

**West Chester Township
Board of Zoning Appeals
Detailed Meeting Minutes – November 10, 2025**

MEMBERS PRESENT:

Mr. Sanchez, Mr. Mear, Ms. Glenn, Ms. Kemp, Ms. Rogers - Seated
Mr. Hilton, Mr. Weston – Alternate Board Members not seated

STAFF PRESENT:

Tim Dawson – Township Planner
Jonathan Roach – Legal Counsel
Jeanne Campbell – Township

CALL TO ORDER:

The meeting of the West Chester Township Board of Zoning Appeals was called to order by Mr. Sanchez at approximately 6:00 PM. Roll was called and a quorum was established.

APPROVAL OF PREVIOUS MINUTES:

Approval of the October 15, 2025 minutes.

Motion by: Mr. Mear

Seconded by: Ms. Rogers

Roll Call Vote:

Sanchez – Yes

Mear – Yes

Glenn – Yes

Kemp – Yes

Rogers – Yes

Minutes approved 5-0.

AFFIRMATION OF RESOLUTIONS:

Resolution 25-11 Andrew Cates – Affirmed 5-0

Resolution 25-12 Scott & Jane Dunbar – Affirmed 5-0

Resolution 25-13 James Michael Martin – Affirmed 5-0

SWEARING IN:

Mr. Sanchez swore in Mr. Dawson.

Mr. Dawson swore in all individuals wishing to speak on cases.

CASE BZA 25-14 – PROVIDENCE BIBLE FELLOWSHIP

Applicant: Gregory Tilsley for Providence Bible Fellowship

Location: 7000 Summerhill Drive

Request: Modification of existing conditional use for building additions and parking expansion.

STAFF REPORT SUMMARY:

- Property is zoned A-1 Agricultural; existing place of worship approved in 2008.
- Proposed additions total 6,404 sq. ft. including new classrooms and sanctuary expansion.
- Parking expansion from 125 to 160 spaces; required parking is 116 spaces.
- Existing landscaping from prior approvals not in compliance.
- Dumpster currently unenclosed; new plan includes proper enclosure.
- No history of zoning violations or nuisance complaints.

APPLICANT PRESENTATION:

- Additions improve circulation, seating capacity, and entry bottlenecks.
- Parking has historically accommodated attendance without overflow.
- Applicant seeks flexibility in landscaping placement while meeting required counts.
- Church representatives emphasized community engagement and responsible use of facilities.

PUBLIC COMMENT:

None.

BOARD DELIBERATION:

Discussion focused on traffic management during major events and restoring landscape compliance.

Motion By: Mr. Mear

Second By: Ms. Rogers

MOTION:

Approval with conditions:

1. Traffic control during major religious events, including staffing or police contracting.
2. Landscaping must meet prior conditions; placement may be modified subject to staff approval.

Vote:

Rogers – Yes

Mear – Yes

Glenn – Yes

Sanchez – Yes

Kemp – Yes

Motion passed 5-0.

CASE BZA 25-15 – ISLAMIC CENTER OF GREATER CINCINNATI

Applicant: LeStavion Beverly for Islamic Center of Greater Cincinnati

Location: 8092 Plantation Drive

Request: Funeral-preparation addition and picnic shelter.

STAFF REPORT SUMMARY:

- Zoned R-1; approximately 74,431 sq. ft. of worship-related building area on 18.2 acres.
- Two unpermitted sheds exist; dumpster not enclosed as required.
- Parking adequate but history of on-street overflow.
- Funeral addition proposed in constrained circulation area.
- Landscaping from prior approvals not compliant.

APPLICANT PRESENTATION:

- Funeral-prep room supports religious rituals (washing only; no chemicals).
- Small-scale use, typically <15 attendees.
- Commitment to correct shed violations, relocate dumpster, improve circulation.
- Community leaders and members shared emotional testimony regarding cultural needs.

PUBLIC COMMENT:

- Neighbor testimony expressing concerns regarding parking congestion and accessory structure accumulation.
- Multiple community members offered support based on religious and cultural needs.

BOARD DELIBERATION:

- Concerns included traffic, accessory structure quantity, landscaping noncompliance.
- Initial motion to deny failed 2-3.

