

CLEARCREEK TOWNSHIP BOARD OF ZONING APPEALS

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

7:00 PM

AGENDA

September 8, 2026

Attendance:

Ask for staff to call roll.

Minutes:

Draft minutes from August 11, 2026

1. Discussion and/or Modifications.
2. Ask for motion _____
3. Ask for a second _____
4. Voice Vote (All in Favor, All Opposed)

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

Public Hearing(s):

1. Recess the Public Meeting.
2. Open the Public Hearing: Case 26-BZA-003 a Conditional Use Permit Request submitted by Josh Lilies, Apex Engineering agent for Omesh Properties LLC. The request is for approval of a Drive Through Facility. Clearcreek Township Zoning Resolution Section 9.025(A) requires a Drive Through Facility to be reviewed as a Conditional Use Permit request pursuant to Section 21.01 (F). The property is identified as 0 Route 48, parcel number 05-27-451-008, account 0143685 and 1.6081 acres in size. The parcel is located in Section 27, Town 3 and Range 5 in Clearcreek Township. The property is zoned Neighborhood Business Zone “B-1”.
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. Does the applicant need to declare a conflict of interest with any member of the Board of Zoning Appeals or object to any member participating in the decision making process for this case?
 - a. If No proceed to #5.
 - b. If Yes, the Applicant identify the conflict with the Board of Zoning Appeals Member.
5. Board Members, did you visit the site or are you familiar with the site?
6. Staff, did the applicant submit a complete application?
7. Applicant’s Presentation.
8. Staff Presentation.
9. Proponents’ statements.

10. Opponents' statements.
11. Final Questions/Comments from the audience.
12. Applicant's Rebuttal.
13. Close Public Hearing.
14. Reopen Public Meeting.
15. BZA Discussion.
16. Motion Based on Conditional Use Permit Standards.
17. 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.

Old Business:

Status update on 4007 Utica Road, Case 16-BZA-007

New Business:

None

Adjournment:

1. Ask for motion _____
2. Ask for a second _____
3. Voice Vote (All in Favor, All Opposed)