



**BOARD OF ZONING APPEALS / PROPERTY
REVIEW COMMISSION MEETING AGENDA
Tuesday, January 21, 2025 at 6:30 PM**

15 East Franklin Street Bellbrook, Ohio 45305
T (937) 848-4666 | www.cityofbellbrook.org

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF THE MINUTES**
 - A. Approval of the December 17, 2024, Board of Zoning Appeals & Property Review Commission Meeting Minutes
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - A. Nomination and Selection of Chairperson
 - B. Nomination and Selection of Vice Chairperson
 - C. BZA 25-01: 2451 Lakeview Drive (Stephens): Variance of Bellbrook Zoning Code Section 18.05A to allow the construction of an accessory structure in the property's side yard
 - D. Discussion Topic: Update to the Boards and Commissions Orientation Handbook Regarding Rules
- 6. OPEN DISCUSSION**
- 7. AJOURNMENT**

RECORD OF PROCEEDINGS

Bellbrook Board of Zoning Appeals & Property Review Commission
December 17, 2024

Item A. Section 3, Item

1. CALL TO ORDER

Mr. Philip Ogrod called the meeting of the Bellbrook Board of Zoning Appeals & Property Review Commission to order at 6:45 pm.

2. ROLL CALL

PRESENT

Mr. Philip Ogrod
Dr. Meredith Brinegar
Ms. LaKisha Taylor

ABSENT

Mrs. Sharon Schroder

3. APPROVAL OF THE MINUTES

Mr. Ogrod asked if anyone had additions or corrections to the minutes of the November 19, 2024, meeting. Dr. Brinegar stated that she did not and noted the completeness of the minutes. Mr. Ogrod echoed the comment and did not see any needed changes to the minutes. Hearing no additions or corrections, Mr. Ogrod declared the minutes approved.

4. OLD BUSINESS

None

5. NEW BUSINESS

Mr. Ogrod introduced the one case presented to the Board, a Board of Zoning Appeals case, BZA 24-05: 1956 Cabernet Way – Variance of Bellbrook Zoning Code Section 18.05A to allow the construction of an accessory structure in the property’s side yard.

Mr. Ogrod swore in all people speaking at tonight’s meeting.

Mr. Ogrod asked for the staff report for BZA Case 24-05. Ms. Grant began the staff report and stated that the applicant is requesting a variance of the Zoning Code 18.05A to allow the construction of an accessory structure in the property’s side yard at 1956 Cabernet Way. She stated it is zoned Planned Residential and about 0.65 acres. She stated that the plot plan shows the structure’s planned location and the lot’s configuration and that the structure is proposed in what is, technically, the property’s side yard facing east. The structure is planned to be eighty square feet (ten feet by eight feet) and twelve feet in height. The structure’s primary building material is wood with T1-11 siding oriented horizontally and asphalt roof shingles to match the house. Two sides of the house would abut the shed, and two would be facing the side and back yards. The desired placement is due to the configuration of the yard after landscaping changes, and the area in the yard

RECORD OF PROCEEDINGS

Bellbrook Board of Zoning Appeals & Property Review Commission
December 17, 2024

Item A. Section 3, Item

appears to be the most level. Ms. Grant explained that, if approved, the next steps would be the applicant obtaining a zoning permit from the City, and she would perform a placement inspection and final inspection. Ms. Grant recommended that the Board consider the request and pointed out that the applicant was in attendance to answer any specific questions.

Mr. Ograd asked if the Board had any questions for staff. Dr. Brinegar asked if the placement is considered to be in the side yard and not the rear yard because of the configuration of the back of the house. Mr. Ograd echoed the same question and asked about the definition of a side yard. Dr. Brinegar opined that it looked like the backyard and that she figured it was due to something technical. Ms. Grant explained that while it does appear like the back yard, the back foundation line is what determines the side yard. Mr. Ograd confirmed the explanation and stated that it clarified the matter. Dr. Brinegar stated that was her only question, and Mr. Ograd stated that it was his main question of how to define what the side yard is. Dr. Brinegar asked if it would go beyond the side of the house. Ms. Grant stated that it would be flush with the back foundation line and bump-out portion of the house. Mr. Ograd asked if it would be visible from the front. Ms. Grant stated that it did not appear that it would be.

Mr. Ograd asked if there were any other questions of staff. Hearing none, Mr. Ograd moved to the public forum and asked for speakers to provide their names and addresses.

