



4350 Aicholtz Rd • Union Township, Ohio 45245 • (513) 752-1741 • (513) 752-5732 Fax • www.utclermont.gov

JUNE 25TH, 2025

ZONING COMMISSION MEETING

*All proposed, new ordinance text has been highlighted gray...
Text that is ~~stricken~~ is proposed to be removed or replaced.*

RE: OVERLAY EXPIRATION

ISSUE IDENTIFICATION: [CASE 1-25-T](#)

Based on a need for more clearly defined expiration procedure to the Overlay process, the Planning & Zoning staff has prepared the proposed amendments to the Union Township Zoning Resolution.

Staff Report:

Please refer to Article 13 of the Zoning Resolution:

1311. Overlay District Plan Expiration; Modifications.

1. Expiration and Extension of Approved Overlay Plan.
 - a. The Township's approval of an Overlay Plan shall expire if, within two (2) years following the date of such approval, physical grading work and/or building construction in furtherance of the approved plan has not begun on-site. In the event of Overlay Plan expiration, a new Application for Approval of Overlay District Plan shall be submitted for the Township's review and approval prior to developing the site.
 - b. Prior to expiration of an approved Overlay Plan, the property owner shall have the right to submit one (1) request to the Planning & Zoning Director for a one (1) year extension of the approved Overlay Plan. The Planning & Zoning Director may grant or deny the request, or forward the request to the Board of Trustees for review and decision. An extension shall only be granted if the Planning & Zoning Director or Board of Trustees determines the property owner is actively working towards completion of the Overlay Plan, and is capable of commencing grading work and/or building construction on-site within one (1) year of the Overlay Plan's original expiration date.

2. Completion of Overlay Plan Construction Work and Requirements.

- a. All grading work and building construction approved as part of an Overlay Plan shall be completed within one (1) year of commencement of such work and construction. All other requirements of the approved Overlay Plan must be completed within six (6) months of building occupancy. The property owner may submit a request to the Planning & Zoning Director for a reasonable extension of either aforementioned deadline. The Planning & Zoning Director may grant an extension request if the Director determines, in his/her reasonable discretion, that good cause exists for the extension.
- b. Township Planning & Zoning Department staff will conduct a post-development site inspection following the scheduled Overlay Plan completion date pursuant to Section 1311(2)(a) herein. The purpose of the inspection shall be to verify compliance with all approved Overlay Plan requirements. If the Planning & Zoning Director determines the property owner has deviated from any approved Overlay Plan requirement, the Planning & Zoning Director shall determine whether the deviation represents a minor or major amendment to the Overlay Plan, and the property owner shall be required to submit a written request to amend the Overlay Plan in accordance with Section 1311(3).

3. Procedure to Amend an Approved Overlay Plan.

- a. A property owner may request amendment to any unexpired Overlay Plan. Approval for an amendment does not re-commence the start date of the applicable expiration period. However, for major amendments, the Board of Trustees, in its discretion, may by motion re-commence the expiration start date as of the date of the amendment approval.
- b. The Planning & Zoning Director shall determine whether the proposed amendment is a major or minor amendment. Major amendments shall include, but are not limited to: any increase in, or significant movement or relocation of, density; changes in use that result in an increased intensity (as determined by the Planning & Zoning Director); movement of primary access locations; the elimination of roadway connections to adjacent tracts or subdivisions; the elimination or reduction of open space, recreational uses, or bufferyard features; and any other substantial and material changes to approved Overlay Plan requirements, as determined by the Planning & Zoning Director in his/her reasonable discretion. Any amendment which is not deemed to be a major amendment shall be considered a minor amendment.

c. For minor amendments, the following procedure shall apply:

- (1) The property owner shall submit a written request to amend the plan to the Planning & Zoning Director. The request shall be made using the Overlay Plan Application form, but shall be captioned: "Minor Amendment."
- (2) Five (5) copies of the proposed amended plan shall accompany the Application, along with the required fee, if any.
- (3) The Planning & Zoning Director shall review the application and approve or deny the minor amendment based on the Director's determination, in his/her reasonable discretion, as to the amendment's consistency with the requirements, and spirit and intent of the approved Overlay Plan; compliance with the Township Comprehensive Plan; and impact on the public health, safety and general welfare.
- (4) The Applicant may appeal a denial of a minor amendment to the Board of Trustees.

