

MINUTES
CLEARCREEK TOWNSHIP ZONING COMMISSION
October 6, 2025

Attendance:

Chairperson Edelman called the meeting to order. The following Commissioners were present: John Edelman, Bill Haynes, Dennis Pickett, Mike Smith and Stacey Tipler. Staff member Jeff Palmer was present. The following members of the public were present: Fred Dye, Mike & Kelly Schellhouse, Andrew Gunlock, Spencer Marshall, John Bayer, Collin Morgan, Brandon Kaiser, Bruce & Jill Camealy, Jean Dahdah, L Faessler, Evan Wall, Andrew Freeman, Michael Johnson, Peter Ford, Angela Blair, Diane Alspaugh, Jack Catatuzaro, Alan & Paula Kercher, Steve Gabbard, David Marshall, Nancy Siudzinski, Cindy Hunsaker.

Minutes:

Mr. Edelman asked for discussion on the minutes from the meeting on September 8, 2025. Ms. Tipler moved to approve the minutes; Mr. Haynes seconded the motion. All were found to be in favor of the motion.

Public Hearing:

None

Public Meeting:

R-PUD Stage 2 request submitted by Springboro Development Co LLC, agent for property owners: Rhonda Brunk, Ryan Brunk, Renee Adams (Brunk), Regan Brunk, Duane Brunk, Sharon Brunk and Karen Weist. The request is to review materials provided for the R-PUD Stage 2 submittal for Clearcreek Heights Preliminary Site Plan. This parcel is a total of 100.296 acres. The parcel is identified as 1176 State Route 73, parcel number 04-07-200-004, and account 0612135. The request is located in Section 7, Town 2, and Range 5 in Clearcreek Township.

Staff Report: Mr. Palmer outlined the request.

Applicant's Presentation: Mr. John Bayer engineer for the project presented the request.

Proponents:

David Marshall 3527 Ferry Rd Bellbrook

Opponents:

Jean Dahdah 125 N. Hills BLVD
Mike Johnson 277 Triple Crown Ct
Steve Gabbard 325 N. Hills BLVD

Applicant's Rebuttal: Mr. Brandon Kaiser and Mr. John Bayer provided a rebuttal.

The Zoning Commission discussed the merits of the R-PUD Stage 2 request, Warren County Regional Planning Commission's Recommendation and the draft staff conditions for approval.

Ms. Tipler moved to APPROVE the twenty-two (22) updated staff conditions based upon comments from the public and the developer.

1. All plans and proposals of the applicant shall be made conditions of approval, unless modified by one of the following conditions.

