs. Accessory facilities such as landscaping, decorative lighting, walkways, and limited outdoor structures (gazebo, pergola, or pavilion) that support event operations. Parking facilities, screened and landscaped to minimize visual and noise impacts on adjacent properties. Directional and identification signage consistent with Clearcreek Township design standards, constructed of natural or residentially compatible materials. Storage and utility areas necessary for maintenance and operations, to be located and screened in a manner that minimizes visibility from public rights-of-way and neighboring residences. Accessory lodging use in the form of a Bed and Breakfast, which shall continue to operate on-site when not in use for wedding or event functions. All permitted uses and accessory structures shall conform to the standards and design criteria established within this PUD Concept Plan. Event operations shall be limited in frequency and hours to ensure

compatibility with adjacent residential uses, with amplified outdoor sound ceasing no later than 10:00 p.m. and all event activities concluding by 11:00p.m on Friday and Saturday evening. The intent of these permitted uses is to preserve the existing character of the property, allow for low-impact adaptive reuse, and provide for community-oriented functions in a manner consistent with the Township's long-term planning objectives.”

***Staff Comments: The concept plan should be updated to better illustrate the locations of the outdoor uses. The days the venue is open, the days it is closed, hours of operation breakdown from first arrival to last departure needs to be clarified. If the application progresses to a Stage 2 review, construction drawings will be required to illustrate the internal changes to the existing structure.***

- b) The general location of such uses is specified.

The applicant states the Application: “General Location of Uses: The primary event area is centrally located on the parcel, with parking and access drives situated to the south east of the area. Outdoor ceremony and landscaped open space areas are positioned to the south and east to provide natural buffering from adjacent properties.

***Staff Comments: The parking lot is located a significant distance from the event center. It is unclear if the existing driveway to the house will be limited to residential use only, function as a drop off /pickup area for guests and/or be used by service support staff. During the public hearing process, adjoining owners will have an opportunity to comment on the parking lot location.***

- c) Any use-specific standards that may apply to the permitted uses are included.

The applicant states in the Application: “c) Use-Specific Standards: Operations will comply with all applicable county noise, lighting, and occupancy regulations. Events will typically occur on weekends and conclude by 10:00 PM with cleanup to be concluded by 11 :00 PM. Adequate on-site parking will be provided, and all stormwater and landscaping requirements will be met per zoning code.”

***Staff Comments: The applicant has provided a decimal reading for the PUD, but has not illustrated how the noise level was determined. A lighting plan was referenced but was not submitted. Both items can be addressed if the application progresses to a Stage 2 review.***

- d) The maximum density or intensity is permitted within the PUD.

The applicant states the Application: “d) Maximum Density/Intensity: The site will consist of one primary event area with a maximum occupancy of approximately 100 guests. No residential density is proposed.”

***Staff Comments: In the submittal the applicant references that the house will still be occupied. See Density calculations Section 13.05(A)(1)(c)(5).***

- e) The amount and general location of open space are identified.

The applicant states in the Application: “(e) Operational Standards Operations at The Brian Manor shall adhere to performance standards that ensure compatibility with the surrounding residential environment. Hours of Operation: Events may occur between 10:00 a.m. and 10:00 p.m., with all outdoor amplified sound ending no later than 9:30 p.m. Event Frequency: Limited to a maximum of two (2) events per week, typically Friday through Sunday, with occasional weekday gatherings as approved by the Township. Noise and Lighting: Outdoor amplification systems shall be directed inward toward the property and monitored to remain within acceptable Township noise limits. Sound readings attached show in-courtyard versus outside courtyard noise control. All lighting shall comply

with dark-sky standards and be extinguished within one hour after event conclusion. Catering and Alcohol Service: Permitted only in accordance with applicable Ohio Department of Commerce regulations and local health codes. Maintenance and Site Management: The property owner shall maintain all structures, landscaping, and site improvements in good condition. On-site management will be present during all events to oversee parking, security, and guest safety. Bed & Breakfast Use: The existing Bed and Breakfast will operate independently of event functions and will not host overnight guests during major events unless specifically approved as part of a coordinated rental package. These operational measures are designed to ensure that the use remains low-impact, community-oriented, and visually harmonious with its surroundings while providing a unique and elegant venue for special occasions. All details shown on the Concept Plan are intended to guide the final development layout and ensure the project remains consistent with the intent of the approved R1-PUD.”