d. For major amendments, the following procedure shall apply:

- (1) The property owner shall submit a written request to amend the plan to the Planning & Zoning Director. The request shall be made using the Overlay Plan Application form, but shall be captioned: "Major Amendment."
- (2) Ten (10) copies of the proposed amended plan shall accompany the Application, along with the required fee, if any.
- (3) The Planning & Zoning Director shall review the application and draft a report for review by the Board of Trustees.
- (4) Unless waived by the Planning & Zoning Director, prior to submission to the Board of Township Trustees, the applicant shall provide written authorization from the Clermont County Engineer, Clermont County Water and Soil Conservation District, Clermont County Water and Sewer District, and any other agencies as deemed necessary by the Planning & Zoning Director evidencing conformance to all requirements or resolution of all issues pertaining to the Overlay District.
- (5) Thereafter, the Planning & Zoning Director shall place the amendment on the Board of Trustees' docket. The Board of Trustees shall consider the amendment and adopt a motion approving, denying, or modifying the amended plan. Prior to entering a final decision, the Board of Trustees may direct further data be provided as necessary to make an informed decision.



4350 Aicholtz Rd • Union Township, Ohio 45245 • (513) 752-1741 • (513) 752-5732 Fax • www.utclermont.gov

RE: TABLE/FIGURE FOR ACCESSORY STRUCTURES

ISSUE IDENTIFICATION: [CASE 1-25-T](#)

To more effectively communicate the Township's zoning regulations regarding Accessory Structures, the Planning & Zoning staff has prepared the proposed amendment to Article 6, Section 602 of the Union Township Zoning Resolution.

Staff Report:

Please refer to Article 6, Section 602 Figure 1 (and NEW Figure 2, if preferred) of the Zoning Resolution:

See the following page...

Article 6, Section 602, Figure 1

Zoning District	Minimum Lot Area	Maximum Lot Area	Minimum Yard Setback Depth			Minimum Width of Street Side Yard	Width of Lot at Setback Line ²	Minimum Frontage of Corner Lot	Minimum Floor Area	Maximum Height of Building
			Front ¹	Rear	Side					
ER	2 Acres	NA	50 Feet	50 Feet	20 Feet	50 Feet	175 Feet	200 Feet	1-Story: 1,000 SF 2-Story: 1,200 SF	35 Feet 2 ½ Strs
R-1	20,000 SF	NA	40 Feet	40 Feet	15 Feet	40 Feet	100 Feet	125 Feet	1-Story: 1,000 SF 2-Story: 1,200 SF	35 Feet 2 ½ Strs
R-2	10,000 SF	NA	30 Feet	30 Feet	10 Feet	30 Feet	75 Feet	90 Feet	1-Story: 1,000 SF 2-Story: 1,200 SF	35 Feet 2 ½ Strs
R-3	See Sections 640 – 648 for R-3 Standards									
R-4	See Sections 650 – 658 for R-4 Standards									
B-1	40,000 SF	5 Acres	40 Feet	10 Feet ³	10 Feet ³	40 Feet	NA	NA	NA	75 Feet 6 Stories
M-1	40,000 SF	NA	40 Feet	10 Feet ⁴	20 Feet ⁴	40 Feet	NA	NA	NA	45 Feet 3 Stories
PD	See Sections 680 – 687 for PD Standards									

