

Monclova Township Board of Zoning Appeals
Meeting Room – 4335 Albon Road
Tuesday, October 13, 2026 5:30 PM

(One day delayed due to Holiday)

Please turn off cell phones or place on vibrate during this public meeting.

Township meetings are recorded.
Please refrain from private conversation during the meeting
as recording equipment can be sensitive.

Member	End of Term (5-yr)	2 consecutive terms
Doug Stanton, Chair	February 21, 2029	Second Term
Darrel Limes, Vice Chair	February 21, 2030	Second Term
Michelle Ross	February 21, 2031	Second Term
Keith Stewart	February 21, 2028	First Term
Jeffrey Ballmer	February 21, 2027	Second Term

- I. Chair opens the meeting and states the date for our audio record
- II. Pledge of Allegiance to the Flag
- III. Roll call of members
- IV. Chair calls for motion regarding minutes: Move to suspend reading of the June 8, 2026 meeting minutes and approve as submitted by the recording secretary. *Or recommend corrections, and then move to approve with noted modification. Reminder: Need not be present at this past meeting to participate in the vote.*
- V. Public Hearings:
 - 1) A variance to Section 9.2B of the Monclova Township Zoning Resolution to allow an accessory building in front of the house; Subject Location: 3545 S. Crissey Road; Applicant: P. Clegg
 - 2) A variance to Section 4.15 of the Monclova Township Zoning Resolution. Variance request of 18.65 ft from required setback of 100 ft from centerline of Albon Road (81.35 ft proposed setback) to accommodate an addition to the fire station. Subject Location: 4395 Albon Road; Applicant: Monclova Township; Agent: Fire Chief M. Homik
- VI. Adjournment

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3 Monclova Township Board of Zoning Appeals

4 Summary for May 11, 2026
5

6 The meeting commenced with the Pledge of Allegiance to the Flag at 5:30 PM.

7 **Roll Call:**

8 Present: Board Member Ross, Board Member Ballmer, Board Member Stewart

9 Staff Members Present: Zoning Administrator Eric Wagner and Recording Secretary/Support
10 Staff Kathleen Stewart Kuns

11 As Chair and Vice-Chair are absent from the meeting, Ballmer moved to name Keith Stewart as
12 Chair Pro Tem for this evening's meeting. Seconded by Ross.

13 Yes: Ross, Ballmer, Stewart

14 **Record of Proceedings:**

15 MOTION: Ballmer moved to approve the May 11, 2026 minutes as submitted by Recording
16 Secretary.

17 SECOND: Ross

18 Yes: Ross, Ballmer, Stewart

19 **Public Hearing:**

20 Public hearing to consider a variance to Section 9.2A of the Monclova Township Zoning
21 Resolution of 14'4" from the required 15' main structure setback to accommodate an accessory
22 building (gazebo); Subject Location: 7121 Harvester Road; Applicant: Paul Munn.

23 Zoning Administrator Wagner was called upon to review the case. Wagner commented on the
24 fact that the closest point will be 8" from the house. Packet includes plans for the gazebo.

25 Paul Munn was sworn and stated the following: Patio is too hot to utilize. Patio umbrella does
26 not keep appropriate position when sun is moving. Gazebo will accommodate large family.
27 Considered installing per code, but not enough room to install gazebo with footprint of house on
28 plot. If placed 15' away it would be in backyard and thus not provide shade for the patio.

29 Ross inquired about vendor for construction. Received confirmation that it is a pre-made kit.

1 Munn noted that the gazebo is designed to stand up to winds and snow load. The design fits in
2 well with rustic theme of Olde Farm subdivision.

3 There being no further testimony before the Board, Ballmer moved to close that portion of the
4 hearing that accepts testimony. Stewart seconded the motion.

5 Yes: Ross, Stewart, Ballmer

6 Ballmer stated the following:

7 Section 9.2A of the Monclova Township Zoning Resolution states that “no accessory building
8 shall exceed 35 feet in height” and “all accessory buildings shall be 15 feet from the main
9 dwelling and outside of utility easements.”

10 Finding of Facts:

11 There is no definition of a gazebo in Section 17 of the Zoning Code. From Google, a gazebo is a
12 “freestanding outdoor pavilion with a solid roof and open sides.” There is also no definition for
13 pavilion in Section 17. Google describes pavilion as an “open, freestanding structure with a roof,
14 often supported by columns or posts.”

