

**Minutes of the Urbana Board of Trustees Meeting
held Monday, December 15, 2025**

The Board of Urbana Township Trustees met on this date with Trustee Blair Stinson, Trustee Roger Koerner, and Trustee Matt Harrigan present.

Present:

Sean Tullis, Zoning Officer

Hackett Landefeld, RWE

Aaron Smith

Jane Napier, Asst. Prosecutor

Brad Bodenmiller

Buddy Ballard

Public Hearing regarding Zoning Text Amendment

Matt Harrigan – read the zoning text amendment – Zoning Resolution language. (see attached)

Aaron Smith – you guys actually define semi trailer in your code. Also recommended use of containers for unattached structures. Other recommendation was to use the set of diagrams. Those are the modifications we had. Sean mentioned 160 square feet. Those are the two recommendations.

Mr. Tullis – they approved all of that.

Mr. Harrigan – I know those storage containers are being used for a lot of things.

Mr. Bodenmiller – in Urbana somebody wanted to do a bunker.

Mr. Harrigan – called for public comment and there was no public comment.

Mr. Koerner moved to approve the Zoning Amendment with Modifications. Mr. Stinson seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

Mr. Smith – you are approving the modifications with the changes that LUC and the Zoning Commission requested.

Mr. Smith – the next steps. 30 day referendum so if someone didn't like the results, it could be contested. Once 30 days is up, assuming no petition is filed, it will become effective. We will get a copy made and you can file it at the Recorder's Office.

Mr. Stinson – a new page in Zoning Book?

Mr. Smith – we will give you a whole new book.

Mr. Stinson moved to adjourn the Public Hearing. Mr. Koerner seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

Regular Meeting of Board of Urbana Township Trustees

Mr. Harrigan – meeting started at 5:15 P.M.

The November 17, 2025 Meeting Minutes and Financial Status Reports were reviewed and accepted. Mr. Stinson moved, to approve the November 17, 2025 meeting minutes, along with the status reports. Mr. Koerner seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

Road and Maintenance Report

Mr. Harrigan – there was a pothole on Singing Wind Way. Erosion was chewing away at the pothole. Blair did the last mowing. First snow, December 2nd, and second December 13th.

Hydraulic leak on one of the plows. Matt upgraded plow lights from halogen to LED.

Mr. McCain returned today. Light duty until the 29th.

Zoning and Cemetery Report

Mr. Tullis – BZA meeting was on the 24th. (see attached)

Also zoning permit and variance request on 29 for Ronnie Quesenberry. One is for two lot splits. Bought 15 acres. Giving daughter 5.75 acres. She will need a variance because it is too deep for the 3 to 1. Reorganization meeting some time in January and they can consider that then.

Mr. Koerner – When you are talking about 5 acres, I didn't think you had to have a variance.

Mr. Tullis – you still do.

Ms. Napier – Is it the 3 to 1?

It came about because of flag lots. That is where it all started. There is a lot of times where that is approved for a variance. If they meet the frontage, how far it goes back.

Mr. Tullis – in 4 years, I think this is the third one I have done. The county doesn't want more than one home using a driveway.

Mr. Harrigan – about the signs, one is going to be at East Lawn & Garden. Is it similar to the one at Tree's Drive thru?

Mr. Stinson – a digital.

Mr. Tullis – there are two others there on 36 that way. It used to be straight flat. I am guessing it is going to be digital. We don't have anything that tells them how it's designed. It's considered an off site sign. You can have one off site sign per property. An off site sign has to be 250 feet away from another off site sign. It fits and checks all of the boxes.

Unfinished Business

Mr. Stinson – I have one thing. The indigent burial reimbursement.

Ms. Perry – we have not received it but we did get the money back from CT for the culvert and I deposited it this week.