2. Compliance with the Clearcreek Township Zoning Code, Clearcreek Township Trustees Resolution 5589 (PUD Stage 1), and the Warren County Subdivision Regulations.
3. Compliance with the requirements of the Warren County Engineer's Office and the City of Springboro for access to State Route 73. The City of Springboro shall determine if a traffic impact analysis is required and the timing of the traffic impact analysis. Any road improvements deemed necessary shall be installed by the developer.
4. Water and wastewater facilities shall comply with the City of Springboro or other applicable utility providers standards. Any improvements deemed necessary by the utility provider shall be installed by the developer.
5. Compliance with the Warren County Soil and Water Conservation District (SWCD) Erosion and Sediment Control Plan requirements. An Earth Disturbing Permit and Environment Assessment shall be done and approved by SWCD prior to Final Plat.
6. The proposed stormwater management system, inclusive of all storm sewers, basins, and other devices, shall be designed and constructed in accordance with the standards and regulations of the Warren County Engineer's Office.
7. The Stage 2 Preliminary PUD Narrative and Site Plan (sheets 1-24) submitted August 25, 2025 and the updated Stage 2 Preliminary PUD Narrative and Site Plan (sheets 1-24) shall serve as the referenced approval documents unless otherwise modified through these conditions or an updated reference document has been submitted to replace specific items.
8. The August 25, 2025 submittal depicts a two (2) phase development. The applicant orally requested a three (3) phase development on October 6, 2025 with the final phase containing twenty-four (24) lots. If the applicant desires to increase the number of phases, an updated phasing plan will need to be submitted prior to the Stage 2 PUD Trustee meeting, so that the lot count for the installation of road connections and the installation of amenities as outlined below can be reviewed and updated to remain achievable.
9. A Homeowners Association (HOA) shall be established for management and maintenance, but not limited to common open space, stormwater management, trails, paths, postal mailbox units, and any other community amenities. All amenities of the community shall be completed before the platting of the 99th residential lot.
10. The first Final Plat shall include a stub street connection to Steeplechase Drive and shall occur prior to Final Plat approval for the 50th residential lot.
11. All stub streets shall be built to the property line or connect to an existing roadway prior to the Final Plat approval of the 114th residential lot.
12. The road cross-section, including sidewalks for Steeplechase Drive within Richard's Run Subdivision, and the road cross-section, including sidewalks for North Hills Boulevard within the North Hills of Stone Ridge Subdivision, continue within the Clearcreek Heights Subdivision to the next intersection.
13. Compliance with all other local, state, and federal regulations.
14. An inground swimming pool is the only type of accessory structure allowed for residential lots in this PUD.
15. The minimum width for all lots (95', 105') will be measured at the minimum front yard setback.
16. The panhandle lot will be reclassified as an irregular lot. This lot will conform to the minimum lot geometrics and setbacks as found on the updated Stage 2 Preliminary PUD Site Plan (sheets 3, 5) received October 6, 2025.
17. Per the City of Springboro September 18, 2025 comments:
 - a. Provide 30' wide sanitary sewer easement throughout subdivision (centered on sewer main).

- b. Public sanitary sewer and water main design per city of Springboro specifications.
 - c. Provide traffic impact study and improvements to be completed per study/city recommendations.
 - d. Provide right of way dedication along the frontage of SR 73 per city requirements.
18. The following minimum architectural standards shall be required for the PUD:
- a. Materials: all exterior building materials will be natural, including brick, stone and Hardie board.
 - b. Minimum square footage: 1,800 sq. ft. of livable space.
 - c. While the majority of the homes are built to order—allowing buyers to choose specific elevations—the developer will maintain a non-repetition policy within the community to ensure that no two (2) similar homes are built side by side.
19. A streetscape buffer shall be required along the southern boundary of the PUD that is coincident with SR 73 road right-of-way (ROW).
- a. This buffer shall be located outside of the ROW and recorded utility easements.
 - b. The applicant shall provide a detailed streetscape buffer (trees and earth mounds) as part of the Stage 3 PUD application.
 - c. The streetscape buffer standard shall be Clearcreek Township Zoning Resolution Section 17.06(c) Option 2.
 - i. This standard shall be used to determine the vegetation requirements/credit for each buffer area.
 - ii. This standard requires four (4) trees per every 100' of parcel length.
 - 1. Minimum tree size is 1 ½" diameter for deciduous trees.
 - 2. Minimum tree size of 4' in height for evergreen trees.
20. Perimeter buffers shall be required along the western, eastern and northern boundaries of the PUD.
- a. The applicant shall provide a detailed perimeter buffer plan as part of the Stage 3 PUD application.
 - i. Trees shall be identified as existing or proposed.
 - ii. Species of trees shall be identified.
 - iii. The diameter of all deciduous trees shall be identified.
 - iv. The height of all evergreen trees shall be identified.
 - v. The location of the trees shall be identified.
 - b. The perimeter buffer standard shall be Clearcreek Township Zoning Resolution Section 17.06(d) Option 4.
 - i. This standard shall be used to determine the vegetation requirements/credit for each buffer area.
 - ii. This standard requires seven (7) trees and thirty-three (33) shrubs per every 100' of parcel length.
 - iii. Existing tree credit is measured forty-eight (48) inches from grade, a minimum of fifteen (15) inches of tree width is required per every 100' of parcel length.
 - 1. This credit can be in a single or multiple trees.
 - 2. The minimum credit starting size is 1 ½" diameter.
21. The following amenities are planned for this PUD:
- a. A minimum of 32.008 acres of open space is required for this PUD (31.359 acres out of row, .649 acres in ROW)
 - b. Open space lot 1:
 - i. Perimeter buffer, see condition 20 above.