*Staff Comments: This section was intended to address open space. See open space discussion 13.05(A)(1)(c)(6). The applicant has used this space as an opportunity to further explain the operations of the proposed venue. These items can be conditions for approval, if the change of use is determined to be appropriate.*

- (b) The Clearcreek Township Zoning Commission and/or Clearcreek Township Board of Trustees shall have the authority to impose special conditions related to the PUD and to approve development standards unique to the PUD as deemed necessary in order to promote the public health, safety, morals, and general welfare of Clearcreek Township.

*Staff Comments: If the proposed use(s) are determined to be appropriate for the parcel, conditions that mitigate concerns and/or codify representations by the applicant raised during the public hearing process would be appropriate as part of the motion.*

### **13.05(A)(3) STAGE 1: CONDITIONS FOR APPROVAL:**

The following criteria shall be used in the recommendations and decisions made regarding the Stage 1: Zone Change Amendment Request/PUD Concept Plan. Failure to comply with any of these criteria requires that explicit rationale or alternative requirements be set forth.

- (a) The Zone Change Amendment Request/PUD Concept Plan is consistent with the Clearcreek Township Master Land Use Plan;

The applicant states in the Application: “The Brian Manor is envisioned as an elegant wedding and event center that complements the surrounding rural setting by utilizing existing natural features, maintaining substantial open space, and employing architectural and landscape elements that blend harmoniously with the area's character. The proposed use represents a low-intensity, community-oriented venue that aligns with the Master Land Use Plan's goals for compatible development, rural preservation, and economic vitality through small-scale, locally beneficial enterprises. The project adheres to the guiding principles of the Master Land Use Plan by promoting appropriate land use transitions, preserving scenic and natural resources, and contributing positively to the long-term vision of Clearcreek Township as a balanced, high-quality living environment.”

*Staff Comments: See 2005 Master Land Use Plan sections above.*

- (b) The intensity proposed for the PUD does not exceed the maximum density or lot coverage allowed for the PUD as a whole;

The applicant states in the Application: “The site plan demonstrates a balanced approach to land utilization, with a significant portion of the property preserved as open space and landscaped areas. This ensures that the overall character of the site remains consistent with the rural aesthetic and low-impact development intent of the Clearcreek Township Master Land Use Plan.”

*Staff Comments: See Section 13.05(A)(1)(c)(5), 13.05(A)(1)(c)(6) and Section 13.05(A)(2)(a)(2)(b) responses regarding the parking lot location, density and open space.*

- (c) The use(s) proposed will not be detrimental to existing and potential future surrounding uses and will harmoniously relate to the surrounding area;

The applicant states in the Application: “The proposed wedding and event center will operate as a low-intensity, special-use venue that complements the existing land use pattern by maintaining substantial setbacks, preserving natural vegetation, and incorporating architectural and landscape elements consistent with the rural aesthetic of Clearcreek Township. Through thoughtful site planning, controlled access, appropriate buffering, and the preservation of open space, The Brian Manor PUD will coexist compatibly with neighboring properties while enhancing the overall character and quality of the surrounding area.”

*Staff Comments: See Section 13.05(A)(1)(c)(5), 13.05(A)(1)(c)(6) and Section 13.05(A)(2)(a)(2)(b) responses regarding the parking lot location, density and open space.*

- (d) The minimum common open space areas have been designated and designed in accordance with the provisions of this Resolution and shall be conveyed to a legally established homeowner's or property owner's association, commercial management group, or other agency as herein provided;

The applicant states in the Application: “The minimum required common open space areas within The Brian Manor PUD have been appropriately designated and designed in full accordance with the provisions of the Clearcreek Township Zoning Resolution. These areas have been planned to preserve the natural character of the site, enhance visual appeal, and provide functional buffers consistent with the intent of the Planned Unit Development regulations. The responsible entity will ensure the long-term preservation, maintenance, and management of these areas in a manner consistent with Township standards and the approved development plan.”

*Staff Comments: The applicant has specified that open space will be privately held and maintained, see Section 13.05(A)(1)(e)(3).*

- (e) Approval of the Stage 1: Zone Change Amendment Request/PUD Concept Plan may be conditional upon provisions that are necessary for the protection of public health, safety, morals, and general welfare. Thus, the Clearcreek Township Zoning Commission or Board of Trustees may require the submittal of a revised PUD Concept Plan if it is determined that modifications are required to comply with this Resolution.