Motion By: Ms. Glen

Second By: Ms. Rogers

FINAL MOTION:

Approval with conditions:

1. Traffic control for major events to be coordinated with staff/Police.
2. Landscaping must be brought into compliance per prior approvals.

Vote:

Mear – No

Kemp – No

Glenn – Yes

Sanchez – Yes

Rogers – Yes

Motion passed 3-2.

CASE BZA 25-16 – MATTHEW K. EVANS FOR MICHAEL ZIMMER

Applicant: Matthew K. Evans for Michael Zimmer

Location: 7435 Shady Knoll Circle

Request: Rear yard setback variance.

STAFF REPORT SUMMARY:

- Zoned R-2 single family residence; surrounded by R-2 zoning.
- Permitted deck in 2000 and a fence in 2004; no other accessory structures permitted.
- Considering a single story 421 sq. ft. addition in the rear yard
- Setback would be 31.6 ft., requirement is 40ft.
- Staff observed an unpermitted accessory structure on site visit.
- Staff would request applicant to be required to apply for zoning permit for structure.

APPLICANT PRESENTATION:

- Applicant is requesting an addition to home with a variance.
- Over the last 40 years they have outgrown the home.
- Addition will not be visible from the street or impact any services.
- Property owner communicated with many neighbors to get their thoughts and all agreed w/proposed plan.

PUBLIC COMMENT:

None.

BOARD DELIBERATION:

- Concerns included the hillside grade and the water plan; addressed by architect.

Motion By: Ms. Glenn

Second By: Ms. Kemp

MOTION:

To approve addition w/variance.

Vote:

Rogers – Yes

Mear – Yes

Glenn – Yes

Sanchez – Yes

Kemp – Yes

Motion passed 5-0.

CASE BZA 25-17 – ROBERT SCHINDLER FOR JANICE FERGUSON

Applicant: Robert Schindler

Location: 9473 Deer Track Road

Request: Accessory structure variance (pavilion within 10 ft of dwelling).

STAFF REPORT SUMMARY:

- Zoned R-PUD; surrounded by R-PUD and industrial zoning.
- No other accessory structures.
- Considering a 256 sq. ft. detached accessory structure.
- Zoning allows for a 200 sq. ft. structure and a second 100 sq. ft. structure; total 300 sq. ft.
- Applicant stated that this would be the only accessory structure granted.
- Staff would request if granted that it would be the only accessory structure permitted with the land.
- Applicant stated reason for the location is due to a new patio; constructed 5ft. from the house.
- The patio is not deemed to be a hardship; other considerations should be considered.
- None of the adjacent property owners contacted staff.

APPLICANT PRESENTATION:

- Applicant is requesting a 256 sq. ft detached accessory structure.
- Don't want to add to home due to cost.
- Want structure to tie-in to current patio due to expense of excavating.

PUBLIC COMMENT:

None.

BOARD DELIBERATION:

- Concerns that it should be the only allowable structure if approved.
- Discussion about expense to change patio.
- Would improve the property value and not be a hinderance for industrial neighbor.

Motion By: Mr. Mear

Second By: Ms. Rogers

MOTION:

To approve the accessory structure as the only allowable accessory structure to run with the land.

Vote:

Rogers – Yes

Mear – Yes

Glenn – Yes

Sanchez – Yes

Kemp – Yes

Motion passed 5-0.

CASE BZA 25-18 – 7-ELEVEN / SPEEDWAY

Applicant: Laura Trendler for 7-Eleven/Speedway

Location: 7397 Tylersville Road

Request: Signage variances and façade updates.

STAFF REPORT SUMMARY:

- Zoned B-2; surrounded by Commercial-PUD.
- Considering a request to orientate primary façade to West; allow dumpster enclosure to encroach 10 ft. setback of side yard; to allow a new pylon sign at 15ft. in height.
- Pylon signs are prohibited and ten ft. maximum allowed for monument sign.
- Request for orientation of building and location of dumpster are not substantial.
- Request to allow prohibited sign and nonconforming sign would be total departure from Township Zoning.
- None of the adjacent property owners contacted staff.