New Business

Mr. Harrigan – will entertain a motion to approve the first three months of temporary appropriations for 2026. Mr. Koerner moved, seconded by Mr. Stinson to approve the Temporary Appropriations for 2026. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

Motion to approve and pay year end bills. Mr. Koerner moved, seconded by Mr. Stinson to approve and pay year end bills. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

Motion to open Purchase Orders for 2026. Mr. Stinson moved, seconded by Mr. Koerner to approve opening 2026 Purchase Orders. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

2026 Calendar

Mr. Harrigan - I would like to modify the meeting dates. From Jan 19th to Jan 20th. Then on Feb 16th to Tuesday, Feb 17th. To honor the government holidays. Mr. Stinson moved to move meetings in January and February to third Tuesday, then the rest of the year it will be third Monday. Mr. Koerner seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

Ms. Napier – I just came to get a copy of the Resolution that you passed. (SGP to provide copy to Ms. Napier)

Mr. Koerner moved, seconded by Mr. Stinson to approve and distribute bills. Roll call was as follows: Mr. Harrigan, yes; Mr. Stinson, yes; Mr. Koerner, yes.

The following bills were presented for payment:

Check No.	Date	Payee	Total Amount
	12/15/2025	US Treasury	\$1,280.07
	12/15/2025	City of Urbana	\$92.65
	12/15/2025	Ohio Dept of Taxation	\$157.50
	12/15/2025	BWC	\$102.46
	12/15/2025	Pioneer	\$106.69
	12/15/2025	CT Communication Co.	\$141.46
	12/15/2025	Auditor of State	\$876.00
20947	12/15/2025	Fillmore Construction	\$43,370.44

20948	12/15/2025	Nancy Lokai-Baldwin	\$30.00
20949	12/15/2025	Steve Mabry	\$30.00
20950	12/15/2025	Scott Wright	\$30.00
20951	12/15/2025	Roger Ward	\$30.00
20952	12/15/2025	Jim Heiser	\$30.00
20953	12/15/2025	Heritage Cooperative	\$1,091.37
20954	12/15/2025	County Engineer	\$100.95
20955	12/15/2025	Koenig Equipment	\$2,588.18
20956	12/15/2025	AIM Media Midwest	\$165.31
20957	12/15/2025	Cintas	\$297.22
20958	12/15/2025	City of Urbana	\$30.51
20959	12/15/2025	MD Solutions	\$195.00
20960	12/15/2025	Sean M. Tullis	\$25.00
20961	12/15/2025	Richard McCain	\$25.00
20962	12/15/2025	Matt Harrigan	\$425.00
20963	12/15/2025	Roger Koerner	\$425.00
20964	12/15/2025	Blair Stinson	\$425.00
20965	12/15/2025	Sandi Perry	\$233.09
20966	12/15/2025	Sandra Stephen	\$650.00
20967	12/15/2025	Peoples Savings Bank	\$89.98
20968	12/15/2025	Matt Harrigan	\$900.75
20969	12/15/2025	Roger Koerner	\$760.05
20970	12/15/2025	Richard McCain	\$1,956.67
20971	12/15/2025	Sandi Perry	\$1,673.58
20972	12/15/2025	Blair Stinson	\$862.42
20973	12/15/2025	Sean M. Tullis	\$878.07
20974	12/15/2025	OPERS	\$2,246.95

20975	12/15/2025	Roberts Refuse	\$139.00
20976	12/15/2025	LUC	\$2,981.10
Total			\$ 65,442.47

Announcements

The next meeting is Tuesday, January 20, 2026 at 5:00 P.M. February 2026 meeting date will be Tuesday, February 17, 2026 at 5:00 P.M.

Public Comment

Mr. Harrigan – explained the public comment process.

Mr. Landefeld – 211 North Main Street in Urbana is new office. Want to thank you for coming to our open house in October and November. I don't have any major updates now. Do you have any questions?

Mr. Stinson – are you still in pre-application?

Mr. Landefeld – next couple of months. We don't have an exact date of when we are filing. We have some studies to finish up. When we do have an exact date we will let you know.

Mr. Stinson – Three Mile is off the books?

Mr. Landefeld – it is not included in the current application.

Mr. Stinson – right now, Three Mile Road, north side of Route 54 and original square.

Mr. Harrigan – the meetings were good and a lot of knowledge sharing.

Mr. Landefeld – if there is more that we can provide, we can bring in an engineering team and health and safety.