The applicant states in the Application: “Approval of the Stage 1: Zone Change Amendment Request / PUD Concept Plan for The Brian Manor may be granted subject to such conditions as are deemed necessary to protect the public health, safety, morals, and general welfare of the community. In accordance with the provisions of the Clearcreek Township Zoning Resolution, the Clearcreek Township Zoning Commission and/or Board of Trustees may require the submittal of a revised PUD Concept Plan should it be determined that modifications are necessary to achieve compliance with applicable zoning regulations or to address specific development considerations identified during the

review process. These provisions ensure that the approved PUD Concept Plan remains consistent with the intent of the Clearcreek Township Master Land Use Plan and the standards governing Planned Unit Developments, while preserving the Township's commitment to responsible and well-coordinated growth.

## **ZONING INFORMATION FROM CURRENT ZONING CLASSIFICATION:**

### **CHAPTER 5.75 RESIDENCE ZONE "R-1" REGULATIONS**

**SEC. 5.751** The regulations set forth in this chapter, or set forth elsewhere in the Zoning Code are the zoning regulations for Residence "R-1".

**SEC. 5.752 PERMITTED USES:** A building or lot shall be used only for the following purposes:

- A.** Single family dwellings
- B.** Home occupation, subject to the following conditions in addition to any other applicable standards of use of the applicable zoning district not otherwise permitted herein:
  - 1. Telework or telecommute-based activity shall not be considered as the operation of a home occupation subject to these standards.
  - 2. Home occupations shall be clearly incidental and subordinate to the principal residential use of the property.
  - 3. The use is compatible with other uses, maintains and preserves the character of the neighborhood and does not create a nuisance or detract from the residential function and tranquility.
  - 4. The home occupation shall be conducted within the dwelling.
  - 5. No commercial display of materials, merchandise, or goods shall be allowed to be stored outside of the primary residence.
  - 6. The external appearance and/or use of the structure(s) or lot in which the home occupation is conducted shall not be altered to indicate the presence of the home occupation.
  - 7. No expansion of existing off-street parking shall be permitted. Furthermore, no additional parking burden, due to the home occupation, shall be created.
  - 8. The use does not produce offensive noise, vibration, smoke, dust, odors, lighting, electrical interference, radioactive emission, environmental pollution, or other nuisances.
  - 9. Mechanical and electrical equipment used shall be only that normally used or found in a single-family dwelling; and, when performance rated shall be limited to normally domestic ratings rather than commercial or industrial.
  - 10. Not more than one person, who is not a resident of the premises, may participate in the home occupation as an employee or volunteer.
  - 11. The home occupation shall not serve as a location where multiple employees routinely meet or park prior to going to work off-site. Vehicle and equipment parking shall comply with Section 5.15 of the Clearcreek Township Zoning Resolution.

12. Products from internet based home occupations may be stored temporarily as inventory on the premises, during the normal course of said activity, inside the primary residence.
13. Delivery of materials necessary for a home occupation shall be limited to automobiles, light duty trucks (e.g. typical Fedex or UPS home delivery vans and trucks) or vans. Deliveries by heavy trucks shall be limited to two times per week.
14. Traffic generated by a home occupation shall not exceed the average daily volume normally expected for a residence in a residentially zoned neighborhood, which for the purpose of this section, equals up to ten (10) round trips per day.
15. Certain uses by their very nature, have a pronounced tendency to increase in intensity beyond the limits permitted for home occupations, thereby impairing the reasonable use and value of surrounding residential properties. Therefore, the following are prohibited uses or activities as home occupations:
  - a. Adult entertainment or sexually oriented business.
  - b. Ambulance service.
  - c. Day care (excludes plan "a" as defined in the Ohio Revised Code).
  - d. Health salon, gym or aerobic exercise studio.
  - e. Machine shop.
  - f. Medical and dental clinics and hospitals.
  - g. Motor vehicle towing, storage, and/or salvage business.
  - h. Nursing homes.
  - i. On-site, store front retail as a primary use.
  - j. Parking on, or dispatching from the site, any vehicle used in conjunction with the home occupation not complying with Section 5.15 of the Clearcreek Township Zoning Resolution.
  - k. Printing shop.
  - l. Restaurants or any other eating and/or drinking establishment.
  - m. Short-Term Rental, bed & breakfast, motel, hotel, inn.
  - n. Trucking, hauling, moving, tow truck service, hearse service, limousine, and cab service.
  - o. Undertaking and funeral parlor.
  - p. Uses that require explosives or highly combustible or toxic materials.
  - q. Uses that require fire safety inspections, precautions or permits or other regulatory inspections or permits involving public health and safety.
  - r. Vehicle: sale, service, repair, body work, painting, detailing, upholstery and/or washing.
  - s. Veterinarian with boarding and/or surgical services, or
  - t. Uses similar to the above listed use which would, at the discretion of the zoning inspector, result in nuisance factors as defined by this section. In those instances when the zoning inspector denies an application, or if the zoning inspector is uncertain of the appropriateness of a proposed home occupation, the matter may be appealed to the Board of Zoning Appeals (BZA) for interpretation.
- C. Community fire house, provided.
  1. Front yard, side yard and rear yard requirements for zone are met.
  2. Main building shall be at least minimum residential size.

