

Meeting Minutes
Sycamore Township Zoning Commission
Township Administration Building
8540 Kenwood Road
Tuesday, February 10, 2026
6:00 p.m.

Mr. Roger Friedmann – Chairman
Mr. Rich Barrick – Vice-Chairman
Ms. Anne Flanagan – Member
Mr. Bill Mees – Member
Mr. Steve Roos – Member
Mr. Bill Swanson - Alternate

Item 1. – Meeting called to Order

Mr. Friedmann called the Zoning Commission meeting to order at 6:00 p.m. on Tuesday, February 10, 2026.

Item 2. – Roll Call of the Board

Mr. Mees called the roll.

Members Present: Ms. Flanagan, Mr. Friedmann, Mr. Mees, Mr. Roos, Mr. Swanson

Members Absent: Mr. Barrick

Staff Present: Jeff Uckotter, Jon Ragan

Item 3. – Approval of October 9, 2026, Meeting Minutes

Mr. Friedmann asked if there was a motion to approve the October 9, 2025, meeting minutes.

Mr. Mees made a motion to approve the October 9, 2025, minutes.

Ms. Flanagan seconded the motion.

All in favor, none opposed.

Item 4. – Old Business

None

Item 5. - New Business

Case: ZC-2026-1

Applicant: Covista (Marsha Rubin)

Location: 5905 E. Galbraith Rd

Request: Major Adjustment to a PUD

Mr. Uckotter presented case ZC-2026-1, stating that the applicant is requesting a professional school use in the SPI-District, requiring a major adjustment to the PUD. Mr. Uckotter noted that the applicant is proposing an office-adjacent use for the entire third floor of the Kenwood Collection building (approximately 32,000 square feet). Mr. Uckotter stated that the proposed use areas include instructional/learning, administrative & faculty areas, private study and meeting areas, and accessory/support areas.

Mr. Uckotter displayed the proposed floor plan and reviewed the parking analysis and demand scenarios as shown in the staff report. Mr. Uckotter stated that the applicant has requested 150 parking spaces, which would be sufficient, leaving excess parking spaces.

Relating to signage, Mr. Uckotter stated that pursuant to Case 2016-05 (LASR Modification), the 3000-level suite would be allotted "O2" on that case's sign key, not to exceed 100 square feet.

Mr. Uckotter reviewed the "Staff Analysis" as shown in the staff report stating that staff does not consider the proposed use to be medical office, as no patients are treated in a clinical setting.

Mr. Uckotter stated that staff recommends approval of the proposed Major Adjustment to Case 2005-19P2 with the following conditions:

1. The professional nursing school use shall maintain the three-cohort model and the corresponding attendance concentrations, as shown in the parking study. If additional enrollment is considered, surpassing 450 students, a further Major Adjustment case is required.
2. This major adjustment does not apply to other professional schools of a different professional topic, floor layout, enrollment, or cohort schedule.
3. No parking for this use shall occur on the outdoor surface parking. All parking spaces shall be located within the parking garage. The property owner shall provide written acknowledgment of this condition prior to approval of the Zoning Compliance Plan.
4. The calculation to determine parking count shall conform to the present Zoning Resolution Standard: *School, Vocational / Professional = One space per employee + one space per two registered student capacity.*
5. Signage shall conform to LASR Case 2016-05 and to applicable Zoning Resolution standards.

Alexander Johnson with Keating Muething & Klekamp PLL (1 E 4th St #1400, Cincinnati, OH 45202) introduced himself from the podium on behalf of Covista Inc. Mr. Johnson stated that the request is a Major Adjustment to the PUD, and there are no applicant objections to staffs recommended conditions or approval. Mr. Johnson stated that the proposed use mixes well with the existing uses, and is not a substantial deviation.

Mr. Friedmann asked Mr. Johnson if the proposed parking spaces would be marked for the students and employees. Mr. Johnson stated that they would be required to park in the garage, however, the spaces would not be marked. Mr. Friedmann asked Mr. Johnson how many students are proposed. Mr. Johnson stated that enrollment is capped by the State of Ohio without further relief at 450.

Octavio Mendoza (233 S. Wacker Dr, St #800, Chicago, IL 60606) with Covista, introduced himself from the podium. Mr. Mendoza stated Covista is excited about the prospect of entering the market and establishing a presence in Sycamore Township.

Ms. Flanagan asked Mr. Mendoza if he anticipated any hands-on training such as inserting IV's or drawing blood. Mr. Mendoza stated that all training is simulation based using mannequins.

Mr. Roos asked Mr. Mendoza about the duration length of the program. Mr. Mendoza stated that it is a three (3) year program.

Michelle Devlin (5901 E. Galbraith Rd, Cincinnati OH, 45236) with PREP Property Group, introduced herself from the podium. Ms. Devlin stated that The Kenwood Collection is looking forward to occupying a vacant floor (third floor), that has been vacant since post COVID. Ms. Devlin stated that there is an ample amount of parking available.

Mr. Mees made a motion to consider Cases ZC-2026-1 with the staff recommended conditions as listed on page two (2) of the staff report.

Ms. Flanagan seconded the motion, all in favor, none opposed.

Mr. Mees called roll:

Ms. Flanagan – AYE
Mr. Barrick- ABSENT
Mr. Friedmann – AYE
Mr. Roos - AYE
Mr. Mees – AYE
Mr. Swanson- AYE

Mr. Uckotter stated that the case will be heard by the Township Trustees on March 3, 2026, at 5:15pm.

Case: ZC-2026-2
Applicant: N&G Takhar Oil, LLC (John Brandt)
Location: 10843 Montgomery Rd
Request: PUD II

Mr. Uckotter presented case ZC-2026-2, stating that the applicant is proposing a Planned Unit Development II to refresh the site. Mr. Uckotter reviewed the proposed convenience store redevelopment noting that all elevations will be wrapped with full-depth masonry. Mr. Uckotter spoke on the fueling canopy stating the canopy columns will be fully wrapped in full-depth masonry to match the building. Mr. Uckotter explained that the proposal includes other site improvements such as a masonry dumpster enclosure, the remediation of asphalt/concrete, concrete curbs, new landscape buffering, sprinkler irrigation system, and a ground mounted monument sign with a masonry base. Mr. Uckotter noted nineteen (19) parking spaces are proposed.

Mr. Roos asked Mr. Uckotter where the proposed dumpster would be located. Mr. Uckotter showed the board the dumpster location on the site plan (northwest corner of the parcel).

Mr. Uckotter noted that he would like to add a condition, requiring the existing payphone to be removed.

Mr. Uckotter displayed the floor plan and proposed building materials to the board.

Mr. Uckotter stated that staff recommends approval of the PUD II request with the following conditions:

1. Matching full-depth masonry finishes are required on all building elevations, the full length of each canopy column, and the monument sign base, as shown in the application materials.
2. The masonry dumpster enclosure shall be sited as shown on the site plan.
3. The monument sign shall conform to the Ch. 13 E-Retail standards (six feet tall max, 64 sf max).
4. If a building sign is proposed for the building, it must be sited on the Montgomery Road building elevation and shall conform to Chapter 13 E-Retail standards.
5. There shall be no more than one wall sign on the canopy; it shall be sited on the Montgomery Road elevation, and it shall not exceed 15 square feet.
6. Cracked concrete surfaces shall be replaced or full-depth repaired.
7. An internal liquid cooking waste containment system shall be required. Detail shall be required in the floor plan/site plan relating to this system/tank prior to approval of the Zoning Compliance Plan. There shall be no exterior liquid cooking waste containment bin.

