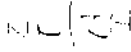


VILLAGE OF MINSTER ZONING BOARD OF APPEALS

August 8, 2023

AGENDA

7:00 p.m.

1. Public Hearing
2. Call to Order
3. Approval of July 11, 2023 minutes
4. New Business:
 - a) A variance request by Chad Seger owner of the property located at 112 South Cleveland Street. Mr. Seger would like to erect a roof over an existing patio at the rear of his home. The proposed pole supports would be located approximately 29.5 feet from the rear property line. The zoning code calls for a rear yard setback to be 35 feet. A variance request of 5.5 feet would be needed to allow Mr. Seger to erect a roof over his patio.
 - b) A variance request submitted by Michael Goubeaux owners of Willy's at 32 North Main Street. Willy's would like to erect new ground mounted signs on their property. They would like to place their signs 1 foot behind the right-of-way line. The zoning code calls for all ground mounted signs to be located a minimum of 10 feet from the right of way line. A variance of 9 feet would be required to allow the signs to be erected.
5. Old Business:
 - a)
6. Comments
7. Adjournment 



**NOTICE OF HEARING
BOARD OF ZONING APPEALS
VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

The Minster Board of Zoning Appeals will conduct a hearing on August 8, 2023 in the Village of Minster Council Chambers located at 5 West Fourth Street, Minster, Ohio at 7:00 p.m. The purpose of the public meeting is to consider the following:

- a) A variance request by Chad Seger owner of the property located at 112 South Cleveland Street. Mr. Seger would like to erect a roof over an existing patio at the rear of his home. The proposed pole supports would be located approximately 29.5 feet from the rear property line. The zoning code calls for a rear yard setback to be 35 feet. A variance request of 5.5 feet would be needed to allow Mr. Seger to erect a roof over his patio.
- b) A variance request submitted by Michael Goubeaux owners of Willy's at 32 North Main Street. Willy's would like to erect new ground mounted signs on their property. They would like to place their signs 1 foot behind the right-of-way line. The zoning code calls for all ground mounted signs to be located a minimum of 10 feet from the right of way line. A variance of 9 feet would be required to allow the signs to be erected.

Any person wishing to comment on the proposed appeal may attend the meeting or call the Zoning Administrator or a member of the Zoning Board of Appeals.

Donald W. Harrod
Zoning Administrator

<u>7019 2280 0001 3240 7291</u>	C. Seger
<u>7019 2280 0001 3240 7307</u>	D+H
<u>7019 2280 0001 3240 7314</u>	A. Goubeaux
<u>7019 2280 0001 3240 7321</u>	2158 Home
<u>7019 2280 0001 3240 7338</u>	L. Osterloh
<u>7019 2280 0001 3240 7345</u>	B. Baker
<u>7019 2280 0001 3240 7352</u>	J. Barhorst



**NOTICE OF HEARING
BOARD OF ZONING APPEALS
VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

The Minster Board of Zoning Appeals will conduct a hearing on August 8, 2023 in the Village of Minster Council Chambers located at 5 West Fourth Street, Minster, Ohio at 7:00 p.m. The purpose of the public meeting is to consider the following:

- a) A variance request by Chad Seger owner of the property located at 112 South Cleveland Street. Mr. Seger would like to erect a roof over an existing patio at the rear of his home. The proposed pole supports would be located approximately 29.5 feet from the rear property line. The zoning code calls for a rear yard setback to be 35 feet. A variance request of 5.5 feet would be needed to allow Mr. Seger to erect a roof over his patio.
- b) A variance request submitted by Michael Goubeaux owners of Willy's at 32 North Main Street. Willy's would like to erect new ground mounted signs on their property. They would like to place their signs 1 foot behind the right-of-way line. The zoning code calls for all ground mounted signs to be located a minimum of 10 feet from the right of way line. A variance of 9 feet would be required to allow the signs to be erected.

Any person wishing to comment on the proposed appeal may attend the meeting or call the Zoning Administrator or a member of the Zoning Board of Appeals.

Donald W. Harrod
Zoning Administrator

MINUTES FOR MINSTER ZONING BOARD OF APPEAL

7:00 PM

07/11/2023

Zoning Board Present (P) or Absent (A):

Steve Bruns	P	Brad Garmann, Pres	P
Ned Sielschott	A	Eric Schmiesing	A
Jean Hinker	P	Jim Hearn	P
Don Harrod Z.A	P		

Also Present:

Dennis Kitzmiller
Mary Lou Slonkosky

- I. The regular meeting was called to order by Brad Garmann at 7:00 pm.
- II. The minutes from the June 13, 2023 meeting were read. One paragraph that was inadvertently left in the minutes should be deleted. Being no further changes to the minutes, J. Hinker motioned and S. Bruns seconded to approve the minutes. All members voted in favor of the motion to approve the minutes as amended.

III. Old Business

D. Harrod distributed a copy of a possible amendment to the zoning code which deals with short term rentals in the Village. Currently the zoning code has no regulations concerning short term rentals. D. Harrod explained that he and Jim Hearn developed a conditional use process which a citizen would need to follow to obtain a conditional use permit for a short term rental. The section would be added to Chapter Nine, Section D of the Zoning Code. This section would read as follows:

Short Term Rentals

- A. Conditionally permitted in a R-1, R-2, C-1 or C-2 district.
- B. The following information must be provided on an annual basis prior to receiving approval from the Zoning Board of Appeals to operate a short term rental property:
 - 1) Tax identification number of operating entity.
 - 2) Name and phone number of owner contracting short term lease.
 - 3) Address of short term rental.
 - 4) All government entities, owner is registered with.
 - 5) Proof of liability insurance coverage for rental property including name of insurance company.
 - 6) Copy of short term lease agreement.