3. Enough area is set aside for future parking spaces, for a minimum of forty (40) cars, with a parking space provided at any given time for each member of the fire company. If an assembly hall is included in the building, additional parking spaces shall be provided in accordance with **Chapter 16, Zoning Code.**
- D. The sale of household goods, furnishings, clothing, toys, tools and books that have been used by members of the family occupying the premises may be advertised and sold on the premises, provided such sale is not held oftener than every six (6) months, for a period of three (3) days each sale; the items sold were not acquired for the sale.
- E. Publicly owned or operated properties including parks, playgrounds and community centers.
- F. Public forests and nature reserves including the usual buildings therefore.
- G. Private forests and nature reserves, including the usual buildings therefore where parking spaces are limited to ten (10) vehicles.
- H. Model homes: 1. Shall exist within a subdivision. 2. Shall be located along the primary ingress and egress to the subdivision. 3. Shall be declared to the Clearcreek Township Zoning Department prior to the use being established. 4. Shall be eliminated after ninety (90) percent of the parcels within that subdivision are under construction.
- I. A temporary or permanent building for protection from the weather elements shall be required for animals other than for two (2) dogs, which reside on parcels less than five (5) acres. This building shall be established as an accessory, and located in the rear yard and at least eighty-five (85) feet from every property line.
- J. Roadside Farm Market, offering for sale agricultural products of which at least fifty percent (50%) of the gross income received from the market is derived from produce raised on farms owned or operated by the market operator in a normal crop year. Ample off-street or off-road parking space shall be provided to take care of all vehicles visiting the roadside farm market. Parking spaces are limited to ten (10) vehicles. See Chapter 16 and 28.
- K. Accessory buildings defined as either temporary or permanent and uses customarily incidental to any permitted uses, provided the primary use or structure has been established or constructed on the same lot.
- L. Signage in accordance with Chapter 28.

**SEC. 5.7524 CONDITIONAL USES:** The following uses require a conditional use permit (CUP) pursuant to **Section 21.01(F)** of this Resolution.

- A. Schools, public and private, from nursery schools through colleges having curriculum equivalent to public school curricula.
- B. Religious institution, provided buildings shall be at least a minimum residential size.
- C. Hospital and institutions of an educational, religious, charitable or philanthropic nature, provided the site upon which such uses are located shall contain at least five (5) acres and that such buildings shall not occupy over ten percent (10%) of the total site area.

- D. Rest home, nursing home or convalescent home, provided that such buildings shall be located upon a site of five (5) acres or more and shall not occupy more than ten percent (10%) of the total site area.
- E. Cemeteries, provided that any cemetery shall contain an area of twenty (20) acres or more.
- F. Telecommunication tower: In those instances where a telecommunication tower is made subject to this resolution pursuant to section 519.211 Ohio Revised Code (ORC) and as the same may, from time to time, be amended, said telecommunication tower shall be located, erected, constructed, reconstructed, changed, altered, or enlarged in accordance with Section 21.01(F)(2) & Section 22.05 of the zoning resolution.
- G. Farm Based Tourism
- H. Clubs, including country clubs, swimming and tennis clubs, provided that any structures, except fences, shall be at least fifty (50) feet from property lines, and any parking areas necessary to the operation shall be at least two hundred (200) feet from any adjoining residential zone; the setback from street or streets shall be the same as for residences.
- I. Recreation area, not for profit, private or charitable, provided a minimum of thirty (30) acres is used and fenced on all sides.
- J. Private forests and nature reserves, including the usual buildings therefore with parking spaces for more than ten (10) vehicles.
- K. Signage in accordance with Chapter 28.

**SEC. 5.753 HEIGHT REGULATIONS:** No building shall exceed two and one-half (2 1/2) stories or thirty-five (35) feet in height.