Mr. Stinson – if it does go through we will want to speak to them about the roads.

Mr. Ballard – 2005 Oakview Drive. I heard you say that Richard came back on Monday. I know you guys came back. I know there are a lot of signs out about protect Pretty Prairie. If they would go up about between Raymond, there is an example of what it would look like.

Mr. Stinson moved to adjourn the meeting. Mr. Koerner seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.


 _____ Matt Harrigan, President


 _____ Sandi Perry, Fiscal Officer

TEMPORARY REVENUE AND EXPENDITURE BUDGET FOR 2026

REVENUE BUDGET

FUND: 1000 GENERAL

TOTAL \$100,400.00

FUND:2011 MOTOR VEHICLE LICENSE TAX

TOTAL \$27,000.00

FUND:2231 PERMISSIVE TAX - COUNTY LEVIED MVLТ

TOTAL \$6,060.00

FUND:2021 GAS TAX

TOTAL \$220,000.00

FUND: 2031 ROAD AND BRIDGE

TOTAL \$142,000.00

FUND:2041 CEMETERY

TOTAL \$12,000.00

FUND:2111 FIRE DISTRICT

TOTAL \$311,000.00

FUND: 2041 SPECIAL ASSESSEMENT

TOTAL \$0.00

TOTAL REVENUE ACCOUNTS \$818,460.00

EXPENDITURE ACCOUNT STATUS

FUND: GENERAL

TOTAL \$66,100.00

FUND:MOTOR VEHICLE LICENSE TAX

TOTAL \$ 12,400.00

FUND: GASOLINE TAX

TOTAL \$ 49,600.00

FUND: ROAD AND BRIDGE

TOTAL \$ 55,000.00

FUND: CEMETERY

TOTAL \$ 18,000.00

FUND: FIRE DISTRICT

TOTAL \$212,000.00

FUND: SPECIAL ASSESSMENT

TOTAL \$2,200.00

TOTAL ALL FUNDS \$415,300.00

12-15-25 Zoning

1. 11-24-25 Variance request (#25-025) by Richard Bowman needed a front setback of 30' instead of 50' for a spec house at 189 Rooney Dr. was approved by the BZA.
2. 11-24-25 Conditional use request (#25-024) by Lamar Companies, LLC for an offsite advertising billboard at 1632 East US St Rt 36 was approved by the BZA.
3. 11-24-25 Zoning permit (#25-029) Richard Bowman for a spec house at 189 Rooney Dr.
4. 11-24-25 Zoning permit (#25-028) Lamar Companies LLC. advertising billboard at 1632 East US St Rt 36
5. 12-15-25 Public hearing at 5:00 pm to discuss and have the trustees vote to approve or deny the suggested changes to the Urbana TWP Zoning Resolution.

12-15-25 Cemetery

1. 11-18-25 Buried Jane Stevens in a vault at P# 48 G# footer and monument is already installed.

grave 3

Urbana Township Trustees

Public Hearing

Date: December 15, 2025

Time: 5:00 PM

1. Opening of Hearing – Time 5:00 pm M – Chair Matt Harrigan
 - Good evening, everyone. Welcome to tonight’s public hearing. We have an agenda we are following tonight, and we will start by sharing our rules for tonight’s hearing.
 - If you think you may want to speak tonight and have not signed-in on the sheet with your name and address, please do so. We will call on folks to speak tonight in the order they’ve signed-in. When your name is called, please move to the speaking area.

2. Purpose of Public Hearing – Chair
 - The purpose of tonight’s hearing is to consider proposed zoning amendments, initiated by Resolution of the Board of Township Trustees. The proposal is a zoning **text** amendment—that means we are considering a change to the **Zoning Resolution language**.
 - This public hearing is formal because we want to hear what people have to say and we want time to discuss amongst ourselves our options. For those reasons, it is important to make sure each person has an opportunity to speak, be heard, and not be talked over.
 - We will do a quick overview of the proposed amendment, review recommendations from LUC, and then hold a public comment period. Once the public comment period concludes, we’ll have a discussion and question period for the Zoning Commission. Then, we will consider acting on the amendment and may pass a motion. We’ll conclude tonight with a summary of next steps.