Mr. Joshua Bacca, 1956 Cabernet Way, approached the lectern and stated that he was there to answer any questions from the Board, that one question was already answered, and that, no, the shed was not intended to go any further towards the side beyond the main structure itself. He also stated that if you were to stand in front of the house, you would not be able to see it, and there was no intention for it to be obtrusive. Mr. Bacca explained that the orientation of the siding is his design to help blend it into the current siding of the home.

Mr. Ograd asked if the opening was to be towards the back with access from the pool deck. Mr. Bacca confirmed yes. Mr. Ograd asked, with the height being twelve feet, how it relates to the roof of the part of the house that juts out in the back. Mr. Bacca confirmed that it would be below that and match the accessory structure's pitch to that of the roof.

Mr. Ograd asked for any other questions or comments, and hearing none, closed the public hearing portion of the meeting.

Mr. Ograd opened the Board discussion. Dr. Brinegar opined that this case feels like one of the easier cases the Board has heard in a while, and Mr. Ograd concurred. Dr. Brinegar pointed out that legally, it is the side yard, but conceptually, it feels like the back yard and that it will be in line with the house. She also opined that it is small in size. Mr. Ograd pointed out that it will not exceed the height of the existing roof. Dr. Brinegar stated that it will blend in, and that it feels like a clear-cut case. Mr. Ograd stated that having the definition of the side yard made it clear as to why the variance is needed and that he does not see a reason not to approve it. Mr. Ograd asked for any other comments. Ms. Taylor stated no and that she thought it was good, too. Mr. Ograd asked for a motion to approve BZA 24-05, the variance request to allow the construction of an accessory structure in the property's side yard at 1956 Cabernet Way.

RECORD OF PROCEEDINGS

Bellbrook Board of Zoning Appeals & Property Review Commission
December 17, 2024

Item A. Section 3, Item

A motion was made by Dr. Brinegar and seconded by Ms. Taylor.

Voting “yea”: Mr. Ogrod, Dr. Brinegar, and Ms. Taylor. The motion carries.

Mr. Ogrod asked for any other cases or discussions before the Board this evening. Ms. Grant indicated no. Mr. Ogrod stated that the Miami Valley Planning and Zoning Workshop was held on December 6, and it was a good workshop with participation. Mr. Ogrod asked, in a subsequent meeting, to get meeting rules documented, and that information from the Workshop had made clear the importance of having those in place.

6. OPEN DISCUSSION

None

7. ADJOURNMENT

Hearing no further business coming before the Board, Mr. Ogrod declared the meeting adjourned at 6:56 pm.

Philip Ogrod, Chairperson

Rob Schommer, Clerk of Council

To: BZA/PRC
From: Michaela Grant, Community Development Administrator
Date: January 3, 2025
Subject: Staff Report for BZA Case #25-01: 2451 Lakeview Drive (Stephens)

Summary of the Request

The applicant and property owner, Jacob Stephens, is requesting approval for a variance of Zoning Code section 18.05A to allow the construction of an accessory building (shed) at 2451 Lakeview Drive. The total lot size is approximately 0.46 acres. The proposed location for the shed is within the right-hand side yard, as viewed from the street, facing the front of the property. The desired placement is the reason for the variance request, as accessory buildings are not permitted in any side or front yards. The shed is designed to be constructed primarily of wood with asphalt shingles and will measure nine feet in height, twelve feet in length, and eight feet in width, totaling ninety-six square feet. Its intended use is for the storage of yard equipment.

Zoning Code for reference (with applicable portions to the request bolded):

18.05A Accessory Buildings

In a residential zone, no garage or other accessory building shall be erected within a required side yard or front yard.

When located at least sixty (60) feet from the front property line and completely to the rear of the main dwelling, the accessory building may be erected not less than eight (8) feet from the side or rear lot lines. Provided that when access to a garage is from an alley, such garage shall be located not less than ten (10) feet from the alley.

When located less than sixty (60) feet from the front property line and not completely to the rear of the dwelling, garages shall be constructed as a part of the main building or connected thereto by a covered breezeway.

Corner lot accessory buildings must be placed within the boundaries of the required rear yard as governed by Article 7, Sec. 7.10, Yard and Lot Requirements.

No detached accessory building measuring up to three hundred (300) square feet in Residential and B-1 Districts shall exceed one (1) story or twelve (12) feet in height and no detached

accessory building in Residential and B-1 Districts measuring from 301-600 square feet shall exceed one (1) story or 15' in height.

