

**Monclova Township Board of Zoning Appeals**  
**Meeting Room – 4335 Albon Road**  
**Monday, July 8, 2024 5:30 PM**

*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.*

<b>Member</b> <i>(alphabetical order)</i>	<b>End of Term (5-yr)</b>	<b>2 consecutive terms</b>
Jeffrey Ballmer	February 21, 2027	Second Term
Darrel Limes	February 21, 2025	First Term
Michelle Ross	February 21, 2026	First Term
Doug Stanton	February 21, 2029	Second Term
Keith Stewart, Chair	February 21, 2028	First 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. Motion to suspend reading of the June 10, 2024 meeting minutes; approve as submitted by the recording secretary. *Reminder: Need not be present at this past meeting to participate in the vote.*
- V. Request for variance to section 4.5D Development Standards of the Zoning Resolution.  
  
Property owner is requesting 3'5" variance from the required 10' side yard setback at 7875 North Woodbridge; Applicant: Richard and Ruth Wray.
- VI. Adjournment

Monclova Township Board of Zoning Appeals

Summary for June 10, 2024

The meeting commenced with the Pledge of Allegiance to the Flag at 5:30 PM led by Chair Keith Stewart.

**Roll Call:**

Present: Board Member Stanton, Board Member Limes, Board Member Ballmer, Board Member Ross, Board Member Stewart

Absent: None

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

**Record of Proceedings:**

MOTION: Stewart moved to approve the March 11, 2024 minutes as submitted by Recording Secretary.

SECOND: Stanton

Yes: Board Member Stanton, Board Member Limes Board Member Ballmer, Board Member Ross, Board Member Stewart

**Public Hearing:**

Public hearing to consider-a variance of seven feet to Section 9.15A of the Monclova Township Zoning Resolution to accommodate a swimming pool at 3952 Timber Valley Drive; Applicant: Rosa; Agent: Mossing Pools.

Chair Keith Stewart commenced the hearing. Zoning Administrator Eric Wagner gave a brief review of the request. Comments included information on proposed pool that will interfere with addition. Large easement infringes on placement of pool.

Luke Mossing, Metamora Ohio, was sworn in as agent for the applicant. Mossing gave details on the six-foot infringement.

Stanton believed the request is actually a variance for the pool, as well as a variance for the covered porch. Stanton received verification that the porch is attached to the house. So pool has to sit back 10 feet – which would place it in the easement. If porch was not attached, then it would need to be 15 feet away from the house. Either way, would need a variance.

Stewart asked if the owners wanted to speak.

Jason Rosa, Timber Valley Drive, gave details for the request. Pool would still be behind the house. Will be secluded. Will not violate the 25 feet. Neighbor who is behind the Rosa residence is in agreement to the request, and in fact has agreed to have the equipment come through his property.

Limes received clarification on the placement.

Stanton asked about dimensions that were submitted. Couldn't validate the seven feet. Believes in is nine feet.

Section 9.15A does not permit pools in the requested location; needs to be behind the home, but in addition to that, if approved would be placed in the easement.

Proposed covered porch becomes part of the house because it is attached.

Discussion on drainage encroachment.

Ballmer commented on Finding of Facts:

- 1) Section 9.15A does not permit pools to be in front or side yards but needs to be behind the rear of the house.
- 2) The proposed covered porch is attached to the house and becomes part of the structure and per Section 9.15A the pool would have to be placed beyond the rear line of the proposed covered porch.
- 3) In placing the pool beyond the rear line of the proposed covered porch, the pool would encroach into the utility and drainage easement.

Ballmer noted the following under Section 16.2.C, Variance:

- 1) There are five unique physical circumstances or conditions
- 2) The property cannot be developed in strict conformity. Both #1 and 2 are due to the utility and drainage easement which limits the development.
- 3) The unnecessary hardship has not been created by the applicant.
- 4) The variance, if authorized, will not alter the essential character of the neighborhood or district.
- 5) The variance, if authorized, will represent the minimum variance that will afford relief.

Ballmer moved, Stanton seconded, to approve a variance up to nine feet of setback from the rear of the house to allow an inground pool to be constructed at 3952 Timber Valley Drive.

Yes: Stanton, Limes, Ballmer, Ross, Stewart

**Adjournment:**

MOTION: Stewart moved to adjourn.