3. Overview of proposed amendments – Chair
 - Tonight, we are considering a request from the Trustees. The proposal would amend the following:

Freight Containers
Summary: This change would create a definition of “Freight Container”, modify the definition of “Semitrailer/Intermodal Containers”, and create Section 1067 Mobile Trailers. This change would allow for freight containers to be permitted as an accessory structure, subject to a few conditions.
Accessory Building Height
Summary: This change would increase the maximum height for accessory buildings in the R-1 Low Density Residential District from 15 feet to 20 feet.
Fences and Walls
Summary: This change would establish a definition for “Fence or Wall” and creates Section 1013 Fences & Walls which outlines the zoning standards that fences and walls must comply with in Urbana Township.

4. Reading of Recommendation Letters – Chair
 - Zoning Commission
 - Regional Planning Commission (LUC)

5. Public Comments
 - When your name is called, please come to the designated speaking place, and state your name and address first. Try to limit comments to 3 minutes. If you agree with something someone already said, it is OK to simply state you agree with comments already made.

6. Township Discussion & Questions

7. Township Action on Zoning Amendment
 - Options for Action – The Board of Trustees can approve. Deny, or approve with modifications of the Zoning Commission’s recommendation. (Any modifications should be specific and stated.)
 - Motion on **Text Amendment**:
 - First Motion: Koerner Second Motion: Stinson
 - Roll Call Vote

8. Next Steps – Chair
 - ~~Once the Zoning Commission acts, it must transmit a recommendation within 30 days. It must also forward the application/motion/resolution, the text/map pertaining to the amendment, and LUC’s recommendation to the Trustees.~~
 - ~~Once the Board of Trustees receive the Zoning Commission recommendation, the Board must hold a public hearing within 30 days. Must advertise 10 days prior to date of the hearing (ORC 519.12).~~
 - Once the Board of Trustees hold the hearing, the Board shall either approve, approve with modifications, or deny the Zoning Commission recommendation within 20 days.
 - Zoning changes do not become effective for 30 days. After becoming effective, the Board of Trustees should take 4 copies to the Recorder. Ask the Recorder record and keep 1 copy. Ask the Recorder time stamp only the top page of the other 3 copies, and the Township should take those 3 copies. The Township should keep 1 copy for its records, give 1 copy to the Zoning Inspector, and send 1 copy to LUC. (If the Board would like additional copies, please let LUC know.)

