

**Minutes of the Board of Zoning Appeals
January 7, 2026
City of Huber Heights**

- I. Chair Eva Newby called the Meeting of the City of Huber Heights Board of Zoning Appeals to order at 6:00 p.m.

II. Election of Officers

Action

Ms. Ballard moved to nominate Eva Newby as 2026 Chair. Seconded by Mr. Schaeffer. No other nominations.

Roll call showed: YEAS: Mr. Mach, Mr. Schaeffer, Ms. Ballard, and Ms. Newby. NAYS: None. Motion to approve carried 4-0.

Action

Ms. Newby moved to nominate Bob Deam as 2026 Vice Chair. Seconded by Ms. Ballard.

Roll call showed: YEAS: Mr. Mach, Mr. Schaeffer, Ms. Ballard, and Ms. Newby. NAYS: None. Motion to approve carried 4-0.

- III. Oath of Office. Chair Eva Newby swore in Gregory Mach.

- IV. Roll call was taken. Present were Ms. Ballard, Mr. Mach, Mr. Schaeffer, and Ms. Newby.

Members Absent: Mr. Deam.

Staff present for this meeting: Don Millard, Code Enforcement Administrator, and Geri Hoskins, Planning & Zoning Administrative Secretary.

V. Approval of the Minutes

Without objection, the minutes of the November 12, 2025, BZA meeting are approved.

VI. Approval of Agenda

Motion made by Mr. Mach to approve the agenda. Seconded by Mr. Schaeffer.

VII. Swearing of Witnesses

Ms. Newby explained the proceedings for tonight's meeting and swore in all applicants and persons wishing to speak tonight. All present responded in the affirmative.

VIII. Old Business

None.

IX. New Business

1. BZA Case 26-01

The applicant, KAP Signs, is requesting a variance from Section 1189.05 – Ground Signs Setback. Property is located at 6488 Chambersburg Road.

Mr. Millard stated that the applicant, KAP Signs, is requesting variance relief **for placement of a new monument sign at 7 feet 6 inches behind the road right-of-way**. Section 1189.05,b,1 calls for a setback of 15 feet behind the right-of-way.

Section 1189.05 - Types of signs - (b) Ground Signs states. “(1) Setback. Unless otherwise stated in this chapter, any temporary or permanent ground sign or any part thereof shall be set back a minimum distance of 15 feet from any right-of-way.” (Ord. 2013-O-2016, Passed 1-28-13; [Ord. No. 2019-O-2398](#), § 1, 10-14-19)

Due to variations in the City right-of-way line along Chambersburg Rd., the right-of way in front of this business borders the south side of the sidewalk. The applicant feels locating the sign at the 15 foot setback would decrease its visibility.

In order to install the sign as planned the applicant requires a variance.

Staff feels this is a reasonable request and has no objection to the granting of the variance.

David Williams from KAP Signs was present and said that it will help the business to have the sign more visible.

Action

Mr. Schaeffer moved to approve the request by the applicant, KAP Signs, for a variance from Section 1189.05 – Ground Sign Setback.. Property located at 6488 Chambersburg Road. Seconded by Ms. Ballard.

Roll call showed: YEAS: Mr. Mach, Ms. Ballard, Mr. Schaeffer, and Ms. Newby. NAYS: None. Motion to approve carried 4-0.

X. Additional Business

2026 Meeting Schedule.

XI. Upcoming Meetings

December 3, 2025
January 7, 2025

XII. Adjournment

There being no further business to come before the Board, the meeting was adjourned at approximately 6:15 p.m.