SECOND: Ross

Yes: Stanton, Limes, Ballmer, Ross, Stewart

Respectfully Submitted:

Kathleen Stewart Kuns, Recording Secretary

Accepted by:

\_\_\_\_\_  
Keith Stewart

\_\_\_\_\_  
Michelle Hudson Ross

\_\_\_\_\_  
Doug Stanton

\_\_\_\_\_  
Jeff Ballmer

\_\_\_\_\_  
Darrel Limes

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

## MONCLOVA TOWNSHIP BOARD OF ZONING APPEALS

1. Convene meeting (Vice-Chair)  
*i.e.: I now call the meeting of the Monclova Township Board of Zoning Appeals to order. Today is Monday, July 8th, 2024. Please stand with me and state the Pledge of Allegiance.*
2. Chair asks for roll call of members by Support Staff
3. Chair calls for a motion regarding past meeting minutes.  
*I move to dispense with the reading of the minutes and approve the minutes of June 10, 2024 as submitted by the Recording Secretary. [Or you may amend the minutes and approve as amended.]*
4. Chair commences Public Hearing *and states case name (see agenda)*
5. Chair recognizes Zoning Administrator & calls for summary of request; history of property.
6. Swearing in of witnesses (Chair) [Individually as each comes up or en masse.] Chair may also comment to the public that ‘Rules for Public Hearing’ are on the back side of tonight’s agenda.

Chair: *Please come to the podium to be sworn in or if a group swearing in, ask them to stand; Chair: Raise your right hand.*

*Do you swear that the testimony you are about to give before this Board is the truth so help you God?*

For each person who comes forward, Chair directs the following: *State you name and address for the record and proceed to give your testimony.*

7. Testimony from applicant or agent
8. Testimony of those of those in favor of the change.
9. Testimony of those opposed. Chair maintains order and asks attendees to refrain from clapping, if such activity is occurring. Public does not directly ask questions of the applicant. He or she may ask questions of the Board.
10. It is within the right of the Board to stop duplicitous testimony.
11. Chair calls for a motion to close public testimony.



*I move to close that portion of the Public Hearing that accepts public testimony; Second.*

12. Discussion and Deliberation by Board.

The Board may or may not choose to move into Private Deliberations for the purposes of considering the case. Courts have determined that the Board of Zoning Appeals performs a “quasi-judicial” function and therefore are not “meetings” for purposes of O.R.C. 121.22. The Board of Zoning Appeals may adjourn into Private Deliberations to deliberate as supported by Opinion 2000-035 of the Ohio Attorney General.

If Executive Session was had: *Move to return to General Session; Second.*

13. Chair calls for Discussion. This is the members’ opportunity to state facts relative to their impending vote. This will be the basis for your required “Finding of Facts.”

14. Chair calls for a motion regarding the case before the Board.

*For example - I move to approve this request as submitted (or make changes); Second.*

15. Chair calls for further discussion and/or roll call of members.

16. Upon discussion, or if there is none, Chair calls upon the Recording Secretary to take Roll.

17. Second case is heard with same protocol as the first.

18. If there is no further business, Chair calls for adjournment.

*Move to adjourn; second.*

## **MONCLOVA TOWNSHIP**

INTER-OFFICE

MEMO

**To:** Board of Zoning Appeals  
**Cc:** Kathleen Kuns  
**From:** Eric Wagner  
**Date:** 6/27/24  
**Re:** Request for a variance at 7875 North Woodbridge Rd.

Richard and Ruth Wray are asking for a variance three feet five inches from the required 10' side yard setback for an attached storage area to store garbage cans and other small items. The addition would be 3.5'x 12' for a total of 42' square feet. It would match the look of the house and would have a wooden floor with no permanent foundation. The addition was partially constructed as the owner did not realize that they needed a zoning certificate when their contractor started the project. They have stopped construction of the project.

The applicant has provided a site plan and plans for the structure as well as photographs of the partially completed structure.



# Monclova Township Zoning

4335 Albon Road Monclova Ohio 43542

419-865-7857 FAX 419-865-8481

[www.monclovatwp.org](http://www.monclovatwp.org)

June 27, 2024

Scott Bockelman  
Captain, Fire Prevention Bureau  
4395 Albon Rd.  
Monclova, Ohio 43542

REF: Request for a variance at 7875 North Woodbridge Rd.

Dear Captain Bockelman,

Richard and Ruth Wray are asking for a variance three feet five inches from the required 10' side yard setback for an attached storage area to store garbage cans and other small items. The addition would be 3.5' x 12' for a total of 42' square feet. It would match the look of the house and would have a wooden floor with no permanent foundation. The addition was partially constructed as the owner did not realize that they needed a zoning certificate when their contractor started the project. They have stopped construction of the project.

