



**REGULAR MEETING OF THE ZONING COMMISSION
MINUTES**

Tuesday, December 16, 2025 – 6:00 PM

1. Meeting Called to Order

Board Chair McMullin called the meeting to order at 6:00 P.M.

2. Pledge of Allegiance

All recited the Pledge of Allegiance.

3. Roll Call

Present and Voting: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

Present and Not Voting: Alternate Wander

4. Approval of Minutes

- a. November 18, 2025, Minutes

Motion: Board Member Hauser III motioned to approve the meeting minutes from the November 18, 2025, meeting. Board Member Wilson seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

5. Public Address

No members of the public addressed the board.

6. Final Development Plan

No Final Development Plans were presented before the board.

7. Public Hearings

- a. **CZC-25-16:** The applicant, the Colerain Township Zoning Commission, is requesting a Text Amendment to the Colerain Township Zoning Resolution to amend Section 3.4.12 - Charitable Donation Containers.

COLERAIN

TOWNSHIP ~ OHIO

- **Staff Presentation:** David Peters, Senior Planner
- **Details of case:** Mr. Peters presented a proposed text amendment to Section 3.4.12 (B) of the Colerain Township Zoning Resolution to clarify the eligibility of charitable donation containers within residential zoning districts. The proposed amendment would update the allowed district standards to ensure consistent treatment of institutional properties, expand eligibility to include qualifying institutional uses beyond places of worship, and correct an unintended exclusion in the existing zoning text while maintaining appropriate zoning oversight and operational standards. The changes made to this section are very minor.
- **Staff Recommendation:** Approval

Motion: Board Member Wilson motioned to open the public hearing. Board Chair McMullin seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

Board Chair McMullin asked Mr. Peters if Charitable Donation Bins would be allowed for businesses in residential zones. Mr. Peters stated that Charitable Donation Bins would not be allowed in residential zoning districts but are allowed in the NBM (Neighborhood Business Mixed) zoning district because it is not considered a residential district.

Motion: Board Member Hauser III motioned to close the public hearing. Board Member Bachman seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

Motion: Board Member Wilson motioned to approve the requested text amendment to the zoning resolution as shown in appendix B. Board Chair McMullin seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

8. Informal Concept Review

No informal concept reviews were presented before the board.

9. Old Business



No old business was presented before the board.

10. New Business

Mr. Peters requested that the Board Chair announce which board member made each motion and the second going forwards to reduce confusion.

11. Administrative Matters

- a. **CZC-25-17:** Request for a Motion to Initiate a Text Amendment to Subsection 6.4.1 - Legislative Review Procedures.

- **Staff Presentation:** David Peters, Senior Planner
- **Details of case:** The purpose of this amendment is to update Section 6.4.1 to ensure that the Township's procedures for legislative zoning applications clearly and accurately reflect the notice and filing requirements established by the Ohio Revised Code.
- **Staff Recommendation:** Approval

Motion: Board Member Bachman motioned to initiate a Text Amendment to Subsection 6.4.1 Legislative Review Procedures. Board Member Hauser III seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

- b. **CZC-25-18:** Request for a Motion to Initiate a Text Amendment to Subsection 6.4.3 - Planned District Review and Amendment.

- **Staff Presentation:** Senior Planner, David Peters
- **Details of case:** Mr. Peters stated that when the new resolution was implemented, he felt that there were too many restrictions placed on new Planned Developments. The goal of this Text Amendment is to ensure that Planned Districts are not being overregulated and that the requirements match current departmental practices, such as not requiring applicants to submit paper copies of plans.
- **Staff Recommendation:** Approval



Motion: Board Chair McMullin motioned to initiate a comprehensive text amendment to revise Section 6.4.3 Planned District Review and Amendment. Board Member Westfall seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

c. **CZC-25-19:** Request for a Motion to Initiate a Text Amendment to Section 4.8 - Signage.

- **Staff Presentation:** David Peters, Senior Planner
- **Details of case:** Mr. Peters explained that signage requirements and standards must be written in a content-neutral manner. The proposed Text Amendment is intended to ensure that the Zoning Resolution complies with content-neutrality requirements.
- **Staff Recommendation:** Approval

Motion: Board Chair McMullin motioned to initiate a text amendment to revise Section 4.8 Signage for the purpose of ensuring that all signage regulations are content neutral and consistent with the established first amendment. Board Member Hauser III seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

d. **CZC-25-20:** Request for a Motion to Initiate a Text Amendment to Article 3 - Land Use Standards.

- **Staff Presentation:** David Peters, Senior Planner
- **Details of case:** Mr. Peters explained that Article 3 of the Colerain Township Zoning Resolution establishes use-specific substandards that regulate how individual land uses operate and develop within the Township. The goal of this Text Amendment is to remove outdated provisions and update substandards to more appropriately address each use type.
- **Staff Recommendation:** Approval

Motion: Board Chair McMullin motioned to initiate a Text Amendment to review and update the Use-Specific Substandards contained within Article 3 Land Use Standards. Board Member Wilson seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin



- e. **CZC-25-21:** Request for a Motion to Initiate a Text Amendment to the Entire Zoning Resolution (All Articles).

- **Staff Presentation:** David Peters
- **Details of case:** Over time, zoning resolutions commonly require minor technical maintenance to correct clerical errors and ensure consistency across the document as amendments are adopted, reorganized, and compiled. The purpose of this amendment is to make strictly non-substantive technical corrections throughout the Colerain Township Zoning Resolution.
- **Recommendation:** Approval

Motion: Board Chair McMullin motioned to initiate a Text Amendment to make non-substantive technical corrections throughout the Colerain Township Zoning Resolution. Board Member Westfall seconded the motion.

Vote Result: Passed. Yes (5), No (0), Abstained (0)

Yes: Board Member Bachman, Board Member Hauser III, Board Member Westfall, Board Member Wilson, Board Chair McMullin

12. Announcements

Mr. Peters announced that Mr. Bachman had decided to resign from the Zoning Commission. He thanked him for his years of service to the board and wished him luck in all future endeavors. Board Chair McMullin also thanked Mr. Bachman for his service and the positive impact he made.

13. Next Meeting: January 20, 2026

14. Adjournment

At 6:19 P.M. the board unanimously agreed to adjourn the meeting.



Approval of Meeting Minutes

Colerain Township Zoning Commission

4200 Springdale Rd

Cincinnati, OH 45251

Meeting Date: Tuesday, December 16, 2025 - 6:00 P.M.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "David J. Peters", written over a horizontal line.

Mr. David J. Peters, Zoning Commission Administrator

January 20, 2026

Date

Accepted By:

A handwritten signature in blue ink, appearing to read "Lori McMullin", written over a horizontal line.

Ms. Lori McMullin, Chair

JAN 20 2026

Date