

**CITY OF CRESTVIEW HILLS
BOARD OF ADJUSTMENT MINUTES
Friday, November 7, 2025
4:00 PM**

Board Members Present: James Blom, Ron Gibbons, David Thiel, Brent Degenhardt

Board Members Absent: Michelle Reid

Staff Present: City Administrator Alex Mattingly, City Clerk Stacy Kellam, City Attorney MaryAnn Stewart, Mayor Paul Meier

Others Present: Tim Burks and Roy Dorsey with Crown Point Development, LLC

Chairperson Ron Gibbons called the meeting to order at 4:00 p.m.

A quorum was established.

Approval of Minutes

Chairperson Gibbons called for approval of the minutes for the August 4, 2025, public hearing as submitted. Mr. Blom moved to approve the minutes; Mr. Degenhardt seconded. Minutes were approved with all ayes, no opposing votes.

Continuing Business

None.

New Business

Chairperson Gibbons called the next item on the agenda: a variance request for the residential property at 336 Crown Point Circle in the PUD Zone for a front yard setback variance of 10 feet (reducing the setback from 30 feet to 20 feet) to construct a single-family home.

City Clerk Stacy Kellam administered the oath to City Administrator Alex Mattingly and Tim Burks who would provide testimony regarding the application.

336 Crown Point Circle – Front Yard Setback Variance Request

City Administrator Alex Mattingly (who also serves as the City Zoning Administrator) presented staff's review of the variance request and recommended approval with no conditions. Site plans for 336 Crown Point Circle and site photographs were shown to the Board members.

Mr. Mattingly noted all neighboring residents were notified and Mr. Mattingly did not receive any written objections.

Applicant Tim Burks presented his case to the board for the necessity of the front setback variance and answered questions.

Chairperson Gibbons moved to approve the 10-foot front yard setback variance (reducing the setback from 30 feet to 20 feet) for 336 Crown Point Circle and set forth findings of fact for the reasoning for and necessity of such variance. Mr. Thiel seconded the motion. Motion passed with all ayes, no opposing votes.

Adjournment

Chairperson Gibbons called for adjournment of the meeting. Chairperson Gibbons moved to adjourn the meeting, and Mr. Degenhardt seconded. Motion carried with all ayes and no opposing. The meeting was adjourned at 4:18 p.m.

Approved:

Ron Gibbons, Chairperson