

**PLANNING COMMISSION  
MEETING MINUTES SUMMARY  
May 12, 2021**

Chairperson Mayor Hardman called the regular Sharonville Planning Commission meeting of May 12, 2021 to order at 7:30 p.m.

Roll Call

- ◆ In attendance for Roll Call were Planning Commission Members: Mayor Kevin Hardman, Mr. Jim Lukas, Mr. Sam Schutte, Mr. Bill Martin, and Mr. Bill Knight.
- ◆ Councilman Rob Tankersley was in attendance to provide insight on behalf of City Council where applicable.
- ◆ Also in attendance were Community Development staff: Mr. John Creech (Director of Community Development – Commission Secretary), Ms. Jamie Kreindler (City Planner), and Ms. Sydney Yee (Urban Planning Co-Op).

Approval of Meeting Minutes Written Summary and Audio Recording

- ◆ The written summary of minutes and audio recording from the regular Planning Commission meeting of April 14, 2021 were approved as written and distributed.

Old Business

- ◆ None

New Business

◆ **Application for Conditional Use Permit to install a new privacy fence at 4148 Tepe Court**

- Steve and Jenny Daugherty submitted an application for a Conditional Use Permit to install a new privacy fence at 4148 Tepe Court. The zoning district is R1-B or Residential One-Family.
- As indicated on the Conditional Use application submitted by the Applicants, three neighbors signed the form, indicating that they do not object to the installation of a privacy fence. These three neighboring addresses are as follows: 10728 Plainfield Road, 10740 Plainfield Road, and 4147 Tepe Court. However, the neighbor at 4154 Tepe Court did not sign the application. As a result, this is the reason that the Applicants are seeking Planning Commission approval. In addition, the Applicants required BZA approval to install back-to-back fencing on two sides of their property.
- The motion for passage by Mayor Hardman was seconded by Mr. Knight. Mr. Creech proceeded with a Roll Call Vote on passage.
- Motion was unanimously approved with the staff recommendations listed below:

1. The privacy fence shall be maintained in good condition and replaced as necessary to remain in compliance with the approved Conditional Use Permit.
2. As shown on the submitted site plan, the privacy fence will be installed only in the rear yard of the property and will not be higher than 6' in height.

◆ **Site Plan Review to install a 41' x 18' steel carport garage at 3295 East Sharon Road (Sinclair Lawn Services)**

- This is a request submitted by Anthony Sinclair of 3295 East Sharon Road for a site plan review of a proposed carport garage addition on his property. His business is Sinclair Lawn Services, and the property is zoned SM-D (Support Mixed-Downtown). This commercial location adjoins a residential area to the south.
- The Applicant has submitted a site plan of the project, which shows the carport garage located in the rear of the property in the southwest corner. The size of the proposed garage is 41' x 18' in dimension and 8' in height. The material is all steel, and the intended use is equipment storage that is currently stored out in the open on site. As indicated on the Applicant's site plan, the setbacks from the rear and side property lines are a minimum of 5'.
- Since the storage building is over 500 square feet (738 square feet to be exact) in size and approximately 43% - nearly half - of the existing principal office use on the property, it requires Planning Commission review and approval prior to installation.
- The motion for passage by Mr. Martin was seconded by Mr. Knight. Mr. Creech proceeded with a Roll Call Vote on passage.
- Motion was unanimously approved with the staff recommendations listed below:
  1. The new steel carport garage will be maintained in good condition.
  2. The existing fence on the property that serves as a buffer between the commercial and residential districts will be maintained in good condition.

◆ **Application for 1) Conditional Use Permit for Drive-Through Restaurant (1135.03(c)) and 2) Site Plan Review and Approval (1157.03) – Eddie Meiners on behalf of LaRosa's – 11264 Lebanon Road**

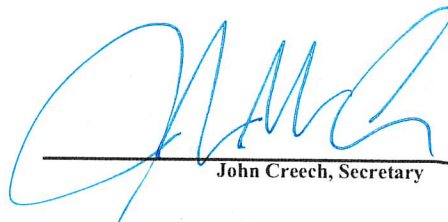
- Mr. Meiners has submitted applications for a Conditional Use Permit and Site Plan Review for proposed improvements to the existing LaRosa's restaurant located at 11264 Lebanon Road. The proposed improvements include exterior alteration to the existing building to create a permanent drive-up pick-up window for call-ahead orders. LaRosa's restaurant has been accommodating call-ahead orders throughout the pandemic. The subject property is zoned General Business (GB), and Drive-Through Restaurants require Planning Commission review as well as a Conditional Use Permit.

- The subject property is located at the northeast corner of the intersection of Reading Road and Lebanon Road just north of the downtown Sharonville Loop. The property measures approximately 0.60 acres (26,250 square feet) in size and has approximately 150 lineal feet of frontage along Lebanon Road.
- Proposed improvements include the creation of a permanent pick-up window on the north side of the existing building and some changes to parking lot striping for the creation of the pick-up window lane adjacent to the building. The pick-up window will include an awning over the pick-up window. The site plan indicates that up to six (6) vehicles can be stacked in the pick-up window lane and will not create any back-up of vehicles on Lebanon Road.
- Mr. Meiners stated that adding a pick-up window is what LaRosa's as a chain has been doing at several different locations.
- There was a temporary tent for customers to pick-up their orders during the beginning of the COVID-19 pandemic, which led to the decision to install a permanent pick-up window.
- The motion for passage by Mr. Knight was seconded by Mr. Lukas. Mr. Creech proceeded with a Roll Call Vote on passage.
- Motion was unanimously approved with the staff recommendations listed below:
  1. All improvements existing and proposed (i.e. site improvements, pavement, striping, building, landscaping, lighting, etc.) and work indicated on construction drawings/documents as part of this approved site plan review be installed and maintained in good repair and replaced as necessary to remain in compliance with the Conditional Use Permit.

Adjournment

- ◆ The motion by Mr. Knight to adjourn the meeting was seconded by Mr. Martin. The meeting was adjourned at 7:50 p.m.

  
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 Kevin Hardman, Chairperson

  
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 John Creech, Secretary