APPLICANT PRESENTATION:

- Speedway is proposing to redevelop their existing site.
- To include a modern convenience store, fuel pumps, 22 parking spaces dumpster enclosure, updated landscape, lighting and signage.
- Proposed building plan is due to 30 ft. slope easement; more space for parking and maneuverability.
- Proposed dumpster variance is due to building change and ten ft. slope easement.
- Request for orientation of building and location of dumpster are not substantial.
- Request to allow prohibited sign and nonconforming sign would be total departure from Township Zoning.
- None of the adjacent property owners contacted staff.

PUBLIC COMMENT:

None.

BOARD DELIBERATION:

- Clarification was made that applicant would like to keep highway sign.
- Need for 15ft. pylon sign is so that it can be seen before getting to location.
- Sign type and size are both nonconforming.
- Sign could be changed to a monument sign; possibility to keep 15ft w/variance.
- Highway sign is now prohibited in code and should go.

Motion By: Ms. Rogers

Second By: Ms. Glen

MOTION:

To approve the proposed changes with the removal of highway sign and the pylon sign will be approved as a monument sign.

Vote:

Rogers – Yes

Mear – Yes

Glenn – Yes

Sanchez – Yes

Kemp – Yes

Motion passed 5–0.

ADMINISTRATIVE ITEMS:

- 2026 Meeting Calendar approved unanimously.

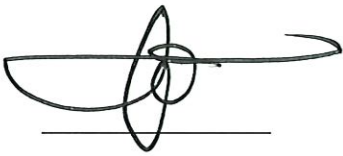
ADJOURNMENT:

Meeting adjourned at approximately 8:27 PM.

These Minutes do not purport to be the entire record. A complete transcription of these proceedings was taken under supervision of the Secretary from an audiotape and may be obtained upon written request. Any charges for preparing such transcripts shall be borne by the person requesting same and must be prepaid.

BZA Chair:

BZA Secretary:

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a horizontal line extending to the right.

Carlos Sanchez

A handwritten signature in black ink, appearing to be 'Tim Dawson' written in a cursive style.

Tim Dawson

**WEST CHESTER TOWNSHIP BOARD OF ZONING APPEALS
RESOLUTION OF APPROVAL
APPLICATION NO. BZA 25-14**

WHEREAS, Gregory Tilsley, on behalf of Providence Bible Fellowship filed application no. 25-14 on September 25, 2025 with the Board of Zoning Appeals under Tables 2.03-1 and 3.01-1 of the West Chester Zoning Resolution, requesting a conditional use for the expansion of a place of worship in an agricultural district, which is subject to Table 2.03-1 and 3.01-1 as applied to the property located at 7000 Summerhill Drive, Parcel # M5610-024-000-066, Section 23 Town 3, Range 2 (West Chester Township, Butler County); and

WHEREAS, a public hearing was held on said application on November 10, 2025, notice of which was given to parties of interest in writing and also by digital publication on the Township website and social media posts in the Township at least ten (10) days prior to the date of the hearing in accordance with Section 519.15 of the Ohio Revised Code; and

WHEREAS, Article 11.02.D of the Zoning Resolution empowers the Board to have the power to authorize upon application, conditional use or special exception zoning certificates for those uses which are specified as such by this Resolution; and

WHEREAS, the Board has considered all of the information and testimony presented at the public hearing and concludes that the requested conditional use from the terms and conditions of the Zoning Resolution will not be contrary to the public interest and is consistent with the standards for conditional use set forth in the Zoning Resolution, paying particular attention to Section 11.05.B.2.

THEREFORE, BE IT RESOLVED, that by virtue of the foregoing, the Board of Zoning Appeals does hereby approve the request for a conditional use, to include the following conditions:

- 1.) The property owner shall take the following steps to alleviate the burden of traffic associated with the conditional use:
 - a.) Provide additional personnel and resources to facilitate movement of on-site traffic movement and parking during typical days of worship;
 - b.) Provide off-duty law enforcement to facilitate traffic movement and access to the site from the Tylersville Road public right-of-way during major events; and,
 - c.) Provide off-duty law enforcement to facilitate traffic movement and access to the site from the Tylersville Road public right-of-way, at times deemed necessary by West Chester Township, OH.
- 2.) A revised landscape plan shall be submitted to the Community Development Department staff for review and approval within 30 days of this approval, to include the following:

- a.) Consistent with BZA Resolution 08-13 and 25-14, which required 25 street trees in locations deemed acceptable by staff, additional screening at the northwest corner of the lot by the detention basin and a landscape berm (area as shown on submitted site plan (08-13)) with specific species of trees and caliper sizes. At least 30% of said trees were required to be mature (e.g., 15 foot high).