The applicant has provided a site plan and plans for the structure as well as photographs of the partially completed structure.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Wagner".

Eric Wagner  
Zoning Administrator  
Monclova Township



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Monclova Ohio 43542

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June 27, 2024

Mr. Doug Holland  
Monclova Township Maintenance Supervisor  
4650 Keener Rd.  
Monclova, Ohio 43542

REF: Request for a variance at 7875 North Woodbridge Rd

Dear Mr. Holland,

Richard and Ruth Wray are asking for a variance three feet five inches from the required 10' side yard setback for an attached storage area to store garbage cans and other small items. The addition would be 3.5'x 12' for a total of 42' square feet. It would match the look of the house and would have a wooden floor with no permanent foundation. The addition was partially constructed as the owner did not realize that they needed a zoning certificate when their contractor started the project. They have stopped construction of the project.

The applicant has provided a site plan and plans for the structure as well as photographs of the partially completed structure.

Again, thank you for your review of this project. Your comments are appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Wagner". The signature is stylized with a large, sweeping "E" and a long, horizontal stroke at the end.

Eric Wagner  
Zoning Administrator  
Monclova Township



Auditor **Property Search** County Website Contact Us

Address Owner Parcel Number Assessor # Advanced County Map Multi-Year Search

## Summary

## Map

## Pictometry

## Transfers

## Values

## Residential Attributes

## Commercial Attributes

## Outbuildings

## Land

## Remarks &amp; Splits

## Parcel Projects

## Current Taxes

## Tax Distribution

## By Fund

## By Fund &amp; Levy

## Prior Taxes

## Special Assessments

## Payments

## Levy Estimator

## Prior Specials

## Pro # Inquiry

## CAUV

## Agriculture

## Forest

## Mylar Tax Map

## Photos

## Sketch

Manufactured Home  
(MH\_OH)Manufactured Home  
(MH\_EQ)