Detached accessory buildings (including garages) constructed on a one family lot shall not exceed, in the aggregate, six hundred (600) square feet.

Applicant Information

Jacob Stephens, Applicant and Property Owner

Current Zoning District

R-1B, One-Family Residential

Parcel Identification

L35000200080000600

Additional Actions or Next Steps to be taken by the City

The Board of Zoning Appeals will make a decision on the variance request at its meeting on January 21, 2025.

Applicant's Reason for the Request

The applicant wishes to construct the accessory building at the requested location (side yard) due to the yard's configuration and the size of the backyard.

The applicant's statement regarding the request is included in the packet.

Surrounding Land Use within 1,000 Feet

The surrounding land uses within 1,000 feet include various Residential (R-1A, R-1B).

Previous Related Development Decisions in the Immediate Area (3-5 Years)

N/A

Comprehensive Plan Applied to the Geographical Area

N/A

Existing Public Utilities

Existing public utilities include water, storm, sanitary sewer, gas, and electric.

Soil Survey Data

N/A

Classification of Streets, Traffic Volumes & Direction, Planned Improvements

N/A

Floodplain Information

The property's front-left corner is in the floodplain (Zone AE).



Comments from City and County Agencies

N/A

Supporting Maps & Graphics

Supporting documents are attached.

Staff Recommendation

Staff recommends that the Board of Zoning Appeals consider the request.



CITY OF BELLBROOK

APPLICATION FOR ZONING VARIANCE

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305
(937) 848-4666 WWW.CITYOFBELLBROOK.ORG

DATE RECEIVED 12 / 19 / 2024 STAFF USE APPLICATION # 2024-200

APPLICANT INFORMATION

PROPERTY OWNER Renee Shank, Jacob Stephens PHONE NUMBER 937-271-8038
OWNER ADDRESS 2451 Lakeview Dr.
APPLICANT NAME Renee Shank, Jacob Stephens PHONE NUMBER 937-271-8038
APPLICANT ADDRESS 2451 Lakeview Dr.
APPLICANT EMAIL JMStep27@gmail.com

REQUEST INFORMATION

PROPERTY ADDRESS 2451 Lakeview Dr ZONING DISTRICT R-1B one family res.
SUBDIVISION Glenn Brook Acres LOT NUMBER 14 PARCEL ID L35-0002-0008-0-0006-00
DESCRIBE THE GENERAL NATURE OF THE VARIANCE We are looking to place a shed in/toward the back of our side yard as this is the most suitable location for one as our backyard is narrow, small & uneven.

SEE THE REVERSE OF THIS PAGE FOR ADDITIONAL INFORMATION TO BE INCLUDED WITH AN APPLICATION FOR ZONING VARIANCE.

I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL FOR ANY ADMINISTRATIVE REVIEW, CONDITIONAL USE PERMIT, VARIANCE, OR EXCEPTION FROM ANY OTHER CITY REGULATIONS WHICH ARE NOT SPECIFICALLY THE SUBJECT OF THIS APPLICATION. I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF A BUILDING OCCUPANCY PERMIT. I UNDERSTAND FURTHER THAT I REMAIN RESPONSIBLE FOR SATISFYING REQUIREMENTS OF ANY PRIVATE RESTRICTIONS OR COVENANTS APPURTENANT TO THE PROPERTY.

I CERTIFY THAT I AM THE APPLICANT AND THAT THE INFORMATION SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT THE CITY IS NOT RESPONSIBLE FOR INACCURACIES IN INFORMATION PRESENTED, AND THAT INACCURACIES MAY RESULT IN THE REVOCATION OF THIS ZONING CERTIFICATE AS DETERMINED BY THE CITY. I FURTHER CERTIFY THAT I AM THE OWNER OR PURCHASER (OR OPTION HOLDER) OF THE PROPERTY INVOLVED IN THIS APPLICATION, OR THE LESSEE OR AGENT FULLY AUTHORIZED BY THE OWNER TO MAKE THIS SUBMISSION.