BE IT FURTHER RESOLVED, that all plats, plans, applications and other data submitted be and are hereby made a part of this Resolution.

Adopted and journalized at a regularly scheduled meeting of the West Chester Township Board of Zoning Appeals in session on the 10th day of November, 2025.



Carlos Sanchez,
BZA Chairman



Timothy Dawson,
BZA Secretary

**WEST CHESTER TOWNSHIP BOARD OF ZONING APPEALS
RESOLUTION OF APPROVAL
APPLICATION NO. BZA 25-15**

WHEREAS, LeStavion Beverly, on behalf of Islamic Education Council filed application no. 25-15 on September 30, 2025 with the Board of Zoning Appeals under Tables 2.04-1 and 3.01-1 of the West Chester Zoning Resolution, requesting a conditional use for the expansion of a place of worship in a residential district, which is subject to Table 2.04-1 and 3.01-1 as applied to the property located at 8092 Plantation Drive, Parcel # M5610-019-000-012, Section 17 Town 3, Range 2 (West Chester Township, Butler County); and

WHEREAS, a public hearing was held on said application on November 10, 2025, notice of which was given to parties of interest in writing and also by digital publication on the Township website and social media posts in the Township at least ten (10) days prior to the date of the hearing in accordance with Section 519.15 of the Ohio Revised Code; and

WHEREAS, Article 11.02.D of the Zoning Resolution empowers the Board to have the power to authorize upon application, conditional use or special exception zoning certificates for those uses which are specified as such by this Resolution; and

WHEREAS, the Board has considered all of the information and testimony presented at the public hearing and concludes that the requested conditional use from the terms and conditions of the Zoning Resolution will not be contrary to the public interest and is consistent with the standards for conditional use set forth in the Zoning Resolution, paying particular attention to Section 11.05.B.2.

THEREFORE, BE IT RESOLVED, that by virtue of the foregoing, the Board of Zoning Appeals does hereby approve the request for a conditional use, to include the following conditions:

- 1.) The property owner shall take the following steps to alleviate the burden of traffic associated with the conditional use:
 - a.) Provide additional personnel and resources to facilitate movement of on-site traffic movement and parking during typical days of worship;
 - b.) Provide off-duty law enforcement to facilitate traffic movement and access to the site from the Tylersville Road public right-of-way during major events; and,
 - c.) Provide off-duty law enforcement to facilitate traffic movement and access to the site from the Tylersville Road public right-of-way, at times deemed necessary by West Chester Township, OH.
- 2.) A revised landscape plan shall be submitted to the Community Development Department staff for review and approval within 30 days of this approval, to include the following:
 - a.) Consistent with BZA Resolution 97-09, which required earthen mounds, pre-existing and proposed and five (5) foot high spruce trees planted within the mounds at a

minimum of eight (8) feet on center, as illustrated on the previously approved landscape plan.

3.) All existing zoning violations shall be abated prior to the issuance of a zoning permit.

BE IT FURTHER RESOLVED, that all plats, plans, applications and other data submitted be and are hereby made a part of this Resolution.

Adopted and journalized at a regularly scheduled meeting of the West Chester Township Board of Zoning Appeals in session on the 10th day of November, 2025.

A handwritten signature in black ink, appearing to be 'Carlos Sanchez', written over a horizontal line. The signature is stylized and includes a long horizontal stroke that ends in an arrowhead pointing to the right.

Carlos Sanchez,
BZA Chairman

A handwritten signature in black ink, appearing to be 'Timothy Dawson', written over a horizontal line. The signature is cursive and fluid.

