

Special Meeting Minutes

March 16, 2026

Meeting called to order by Toren Stanton at 7:30 pm

Pledge of Allegiance lead by Toren Stanton

Board Members in attendance: Supervisor Stanton, Clerk Smith, Trustee Courliss, Treasurer Brubaker & Trustee Brott.

Joe Kline from SAFEbuilt Zoning Department was also in attendance for clarification needed and questions.

No agenda provided

Purpose of this meeting:

To address the concerns of those affected by the EF-3 Tornado that took place on March 6th, 2026 in Union City. To also come to a resolution on how to move forward with building permits and temporary living situations for those affected.

Trustee Courliss drafted a resolution to assist victims of the recent tornado.

Supervisor Stanton as the public for any comment before we proceed going through the drafted resolution line by line.

Public Comment:

It was asked by a resident how structures can be rebuilt back on non-conforming lots. A resident was concerned about what will happen to all the wildlife that was displaced due to the tornado. A homeowner asked who will cover the replacement cost of his septic system as it has been driven over by the Police and others out there helping to clean up the debris.

The Sherwood Township Planning Commission put forth the recommendation for the Sherwood Township Board to consider for those affected by the tornado:

“Individuals whose structures were impacted by the tornado are hereby authorized to place and occupy a RV or travel trailer on the affected or nearby property for temporary residential use under an open building permit during the reconstruction of dwellings, decks, garages, fences, and/or accessory buildings, provided such reconstruction occurs upon the same footprint or foundation from which the structures were removed, damaged or destroyed by the tornado under Zoning Ordinance Section 29.2”

The Sherwood Township Board goes through the draft line by line:

- A. Minimum 960 sq ft: Trustee Brott feels that we need to be consistent with how ordinance is worded. No rentals to be put back on non-conforming lots. Joe Kline was

asked if the ZBA or SAFEbuilt can handle the zoning requirements? Joe clarified that it is all dependent on which pathway we choose to go is who will handle these situations. Supervisor Stanton believes we should keep the integrity of our zoning and uphold those rentals that are non-conforming to be made current to our zoning laws, those that are summer homes not used for income and primary residences to be put back to the original footprint. A public comment was made by a resident who owns roughly 5 lots that were affected and his concern was that if we don't allow those properties to be rebuilt, we will lose tax dollars for township income. Something to consider as well. Joe Kline also clarifies that they work with the home builders before a home is put back in terms of well/septic system. The Health Department has to do those inspections.

- a. Supervisor Stanton makes a motion to allow residences that are not being used as rental income to build back to the original footprint. Second, Trustee Courliss. All in favor 5-0. Motion passes.
- B. Setbacks: Supervisor Stanton notes that if the homeowners are going to go off the original structure we shouldn't have issues. Most people will have issues if they want to build bigger than what was existing previously. We would send those setback issues to the SAFEbuilt ZBA.
- C. Deck Setbacks: same as point B.
- D. Setback to the lake: 30ft is the current setback regulation. Most of the homes that were affected were built many years ago and are on a non-conforming lot. The Sherwood Township Board will allow those who are going to build back to the original footprint to waive the setback. If they will be building a bigger or different footprint, then it will have to go to ZBA.
- E. Reconstruction complete, how do we make sure the RVs used as temporary housing are removed? Joe Kline states that the SAFEbuilt system is automated to remind them to check progress on reconstruction and for 30 days post final inspection to have the trailer removed. No action will be needed on Sherwood Township Board or Zoning. SAFEbuilt will handle it.
- F. Covered earlier.
- G. Covered earlier.
- H. Require homes have well/septic recertified by the Health Department: Yes, the homeowners will need to go to the Health Department to get those certifications and inspections completed.
- I. Surveys: Surveys will need to be completed. SAFEbuilt is recommending that property owners get together to share the cost of the property line surveys. Our hope is that we will receive some sort of federal funding and can help the residents with the cost of these surveys.

- J. SAFEbuilt doesn't have any stipulations on a specified percentage of completion before granting the renewal of the travel trailer to remain on property. No action needed.
- K. Cover cost of permit: The Sherwood Township Board is hoping to secure Federal Funding. Supervisor Stanton is working on this and will keep us informed.

Public Comment:

Treasurer Brubaker clarifies that if a property is sold, the new owners will have to follow our current zoning ordinance.

Joe Kline asks us to clarify if we will require the residents to obtain a Special Use Permit?

A: No, bypass. It will be a regular building permit.

Supervisor Stanton adjourned the meeting at 8:10 pm. Trustee Courliss second. All in favor 5-0. Motion Carries. Meeting Adjourned.

Respectfully Submitted,

Hannah Smith

Sherwood Township Clerk