I CERTIFY THAT STATEMENTS MADE TO ME ABOUT THE TIME IT TAKES TO REVIEW AND PROCESS THIS APPLICATION ARE GENERAL. I AM AWARE THAT THE CITY HAS ATTEMPTED TO REQUEST EVERYTHING NECESSARY FOR AN ACCURATE AND COMPLETE REVIEW OF MY PROPOSAL; HOWEVER, AFTER MY APPLICATION HAS BEEN SUBMITTED AND REVIEWED BY CITY STAFF, I UNDERSTAND IT MAY BE NECESSARY FOR THE CITY TO REQUEST ADDITIONAL INFORMATION AND CLARIFICATION.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE [Signature] DATE 12 / 19 / 24

OFFICE USE ONLY		
APPLICATION FEE	PAYMENT TYPE	REVIEW AUTHORITY
\$ <u>200.00</u>	CASH <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> # <u>252</u>	ADMINISTRATIVE, BOARD OF ZONING APPEALS
BOARD OF ZONING APPEALS	MEETING DATE <u>1 / 21 / 2025</u>	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> CONDITIONS <input type="checkbox"/>

AMENDING THE ZONING CODE

A. PROCEDURES AND REQUIREMENTS FOR VARIANCES (ZONING CODE 20.13)

TO VARY THE STRICT APPLICATION OF ANY OF THE REQUIREMENTS OF THIS ORDINANCE IN THE CASE OF EXCEPTIONALLY IRREGULAR, NARROW, SHALLOW OR DEEP LOTS, OR OTHER EXCEPTIONAL PHYSICAL CONDITIONS, WHEREBY SUCH STRICT APPLICATION WOULD RESULT IN PRACTICAL DIFFICULTY OR UNNECESSARY HARDSHIP - NOT ECONOMIC IN NATURE – THAT WOULD DEPRIVE THE OWNER OF REASONABLE USE OF THE LAND OR BUILDING INVOLVED BUT IN NO OTHER CASE. THE FACT THAT ANOTHER USE WOULD BE MORE PROFITABLE IS NOT A VALID BASIS FOR LEGALLY GRANTING A VARIANCE. NO NONCONFORMING USE OF NEIGHBORING LANDS, STRUCTURES, OR BUILDINGS IN THE SAME DISTRICT, AND NO PERMITTED USE OF LANDS, STRUCTURES OR BUILDINGS IN OTHER DISTRICTS SHALL BE CONSIDERED GROUNDS FOR THE ISSUANCE OF A VARIANCE. THE VARIANCE REQUESTED SHALL NOT ALTER THE ESSENTIAL CHARACTER OF THE LOCALITY, NOR BE IN CONFLICT WITH THE COMPREHENSIVE MASTER PLAN. IN MAKING THIS DETERMINATION, THE BOARD OF ZONING APPEALS SHALL BE ADVISED BY THE RECOMMENDATION OF THE PLANNING BOARD. IN CASES INVOLVING PROPERTIES SITUATED WITHIN THE VILLAGE DISTRICT, AS DEFINED BY ARTICLE 14, SECTION 14.02 OF THE BELLBROOK ZONING CODE, THE VILLAGE REVIEW BOARD SHALL, WHEN POSSIBLE, MAKE A RECOMMENDATION TO THE BOARD OF ZONING APPEALS REGARDING THE DISPOSITION OF THE VARIANCE REQUEST.

B. APPLICATION AND STANDARDS FOR VARIANCES (ZONING CODE 20.13.2)

A VARIANCE FROM THE TERMS OF THIS ORDINANCE SHALL NOT BE GRANTED BY THE BOARD OF ZONING APPEALS UNLESS AND UNTIL A WRITTEN APPLICATION FOR A VARIANCE IS SUBMITTED TO THE ZONING INSPECTOR AND THE BOARD OF ZONING APPEALS CONTAINING:

- a) NAME, ADDRESS AND PHONE NUMBER OF APPLICANTS;
- b) LEGAL DESCRIPTION OF PROPERTY; AND A SITE PLAN BASED ON AN ACCURATE SURVEY SHOWING EXISTING AND/OR FUTURE BUILDING LOCATIONS AND THE LOCATIONS OF BUILDINGS ON ADJACENT PROPERTIES. THIS SITE PLAN SHOULD BE PREPARED BY A REGISTERED SURVEYOR ATTESTING TO THE ACCURACY OF SAME;
- c) DESCRIPTION OF NATURE OF VARIANCE REQUESTED;
- d) VARIANCES FROM THE TERMS OF THE ZONING ORDINANCE SHALL BE GRANTED ONLY WHERE THE PROPERTY OWNER SHOWS THAT THE APPLICATION OF A ZONING REQUIREMENT TO THE PROPERTY IS INEQUITABLE CAUSING THE PROPERTY OWNER PRACTICAL DIFFICULTIES IN THE USE OF THE PROPERTY. FACTORS TO CONSIDER INCLUDE, BUT ARE NOT LIMITED TO:
 - 1) WHETHER THE PROPERTY IN QUESTION WILL YIELD A REASONABLE RETURN OR WHETHER THERE CAN BE ANY BENEFICIAL USE OF THE PROPERTY WITHOUT THE VARIANCE;
 - 2) WHETHER THE VARIANCE IS SUBSTANTIAL;
 - 3) WHETHER THE ESSENTIAL CHARACTER OF THE NEIGHBORHOOD WOULD BE SUBSTANTIALLY ALTERED OR WHETHER ADJOINING PROPERTIES WOULD SUFFER A SUBSTANTIAL DETRIMENT AS A RESULT OF THE VARIANCE;
 - 4) WHETHER THE VARIANCE WOULD ADVERSELY AFFECT THE DELIVERY OF GOVERNMENTAL SERVICES SUCH AS WATER, SANITARY SEWER OR GARBAGE REMOVAL;
 - 5) WHETHER THE PROPERTY OWNER PURCHASED THE PROPERTY WITH KNOWLEDGE OF THE ZONING RESTRICTION;
 - 6) WHETHER THE PROPERTY OWNER'S PREDICAMENT FEASIBLY CAN BE OBIATED THROUGH SOME METHOD OTHER THAN A VARIANCE; AND
 - 7) WHETHER THE SPIRIT AND INTENT BEHIND THE ZONING REQUIREMENT WOULD BE OBSERVED AND SUBSTANTIAL JUSTICE DONE BY GRANTING THE VARIANCE. THE BOARD SHALL DETERMINE, AFTER AND WEIGHING THE FACTORS DESCRIBED ABOVE AND ANY OTHER FACTORS THE BOARD DEEMS RELEVANT, WHETHER THE PROPERTY OWNER HAS SHOWN PRACTICAL DIFFICULTIES SO INEQUITABLE AS TO JUSTIFY GRANTING A VARIANCE TO THE PROPERTY OWNER.

C. THE BOARD ASKS THE APPLICANT TO ANSWER ITEMS 1-7 ABOVE IN WRITING TO BE INCLUDED WITH THIS APPLICATION.

Responses to Factors for Variance Request for Shed in Side Yard

1. Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without the variance:

- The property currently has limited space for a shed due to its narrow backyard and existing sloped landscaping on the west side of the house. Without the variance to place the shed in the east side yard, we will be unable to have additional storage space. The construction of the shed in the side yard would enable me to store tools and equipment, thereby enhancing the functionality of our property and yielding a reasonable return through improved organization and utility.

2. Whether the variance is substantial:

- The requested variance is modest and pertains solely to the placement of the shed within the side yard rather than the backyard. This adjustment does not significantly deviate from the overall intent of the zoning ordinance, as the shed will still comply with all applicable setback requirements. Therefore, the variance can be considered minor in nature.

3. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance:

- The essential character of the neighborhood would not be altered by allowing the shed in the side yard. It will be placed in a more discrete area of the property as it will be out of view from our neighbors due to the natural wooded area surrounding borders to the north and east side and our home to the west. It will also have limited visibility from the street as it will be placed towards the back of our side yard.

4. Whether the variance would adversely affect the delivery of governmental services such as water, sanitary sewer, or garbage removal:

- The proposed shed will not interfere with the delivery of governmental services. It will be constructed in a manner that does not obstruct access to utilities or impede regular service delivery.

5. Whether the property owner purchased the property with knowledge of the zoning restriction:

- we were aware of the zoning restrictions when we purchased the property. However, the unique layout and topography of my lot were not conducive to the intended use of a shed in the backyard, which has prompted my request for a variance. Our intention is to enhance the usability of the property within its existing constraints.

6. Whether the property owner's predicament feasibly can be obviated through some method other than a variance:

- Other methods to meet my storage needs, such as downsizing or changing existing landscaping, would not be practical or effective. The only viable solution to address the storage issue without compromising the property's usability is to place the shed in the side yard. This location maximizes the available space while adhering to setback requirements.

7. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance:

- Granting the variance would uphold the spirit and intent of the zoning ordinance by allowing for responsible property use while preserving neighborhood aesthetics. It would facilitate my ability to maintain an organized and functional property, contributing positively to the overall community. Substantial justice would be achieved by enabling me to utilize our property effectively without imposing an undue burden on my neighbors or the community.

