

CLEARCREEK TOWNSHIP BOARD OF ZONING APPEALS

Clearcreek Township Government Center, 7593 Bunnell Hill Rd Springboro, OH 45066

7:00 PM

AGENDA

December 9, 2025

Attendance:

Ask for staff to call roll.

Minutes:

Draft minutes from October 14, 2025

1. Discussion and/or Modifications.
2. Ask for motion _____
3. Ask for a second _____
4. Roll Call

Testimony Oath and Sequence of Events:

Ask individuals that plan to provide testimony to stand, raise right hand and respond to the following:

“Do you swear or affirm that the testimony you are about to give will be the truth, the whole truth and nothing but the truth?”

Continued Hearing(s):

None

Old Business:

None

New Business:

1. Recess the Public Meeting.
2. Open the Public Hearing: Case 25-BZA-001, an application submitted by Kristina Collini Holland (Beard). The property is identified as 3657 Mary Ann Dr. The property is also identified as Lot 51 in the McGill Meadows Section Two subdivision. The property is identified by parcel id 09-33-178-018 and account number 0201316. The property is .50 acres in size. The property is zoned Residence Zone “R-1”. The applicant is requesting a reduction to the southern side yard setback for an above ground pool. The request is for the side yard setback to be eighteen (18) feet and ten (10) inches instead of the required twenty (20) feet from the water’s edge to the property line, which is required in Section 22.01(B) of the Clearcreek Township Zoning Resolution.
3. Does any member need to declare a conflict of interest with this request?
 - a. If No proceed to #4.
 - b. If Yes have the Member identify the conflict to the Board and the Applicant.
 - i. If the Member believes s/he can’t be objective.
 1. Ask the Member to leave the meeting room for the duration of the hearing, discussion and decision.
 - ii. If the Member believes s/he can be objective.
 1. Ask for the BZA for any objections to his participation.
 2. Ask the Applicant for any objections to his participation.
 3. If no objections proceed to #4.
 4. If any objection is raised, ask the Member to leave the meeting room for the duration of the hearing, discussion and decision.
4. Board Members, did you visit the site or are you familiar with the site?
5. Staff, did the applicant submit a complete application?
6. Applicant’s Presentation.
7. Staff Presentation.
8. Proponents’ statements.

9. Opponents' statements.
10. Final Questions/Comments from the audience.
11. Applicant's Rebuttal.
12. Close Public Hearing.
13. Reopen Public Meeting.
14. BZA Discussion.
15. Motion Based on Variance Standards.
16. Ask for staff to call roll for the vote:
 - a. **IF APPROVED:** This is an oral approval of your application. A written notification will be sent to you by certified mail, after the minutes of this meeting have been approved at our next scheduled meeting. You may proceed with the permit process and at your own risk initiate construction while waiting for the written approval. The applicant needs to meet with staff to submit for a zoning permit and pay all applicable fees.
 - b. **IF DENIED:** This is an oral denial of your application. A written notification will be sent to you by certified mail, after the minutes of this meeting have been approved at our next scheduled meeting. From that filing date, you have 30 days to appeal this decision to the Warren County Common Pleas Court.

Adjournment:

1. Ask for motion _____
2. Ask for a second _____
3. Voice Vote