15
16 Accessory building definition in Section 17 is read as follows: A detached subordinate building,
17 the use of which is clearly incidental to that of the main building or the use of the land.

18 Building definition in Section 17 is as follows: A structure having a roof supported by columns
19 or walls for the shelter, support, or enclosure of persons, animals, property, or chattels.

20 Structure definition in Section 17 is as follows: Anything constructed, erected, or placed on the
21 land or attached to something having a permanent location on the land. This includes and is not
22 limited to buildings, walls, fences, advertising, and billboards.

23
24 The house behind 7121 Harvester Ln., which is 7247 Herdsmen, has a gazebo near the rear of the
25 house by the pool area.

26 Ballmer continued, noting that Section 16.2C allows for variances that will not be contrary to the
27 public interest by meeting certain criteria.

28 1. There are unique physical circumstances. The gazebo would be located off the existing patio
29 and within the required rear yard.

30 2. There is no possibility that the property can be developed in strict conformity.

31 3. Such unnecessary hardship has not been created by the applicant.

32 4. The variance, if authorized, will not alter the essential character of the neighborhood or district
33 in which the property is located.

34 5. The variance, if authorized, will represent the minimum variance that will afford relief.

35
36 Ballmer moved to approve a variance of 14’4” from the required. 15 feet setback from the main
37 dwelling to accommodate an accessory building (gazebo) at 7121 Harvester Rd.

38 Seconded by Ross.

39 Yes: Ross, Stewart, Ballmer

40 **Adjournment:**

1 MOTION: Stewart moved to adjourn.

2 SECOND: Ross

3 Yes: Ross, Ballmer, Stewart

4 Motion unanimously passed.

5 Respectfully Submitted:

6 Kathleen Stewart Kuns, Recording Secretary

7 Accepted by:

8 _____

9 Doug Stanton

Darrel Limes

10

11 _____

12 Michelle Hudson Ross

Jeff Ballmer

13

14 _____

15 Keith Stewart

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17 Roll calls taken in random order. Official minutes will display signatures. This meeting was electronically recorded. Audio is available at
18 monclovatwp.org during that same calendar year. Also on file in the Office of the Fiscal Officer in accordance with the township's Records
19 Retention Schedule.

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PROCEDURE FOR PUBLIC HEARING

1. Chair calls the meeting to order; states date (Tuesday, October 13, 2026)
2. A Roll Call is taken to determine the presence of a quorum
3. Ask for a motion regarding the minutes that are before the Board.
Member: *Move to suspend the reading of the September 8th meeting and approve the minutes as submitted by the Recording Secretary.*
4. Chair: To commence the hearing, *I ask Zoning Administrator Wagner to give a summary of the request.*
5. Ask the applicants or their representative to come forward to the podium to be sworn in and to give testimony.
6. Chair: *Do you swear that the testimony you are about to give is the truth?"*
Attorneys have already taken an oath to uphold the Constitution and the law and to be faithful to their clients, therefore they do not necessarily need to be sworn in, but Chair may note their oath as part of public interest. It is up to the Chair to swear in an attorney or not.
7. Chair: *State your name and address and then proceed with your testimony*
8. Entertain questions from board members.
9. Applicant / Agent may be seated.
10. Chair: *If there are no other question from the Board, I'll entertain a motion regarding public testimony.*
11. Member: *Move to close that portion of the hearing that accepts public testimony.*
12. Chair or Member, if desired: *Move to recess to deliberate.* (Chair can entertain a motion to do so or simply announce that the Board is deliberating in private, which it is authorized by the State of Ohio to do.)
13. Return to regular session, and by motion and majority vote, grant or deny the appeal.
(Reminder on options for motions: A motion can be made in the affirmative and voted upon either yes or no; a motion can be made with conditions)

The **motion must reference the Zoning Resolution and the Finding of Facts** (the reason why the request is being granted or not granted based on the Zoning Resolution requirements); e.g.:

Under Section 16.2.C variances, there are two of the five criteria that we look at:

16.2.C(4) - the requested variance, if authorized, will not alter essential character of the neighborhood or district; and

16.2.C(5) - that the requested variance, if authorized, will represent the minimum variance this will afford relief.

14. Chair-Ask for roll call.
- 15. Repeat with second hearing.**
16. Motion to Adjourn.