## Rental Registration

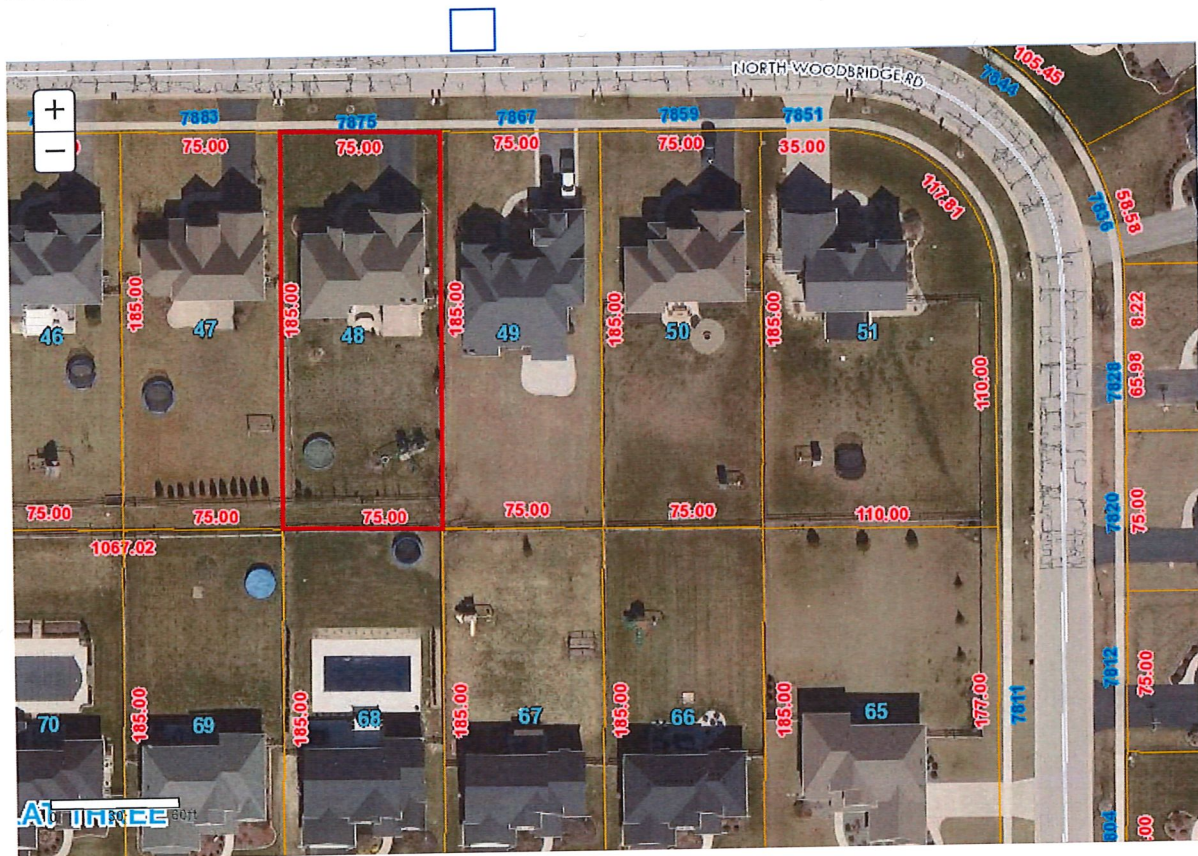
## BOR/Appeals

PARCEL ID: 3890061

MARKET AREA: 2712R

WRAY RICHARD T &amp; RUTH

TAX YEAR: 2024



## MONCLOVA TOWNSHIP ZONING

### APPEAL APPLICATION

Date: 6/17/2024

APPLICANT Name:

Richard & Ruth Wray

Agent: \_\_\_\_\_

Address: 7875 North Woodbridge

Monclova, OH 43542

I or we, the undersigned, owners of the following described property, do hereby request appeal of the following action/order:

Requesting further review of denied permit for attached side shed on left elevation of house, located next to garage. Side shed dimensions 3'.5"D x 12'L x 5'H, all siding and roof to match house. The attached site plans shows proposed side shed with existing house. Builder did not obtain permit prior to building structure currently attached to our house. Builder states the structure does not have permanent base (wood floor only) and is less than 100sq.ft., therefore permit is not required. However, a concerned neighbor down the road called Monclova Township to verify this information which stopped construction mid-build. Pictures of the structure are attached. Please note, our AC unit and pool equipment which sit on concrete slabs extend beyond the diameter of the requested side shed.

Multiple side sheds have been built within our neighborhood, so we did not question the need for a permit. We understand a variance or exception is needed in order to finish the structure. At this time, we are asking for review and approval to proceed with the side shed for address 7875 North Woodbridge Rd, Monclova.

Corrective Action Proposed: \_\_\_\_\_

Appellant: \_\_\_\_\_

*Ruth Wray*

Date: 6/17/2024

Accepted by and filed with the Board of Zoning Appeals:

*[Signature]*

Date: 6-18-24

# SITE PLAN

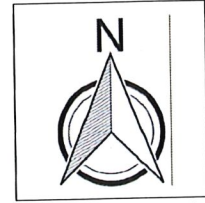
7875 N Woodbridge Rd

Monclova, OH 43542

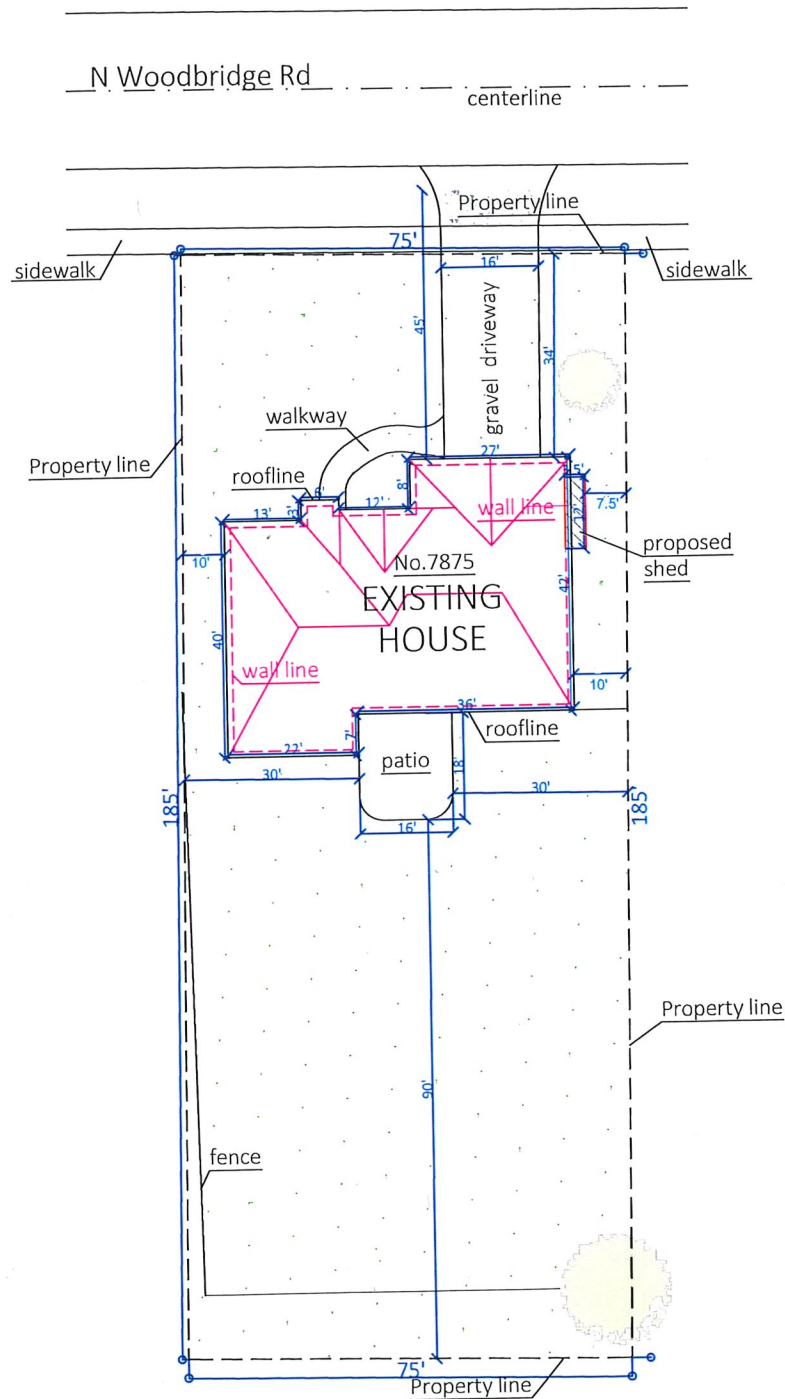
Parcel ID: 38-90061

Lot area: 0.32 Acres

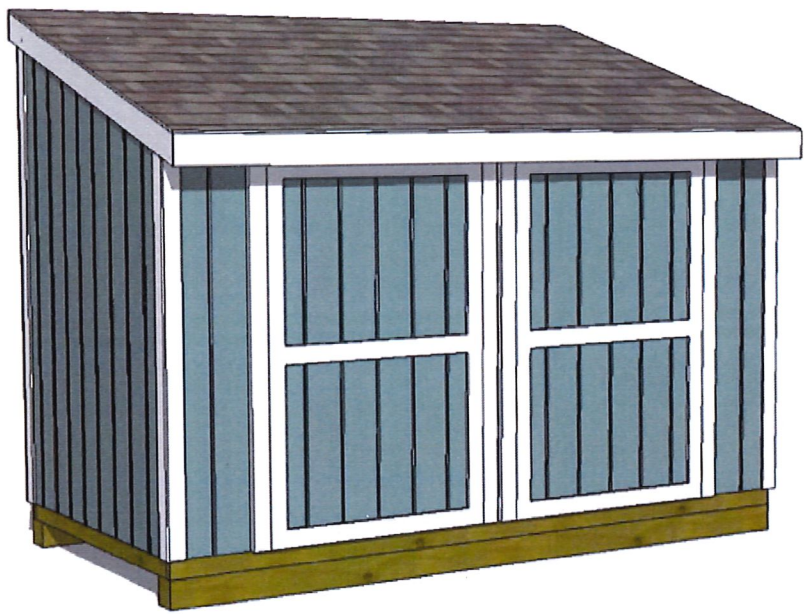
Paper Size: 11"x17"