- 7) Maximum occupancy of short term rental property.
- 8) Description of parking availability for short term rental property.
- 9) Statement of advanced registration requirements.
- 10) Statement if owner is present on site.
- 11) Listing of all on-line platforms on which property will be offered.
- 12) A listing of fire prevention and detection devices in short term rental property.
- 13) A statement of compliance with all applicable village, county and state health and safety codes.

A definition of short term rentals would be added to Chapter Eleven and this would read as:

Short Term Rental: The use and occupancy of a dwelling or dwelling unit located with a residential or commercial district or any part thereof in exchange for a rental fee, for a period of less than 14 consecutive days

All members thought that this was a good way to handle the topic. Each short term rental would need to register annually. S. Bruns inquired about penalties for non-compliance. If someone who has obtained a permit and operates a short term rental, they could have their permit revoked by the Zoning Board at the board's discretion. If the operator of a short term rental fails to obtain a permit or operates without a permit then they are in violation of the zoning code which could result in being fined through Mayor's Court. It was also discussed whether currently operating short term rentals should be grandfathered. All members thought that current short term rentals in operation should fall into the same regulations and should have to register. Being no further discussion, J. Hinker and S. Bruns motioned to recommend to the Planning Commission that the short term conditional use language be added to the zoning code.

IV. The public hearing was called to order by President Brad Garmann at 7:17 pm.

- a) A home occupation conditional use permit request by Mary Lou Slonkosky. Mrs. Slonkosky would like to conduct coffee roasting out of the garage in her home at 15 Greenhills Drive. The zoning code calls for any occupation conducted from the home to obtain a home occupation conditional use permit. M. Slonkosky explained that she currently roasts coffee beans in a sampler roaster in her basement and would like to expand with a larger roaster into her garage. She explained the roasting process only uses six pounds of coffee beans at a time and takes only 15 to 20 minutes to complete. There is some smoke that is associated with the process, however, if roasted correctly the smoke has a coffee smell to it. A vent would need to be installed in either the roof or side wall of the garage to let out the smoke. Currently, she is not selling the beans, she is only roasting them for other family members. Beans are delivered by either the postal service or United Parcel Service. Roasting time would be between 6:00 pm and 9:00 pm. She explained that if she would start selling the roasted coffee, she would look for another location to do the roasting. S. Bruns inquired about comments from the neighbors. D. Harrod stated that there were no comments received. M. Slonkosky stated that she has talked with most of the neighbors about her project and said that the only concern raised was if there was going to be more traffic.

V. The regular meeting was called back to order by Brad Garmann at 7:28 pm.

VI. New Business

- a) A home occupation conditional use permit request by Mary Lou Slonkosky. Mrs. Slonkosky would like to conduct coffee roasting out of the garage in her home at 15 Greenhills Drive. The zoning code calls for any occupation conducted from the home to obtain a home occupation conditional use permit. S. Bruns stated that he had no issues with the request, since it was a small operation. B. Garmann explained his only concern centered around increased traffic in the neighborhood, but that questions had been answered. Being no further discussion. S. Bruns motioned and J. Hinker seconded a motion to grant the home occupation conditional use permit. All members voted in favor of the motion.

VII. Comments:

There were no comments brought before the board.

VIII. Adjournment

J. Hinker motioned and S. Bruns seconded a motion to adjourn at 7:38 pm. Motion passed.



August 9, 2023

Dear Amy Siegel:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2280 0001 3240 7291.

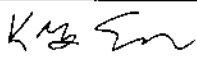
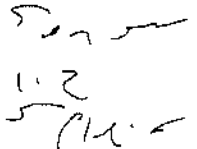
Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	July 26, 2023, 11:29 am
Location:	MINSTER, OH 45865
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™
	Return Receipt Electronic

Shipment Details

Weight: 1.0oz

Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



August 9, 2023

Dear Amy Siegel:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2280 0001 3240 7307.

Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	July 26, 2023, 10:57 am
Location:	MINSTER, OH 45865
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™
	Return Receipt Electronic

Shipment Details

Weight: 1.0oz

Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



August 9, 2023

Dear Amy Siegel:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2280 0001 3240 7314.

Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	July 26, 2023, 2:35 pm
Location:	MINSTER, OH 45865
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™
	Return Receipt Electronic

Shipment Details

Weight: 1.0oz

Recipient Signature

Signature of Recipient:	A G
Address of Recipient:	272

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



August 9, 2023

Dear Amy Siegel:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2280 0001 3240 7321.

Item Details

Status:	Delivered, Individual Picked Up at Post Office
Status Date / Time:	July 29, 2023, 10:14 am
Location:	MINSTER, OH 45865
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™
	Return Receipt Electronic

Shipment Details

Weight:	1.0oz
----------------	-------

Recipient Signature

Signature of Recipient:	 Karen R. Hoffman
Address of Recipient:	PO BOX 48 MINSTER, OH 45865 0048

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



August 9, 2023

Dear Amy Siegel:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2280 0001 3240 7338.

Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	July 26, 2023, 9:45 am
Location:	MINSTER, OH 45865
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™
	Return Receipt Electronic

Shipment Details

Weight: 1.0oz

Recipient Signature

Signature of Recipient:	L O
Address of Recipient:	16

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



August 9, 2023

Dear Amy Siegel:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2280 0001 3240 7345.

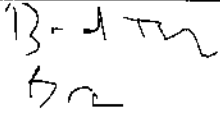
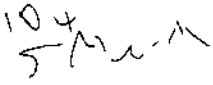
Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	July 29, 2023, 11:43 am
Location:	MINSTER, OH 45865
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™
	Return Receipt Electronic

Shipment Details

Weight: 1.0oz

Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004