By considering these factors, we respectfully request that the board grant the variance to allow for the construction of a shed in our side yard, enabling me to better utilize our property while respecting the surrounding neighborhood. Thank you for your consideration.

DATE RECEIVED

Payment For

Utility Billing

Permit - type: *Variance*

DEC

Item C. Section 5, Item

Name

Stephens

Service Address

2451 Lakeview Dr.

Payment Type

Cash

Check - #: *252*

Amount Paid

\$ 200.00

Date Paid

12/19/2024





CITY OF BELLBROOK

Item C. Section 5, Item

ZONING PERMIT – ACCESSORY BUILDINGS

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305
(937) 848-4666 WWW.CITYOFBELLBROOK.ORG

DATE RECEIVED 12 / 19 / 2024 STAFF USE APPLICATION # 2024-199

APPLICANT INFORMATION

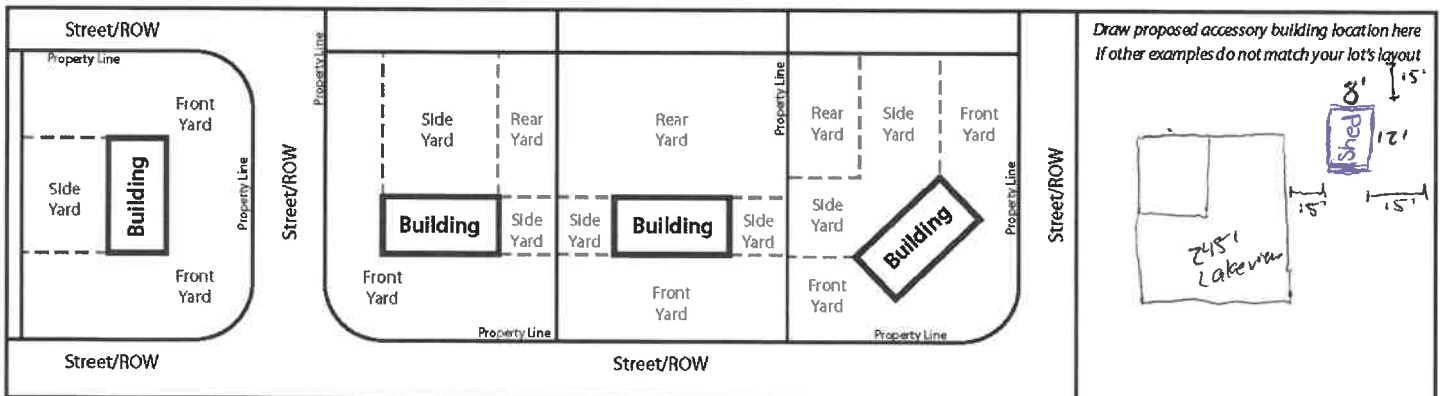
PROPERTY ADDRESS 2451 Lakeview Dr. ZONING DISTRICT R-1B one-family res
PROPERTY OWNER Renee Shank, Jacob Stephens PHONE NUMBER 937-271-8038
APPLICANT NAME Renee Shank, Jacob Stephens PHONE NUMBER 937-271-8038
APPLICANT EMAIL JMstep27@gmail.com

REQUEST INFORMATION

TYPE OF LOT CORNER INTERIOR OTHER ACCESSORY BUILDING TYPE SHED GARAGE POOL OTHER
DIMENSIONS OF STRUCTURE HEIGHT 9' WIDTH 8' LENGTH 12' FLOOR AREA 96 SQUARE FEET
PROPOSED LOCATION SIDE YARD REAR YARD *DISTANCE FROM PROPERTY LINES SIDE YARD 15' REAR YARD 15'
WIDTH OF RECORDED EASEMENTS ON LOT SIDE YARD 5' REAR YARD 5' PLEASE DENOTE LOCATION ON LOT TYPES BELOW
PROPOSED USE OF STRUCTURE Storage of lawn equipment
OTHER COMMENTS _____

ANY STRUCTURE EXCEEDING 200 SQUARE FEET IN GROSS FLOOR AREA OR POOL SHALL BE REQUIRED TO OBTAIN A BUILDING PERMIT.

SHOW PROPOSED ACCESSORY BUILDING LOCATION ON CORRESPONDING LOT TYPE



I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS GIVEN ON THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF THE INFORMATION IN THIS APPLICATION IS NOT CORRECT OR COMPLETE, ANY PERMIT ISSUED MAY BE INVALID WITH THE RESULT BEING THAT I MAY BE REQUIRED TO TAKE THE ABOVE-DESCRIBED ACCESSORY STRUCTURE DOWN AT MY OWN EXPENSE. ANY APPROVAL GRANTED BY THE CITY SHALL EXPIRE IF THE WORK HAS NOT BEGUN WITHIN ONE (1) YEAR FROM THE DATE OF APPROVAL.