Timothy Dawson,
BZA Secretary

**WEST CHESTER TOWNSHIP BOARD OF ZONING APPEALS
RESOLUTION OF APPROVAL
APPLICATION NO. BZA 25-16**

WHEREAS, Mathew Evans, on behalf of Michael Zimmer filed application no. 25-16 on September 26, 2025 with the Board of Zoning Appeals under Article 11, Subsection 11.05.D of the West Chester Zoning Resolution, requesting a variance from Table 2.06-2 to permit an addition located within the rear yard and encroaching into the rear yard setback, as applied to the property located at 7435 Shady Knoll Circle, Parcel # M5620-405-000-022, Section 24, Town 3, Range 2 (West Chester Township, Butler County); and

WHEREAS, a public hearing was held on said application on November 10, 2025, notice of which was given to parties of interest in writing and also by digital publication on the Township website and social media posts at least ten (10) days prior to the date of the hearing in accordance with Section 519.15 of the Ohio Revised Code; and

WHEREAS, Article 11.03.D et. seq. of the West Chester Zoning Resolution empowers the Board to authorize variances that will not be contrary to the public interest, and

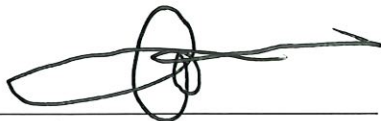
WHEREAS, the Board has considered all of the information and testimony presented at the public hearing and concludes that the requested variance is not contrary to the public interest and is consistent with the West Chester Zoning Resolution, paying particular attention to Table 2.06-2.

THEREFORE BE IT RESOLVED, that by virtue of the foregoing, the Board of Zoning Appeals does hereby approve the request for a variance from Table 2.06-2.

BE IT FURTHER RESOLVED, that all plats, plans, applications and other data submitted be and are hereby made a part of this Resolution.

Adopted and journalized at a regularly scheduled meeting of the West Chester Township Board of Zoning Appeals in session on the 10th day of November, 2025, with the following condition:

- 1.) All existing zoning violations shall be abated prior to the issuance of a zoning permit.



Carlos Sanchez,
Chair



Timothy Dawson,
BZA Secretary

**WEST CHESTER TOWNSHIP BOARD OF ZONING APPEALS
RESOLUTION OF APPROVAL
APPLICATION NO. BZA 25-17**

WHEREAS, Robert Schindler, on behalf of Janice Ferguson filed application no. 25-17 on October 15, 2025 with the Board of Zoning Appeals under Article 11, Subsection 11.05.D of the West Chester Zoning Resolution, requesting a variance from Article 3.06.B.5 & 9 to permit a single accessory structure over 200 square feet and located less than 10 feet from the principal building within the rear yard, as applied to the property located at 9473 Deer Track Road, Parcel # M5620-251-000-225, Section 3, Town 2, Range 2 (West Chester Township, Butler County); and

WHEREAS, a public hearing was held on said application on November 10, 2025, notice of which was given to parties of interest in writing and also by digital publication on the Township website and social media posts at least ten (10) days prior to the date of the hearing in accordance with Section 519.15 of the Ohio Revised Code; and

WHEREAS, Article 11.03.D et. seq. of the West Chester Zoning Resolution empowers the Board to authorize variances that will not be contrary to the public interest, and

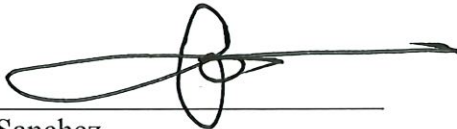
WHEREAS, the Board has considered all of the information and testimony presented at the public hearing and concludes that the requested variance is not contrary to the public interest and is consistent with the West Chester Zoning Resolution, paying particular attention to Sections 3.06.B.5 & 9.

THEREFORE BE IT RESOLVED, that by virtue of the foregoing, the Board of Zoning Appeals does hereby approve the request for a variance from Article 3.06.B.5 & 9.


BE IT FURTHER RESOLVED, that all plats, plans, applications and other data submitted be and are hereby made a part of this Resolution.

Adopted and journalized at a regularly scheduled meeting of the West Chester Township Board of Zoning Appeals in session on the 10th day of November, 2025, with the following condition:

- 1.) The property shall not be permitted any additional accessory structures.



Carlos Sanchez,
Chair



Timothy Dawson,
BZA Secretary