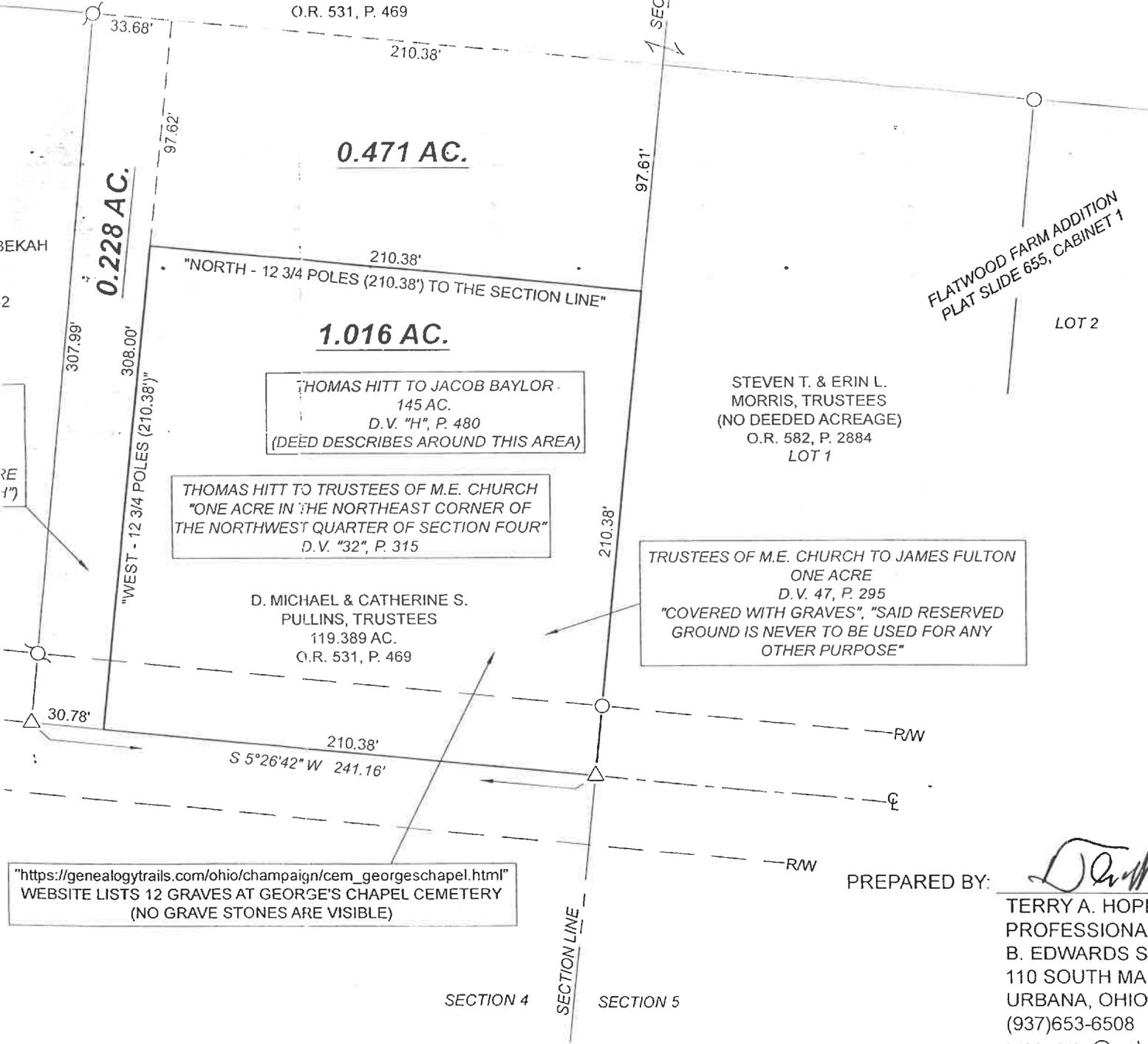
9. Adjourn – Time 5:14 P M
 - First Motion: Koerner Second Motion: Koerner
Stinson

PULLINS, TRUSTEES
119.389 AC.
O.R. 531, P. 469

SECTION 4

SECTION 5

DATE: DECEMBER 8, 2025



0.471 AC.

0.228 AC.

1.016 AC.

THOMAS HITT TO JACOB BAYLOR
145 AC.
D.V. "H", P. 480
(DEED DESCRIBES AROUND THIS AREA)

THOMAS HITT TO TRUSTEES OF M.E. CHURCH
"ONE ACRE IN THE NORTHEAST CORNER OF
THE NORTHWEST QUARTER OF SECTION FOUR"
D.V. "32", P. 315

D. MICHAEL & CATHERINE S.
PULLINS, TRUSTEES
119.389 AC.
O.R. 531, P. 469

STEVEN T. & ERIN L.
MORRIS, TRUSTEES
(NO DEEDED ACREAGE)
O.R. 582, P. 2884
LOT 1

TRUSTEES OF M.E. CHURCH TO JAMES FULTON
ONE ACRE
D.V. 47, P. 295
"COVERED WITH GRAVES", "SAID RESERVED
GROUND IS NEVER TO BE USED FOR ANY
OTHER PURPOSE"

FLATWOOD FARM ADDITION
PLAT SLIDE 655, CABINET 1

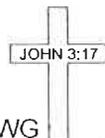
LOT 2



https://genealogytrails.com/ohio/champaign/cem_georgeschapel.html
WEBSITE LISTS 12 GRAVES AT GEORGE'S CHAPEL CEMETERY
(NO GRAVE STONES ARE VISIBLE)

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7587 DWG

SECTION 4 SECTION 5