APPLICANT SIGNATURE [Signature] DATE 12 / 19 / 24

OFFICE USE ONLY		
PERMIT FEE	PAYMENT TYPE	REVIEW AUTHORITY
\$ <u>25.00</u>	CASH <input type="checkbox"/> CHECK <input type="checkbox"/> # _____	ADMINISTRATIVE <input checked="" type="checkbox"/> BZA <input checked="" type="checkbox"/> VRB <input type="checkbox"/>
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	STAFF SIGNATURE _____ DATE ____/____/____	
APPROVED-CONDITIONS <input type="checkbox"/>		

A. PURPOSE

ACCESSORY BUILDINGS MAY BE ERECTED UPON A LOT WHERE A PRINCIPAL BUILDING ALREADY EXISTS. THE USE OF THE ACCESSORY BUILDING MUST BE SECONDARY AND INCIDENTAL TO THE PRINCIPAL STRUCTURE AND USE.

B. PERMIT REQUIRED

NO BUILDING OR OTHER STRUCTURE SHALL BE ERECTED, MOVED, ADDED TO, STRUCTURALLY ALTERED, NOR SHALL ANY BUILDING, STRUCTURE OR LAND BE ESTABLISHED OR CHANGED IN USE WITHOUT A PERMIT ISSUED BY THE ZONING INSPECTOR. ZONING PERMITS SHALL BE ISSUED ONLY IN CONFORMITY WITH THE PROVISIONS OF THIS ORDINANCE UNLESS THE ZONING INSPECTOR RECEIVED A WRITTEN ORDER FROM THE BOARD OF ZONING APPEALS OR FROM THE CITY COUNCIL, AS PROVIDED BY THIS ORDINANCE.

C. ACCESSORY BUILDINGS (ZONING CODE: 18.05 A)

- a) IN A RESIDENTIAL ZONE, NO GARAGE OR OTHER ACCESSORY BUILDING SHALL BE ERECTED WITHIN A REQUIRED SIDE YARD OR FRONT YARD.
- b) WHEN LOCATED AT LEAST SIXTY (60) FEET FROM THE FRONT PROPERTY LINE AND COMPLETELY TO THE REAR OF THE MAIN DWELLING, THE ACCESSORY BUILDING MAY BE ERECTED NOT LESS THAN EIGHT (8) FEET FROM THE SIDE OR REAR LOT LINES. PROVIDED THAT WHEN ACCESS TO A GARAGE IS FROM AN ALLEY, SUCH GARAGE SHALL BE LOCATED NOT LESS THAN TEN (10) FEET FROM THE ALLEY.
- c) WHEN LOCATED LESS THAN SIXTY (60) FEET FROM THE FRONT PROPERTY LINE AND NOT COMPLETELY TO THE REAR OF THE DWELLING, GARAGES SHALL BE CONSTRUCTED AS A PART OF THE MAIN BUILDING OR CONNECTED THERETO BY A COVERED BREEZEWAY.
- d) CORNER LOT ACCESSORY BUILDINGS MUST BE PLACED WITHIN THE BOUNDARIES OF THE REQUIRED REAR YARD AS GOVERNED BY ARTICLE #7, SEC. 7.09, YARD & LOT REQUIREMENTS OR ARTICLE # 17, SEC. 17.05, PD-1 PLANNED RESIDENTIAL DEVELOPMENT AND NOT LESS THAN 8' FROM THE SIDE AND REAR LOT LINES.
- e) NO DETACHED ACCESSORY BUILDING MEASURING UP TO THREE HUNDRED (300) SQUARE FEET IN RESIDENTIAL AND B-1 DISTRICTS SHALL EXCEED ONE (1) STORY OR TWELVE (12) FEET IN HEIGHT AND NO DETACHED ACCESSORY BUILDING IN RESIDENTIAL AND B-1 DISTRICTS MEASURING FROM 301-600 SQUARE FEET SHALL EXCEED ONE (1) STORY OR 15' IN HEIGHT.
- f) DETACHED ACCESSORY BUILDINGS (INCLUDING GARAGES) CONSTRUCTED ON A ONE-FAMILY LOT SHALL NOT EXCEED, IN THE AGGREGATE, SIX HUNDRED (600) SQUARE FEET.