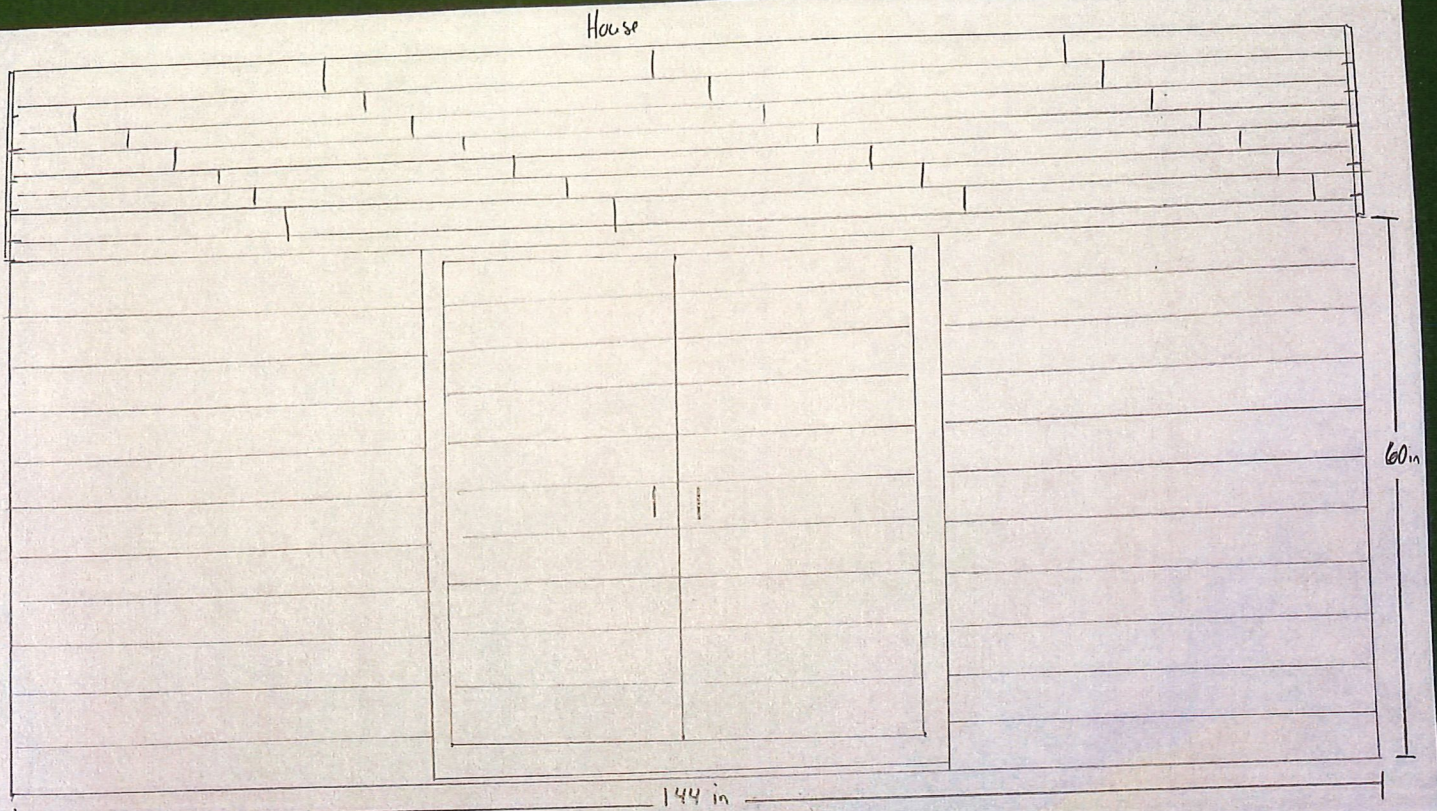
scale 1"=20'



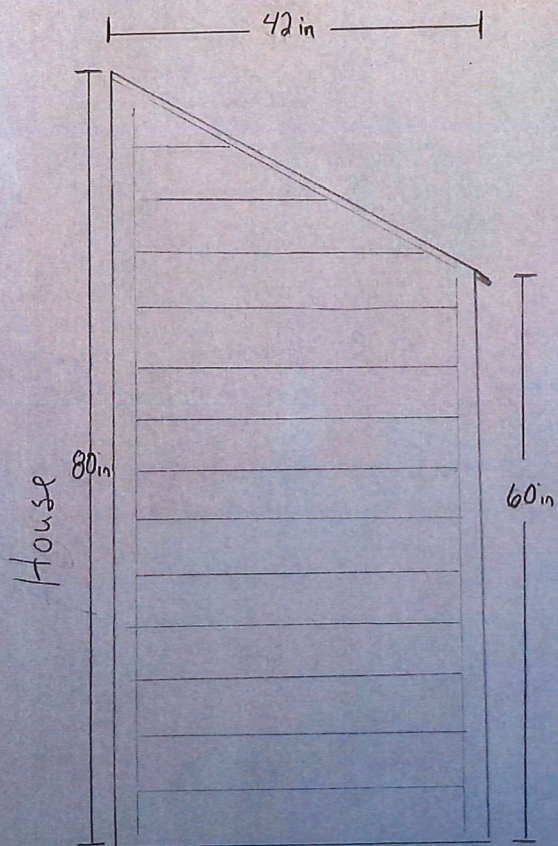








(Front View)



(Side view)