- ii. Streetscape buffer:
 - 1. Landscape as depicted on Stage 2 Preliminary PUD Site Plan sheets 22 & 24.
 - 2. The applicant shall provide details for the earth mound(s) as well as any update to the location of the buffer as part of the Stage 3 PUD application.
 - iii. Pond with fountain:
 - 1. Spillway information and fountain shall be submitted as part of the Stage 3 PUD application.
 - iv. Ground Sign:
 - 1. Maximum of one (1) sign.
 - 2. Maximum height of 10'.
 - 3. Minimum setback from ROW 10'.
 - 4. Maximum sign face of 32 sq. ft.
- c. Open space lot 2:
 - i. Perimeter buffer, condition 20 above.
 - ii. Streetscape buffer:
 - 1. Landscape as depicted on Stage 2 Preliminary PUD Site Plan sheets 22 & 24.
 - 2. The applicant shall provide details for the earth mound(s) as well as any update to the location of the buffer as part of the Stage 3 application.
 - iii. Pond with fountain:
 - 1. Spillway information and fountain shall be submitted as part of the Stage 3 PUD application.
 - iv. Ground Sign:
 - 1. Maximum of one (1) sign.
 - 2. Maximum height of 10'.
 - 3. Minimum setback from ROW 10'.
 - 4. Maximum sign face of 32 sq. ft.
- d. Open space lot 3:
 - i. Landscape as found on the updated Stage 2 Preliminary PUD Site Plan (sheet 24) received October 6, 2025.
- e. Open space lot 4:
 - i. Perimeter buffer, condition 20 above.
 - ii. Ponds with fountains:
 - 1. Spillway information and fountain shall be submitted as part of the Stage 3 PUD application.
- f. Open space lot 5:
 - i. Perimeter buffer, condition 20 above.
- g. Open space lot 6:
 - i. Five (5) foot wide serpentine sidewalk that connects streets "B" & "C"
 - ii. Landscape as depicted on stage 2 preliminary PUD Site Plan sheets 23 & 24.
- h. Open space lot 7:
 - i. Clock tower focal point
 - 1. Specifications for the clock tower shall be submitted as part of the Stage 3 PUD application.
 - ii. Landscape shall exclude trees.
- i. Open space lot 8:

- i. Landscape as found on the updated Stage 2 Preliminary PUD Site Plan (sheets 23, 24) received October 6, 2025.
22. The Zoning Commission recognizes the request on behalf David Marshall engineer for the Gunlock property, to have a sanitary sewer easement extended to the property line at a location and depth that will allow the sewer to service a future subdivision. The Zoning Commission requests the applicant, and his engineers meet with Mr. Randy Gunlock and his engineers to discuss the request and come to an agreement that can be shown on an updated drawing that will be submitted for the file, prior to the Stage 2 PUD Trustee meeting.

Mr. Pickett seconded the motion.

Upon a roll call, the following resulted:

Mr. Edelmann – Yea
Mr. Haynes – Yea
Mr. Pickett – Yea
Mr. Smith – Yea
Ms. Tipler – Yea

The motion passed.

Old Business:

None

New Business:

None

Adjournment:

With no additional business to discuss, Mr. Pickett moved to adjourn the meeting, Ms. Tipler seconded the motion. All were found to be in favor of the motion.

Prepared by
Jeffrey Palmer
Secretary