**SEC. 5.754 PRINCIPAL STRUCTURE, REQUIRED YARDS FOR LOTS EXCEPT PANHANDLE LOTS:**

- A. There shall be front yard having a depth of not less than fifty (50) feet, provided, however, no front yard depth shall be required to exceed the average of the minimum depths of the existing front yards on the lots adjacent on each side, if each of such lots are within the same block and within one hundred (100) feet of a the building under consideration. If an average can not be mathematically determined based upon the above process, then the zoning inspector shall expand the area under review. The expanded area shall include the front yard setbacks of the building(s) across the street and within one hundred (100) feet of the building under consideration.
- B. For a lot that has frontage on more than one street, the required front yard shall be provided on all streets.
- C. Side yard: There shall be a side yard of ten (10) feet minimum on each side, except for lots with more than one (1) front yard, in which case the minimum side yard shall be ten (10) feet on the side, if any, not fronting on a street.
- D. Rear yard: There shall be a rear yard having a depth of not less than forty (40) feet, except for lots with three (3) front yards, in which case the minimum rear yard shall be ten (10) feet.

**SEC. 5.7545 ACCESSORY STRUCTURE, REQUIRED YARDS FOR LOTS EXCEPT PANHANDLE LOTS:**

- A. Front yard shall conform to 5.754 (A) and 5.754 (B).
- B. Side yard shall conform to 5.754 (C).
- C. Rear yard shall be a minimum of ten (10) feet.

- SEC. 5.755 INTENSITY OF USE:** Every lot or tract, except a panhandle lot, shall have a minimum continuous frontage and width of not less than one hundred (100) feet at any point, except on a cul-de-sac, in which case it shall have a minimum continuous frontage and width at any point of at least fifty (50) feet, and a minimum width of one hundred (100) feet at the minimum building setback line and:
- A.** Lots or parcels proposed as building sites that are connected to a central sanitary sewage system approved by the Warren County Sanitary Engineer and the Ohio Environmental Protection Agency shall contain not less than one half (1/2) acre exclusive of: any road or street right-of-way as shown on the Warren County, Ohio, Official Thoroughfare Plan, waterways, wetlands, one hundred (100) year flood plain, drainage easements other than the required side and rear lot line drainage easements required in the Warren County Subdivision Regulations for a plat, high pressure gas pipeline easements and railroad easements.
  - B.** Lots or parcels proposed as building sites that are not connected to a central sanitary sewage system and are otherwise approved by the Warren County Combined Health District and/or the Ohio Environmental Protection Agency for individual onsite wastewater disposal system shall contain not less than one (1) acre exclusive of: any road or street right-of-way as shown on the Warren County, Ohio, Official Thoroughfare Plan, waterways, wetlands, one hundred (100) year flood plain, drainage easements other than the required side and rear lot line drainage easements required in the Warren County Subdivision Regulations for a plat, high pressure gas pipeline easements, and railroad easements.
  - C.** If a preliminary plat was approved with more restrictive zoning regulations than those in place at the time of the final plat submittal, the least restrictive regulations will be applied at the time of zoning review.
  - D.** The maximum lot depth to width ratio shall be 5:1. This requirement applies to lots less than five acres in size. Panhandle lots regardless of size are exempt.  
**ADVISORY NOTE:** For the residential lots utilizing on-site sewage disposal systems, lots larger than the Zoning Code minimum of one (1) acre may be required by the Warren County Combined Health District contingent on the suitability of soils present on the lot.
- SEC. 5.756 MINIMUM SIZE:** The minimum size of any single family dwelling, exclusive of porches, garages and breezeways, shall be one thousand two hundred fifty (1250) square feet of floor space.
- SEC. 5.757 PANHANDLE LOTS** are permitted subject to the following regulations:
- A.** Panhandle lots shall not be "stacked" one behind the other relative to a street or road.
  - B.** The panhandle portion of the lots shall have a minimum frontage and continuous width of twenty (20) feet and a maximum frontage and width of forty (40) feet.
  - C.** The panhandle portion of the lots shall have a maximum length of five hundred (500) feet.
  - D.** The body of the lot shall have a minimum area of one and one-half (1 1/2) acre exclusive of the panhandle portion of the lot, any road or street right-of-way as shown on the Warren County, Ohio, Official Thoroughfare Plan, waterways, wetlands, one hundred (100) year flood plain, drainage easements, high pressure gas pipeline easements and railroad easements.
  - E.** The body of the lot shall have a minimum width of one hundred twenty five (125) feet and a minimum depth of two hundred (200) feet.
  - F.** All structures shall be built within the body of the panhandle lot.

- G.** The principal structure shall have a minimum front yard of fifty (50) feet, rear yard of fifty (50) feet and a side yard of twenty (20) feet minimum each side.
- H.** Any accessory structure shall have a minimum front yard of fifty (50) feet, rear yard of twenty (20) feet and a side yard of twenty (20) feet minimum each side.