1 – Measured from the right-of-way

2 – See Section 512.1

3 – See Section 661

4 – See Section 671

Article 6, Section 602, Figure 2

Accessory Use Type	Lot Size	Maximum Floor Area ¹	Maximum Height	Minimum Yard Setback Depth			Maximum Number of Structures
				Rear	Side	Front	
Accessory Structure (Garage, Shed, etc.)	1 Acre or More	2,000 SF ²	20 Feet	5 Feet	5 Feet	120% behind max front setback ³	3 ⁴
	25,001 SF – 1 Acre	1,500 SF	20 Feet	5 Feet	5 Feet	Not Allowed	3
	10,000 – 25,000 SF	1,000 SF	20 Feet	5 Feet	5 Feet	Not Allowed	3
	Less than 10,000 SF	750 SF	20 Feet	5 Feet	5 Feet	Not Allowed	3
Deck (<i>Detached</i>)	See Above/Sections 711.1 – 711.7		4 Feet	5 Feet	5 Feet	Not Allowed	3
Deck (<i>Attached</i>)	NA	NA	NA	5 Feet	5 Feet	Applicable Zoning District Setback	NA
Fence	NA	NA	NA	NA	NA	Not Allowed	NA
Pool	See Sections 713 – 714 for Accessory Standards						
Compost ⁵	See Section 718.7 for Accessory Standards						
Beekeeping ⁵	See Section 718.8 for Accessory Standards						
Chicken Coop ⁶	NA	60 - 125 SF ⁶	7 Feet	20 Feet	20 Feet	Not Allowed	N/A

1 – The total square-footage devoted to all accessory structures on the lot

2 – See Section 711.1 & 711.3

3 – See Section 711.8 for 2 Acres or more; See Section 602 for FY Setback

4 – See Section 711.2

5 – See Section 718 – No Permit Required

6 – See Section 719



4350 Aicholtz Rd • Union Township, Ohio 45245 • (513) 752-1741 • (513) 752-5732 Fax • www.utclermont.gov

RE: SIGNAGE HEIGHT

ISSUE IDENTIFICATION: [CASE 1-25-T](#)

Based on a need for more consistent signage standards, the Planning & Zoning staff has prepared the proposed amendments to the Union Township Zoning Resolution.

Staff Report:

Please refer to Article 9 of the Zoning Resolution:

907. Signs Permitted in Commercial and Industrial Districts: Permit Required.

The regulations set forth in this section shall apply to signs in all Commercial and Industrial Districts and such signs shall require a permit.

1. In a Commercial or Industrial District, each business shall be permitted flat or wall on-premises signs. Projection of wall signs shall not exceed two (2') feet measured from the face of the main building. The area of all wall signs for any single business enterprise shall not exceed an area equivalent to one and one-half square feet (1.5 sq. ft.) of sign area for each lineal foot of building width, or part of a building, occupied by such enterprise.
2. Free-standing on-premises signs may be erected to serve business establishments, provided each such sign shall not exceed twelve feet (12') in height. There shall be only one (1) free-standing sign per street frontage for each lot of record. The area of free-standing signs may be an area equivalent to one square foot (1 sq. ft.) of sign area for each lineal foot of street frontage, not to exceed one hundred fifty square feet (150 sq. ft.) in area for single business developments. In the case of multiple business developments (two (2) or more separate uses in one (1) building or in a collection of buildings so as to give the visual impression of a unified development) the free-standing sign may not exceed two hundred (200 sq. ft.) square feet in area.



4350 Aicholtz Rd • Union Township, Ohio 45245 • (513) 752-1741 • (513) 752-5732 Fax • www.utclermont.gov

A lot of record containing a portable sign is limited to one (1) free-standing sign with an area no greater than one square foot (1 sq. ft.) of sign area for each lineal foot of street frontage, not to exceed one hundred square feet (100 sq. ft.) in area for single business developments. In the case of multiple business developments with a portable sign, the free-standing sign may not exceed one hundred fifty square feet (150 sq. ft.) in area.

3. In a Commercial or Industrial District, one off-premises sign with a total area not exceeding three hundred square feet (300 sq. ft.) may be permitted at a single location. Off-premises signs shall not exceed twelve feet (12') in height.

For the purposes of this Article, outdoor advertising off-premises signs are classified as a business use and may be authorized by either the Union Township Board of Trustees as part of the authorization of an Overlay Plan, or the Union Township Board of Zoning Appeals as part of the authorization of a Variance, in all Commercial or Industrial zoning districts or on lands used for agricultural purposes. In addition, regulation of signs along interstate and primary highways shall conform to the requirements of the Ohio Revised Code, Chapter 5516, and the regulations adopted pursuant thereto.