D. SWIMMING POOLS (ZONING CODE: 18.05 B)

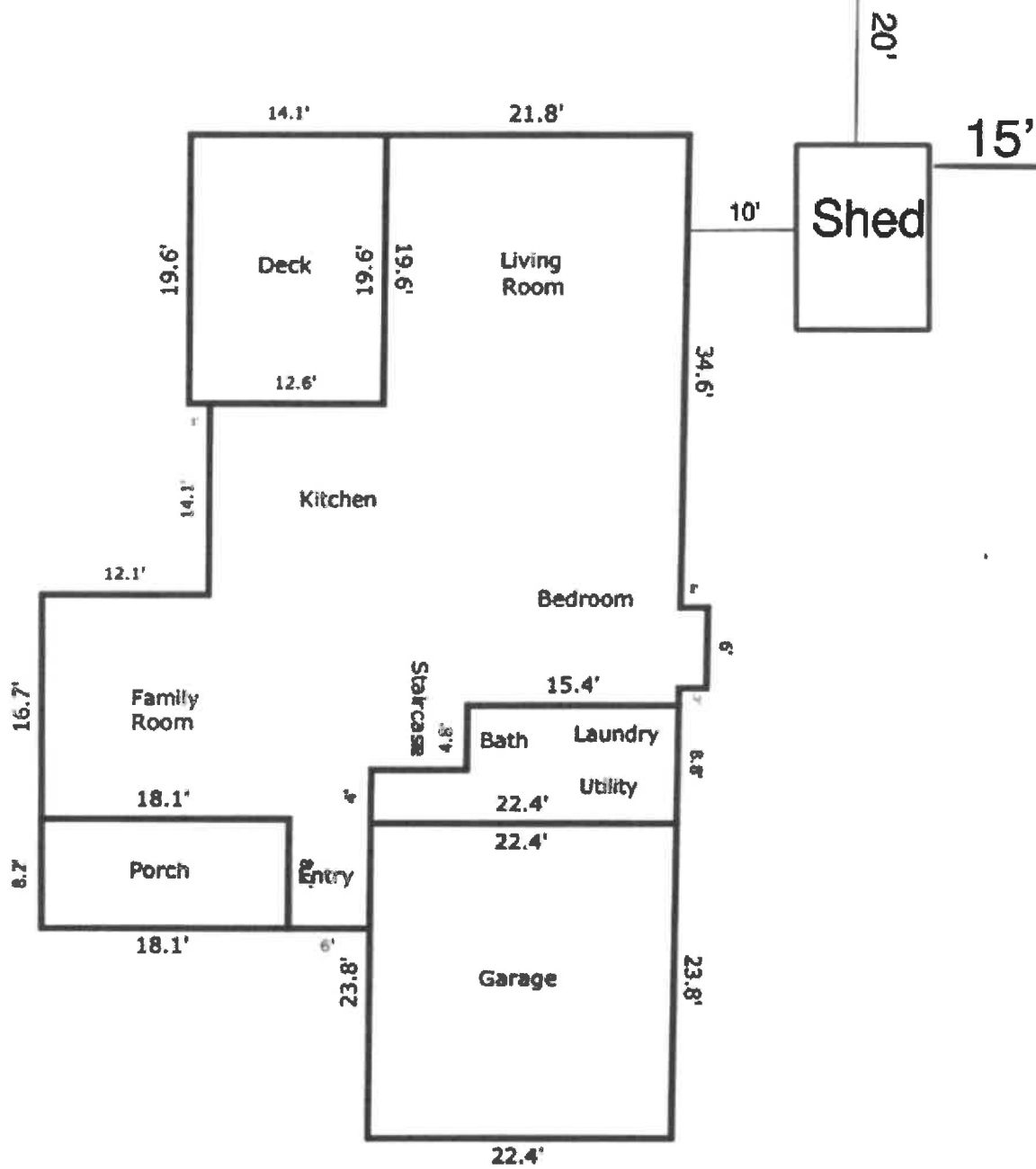
- a) EVERY OUTDOOR SWIMMING POOL (GREATER THAN 18" IN DEPTH), OR THE ENTIRE REAR YARD OF THE PROPERTY ON WHICH IT IS LOCATED, SHALL BE COMPLETELY FENCED OR WALLED TO PREVENT UNCONTROLLED ACCESS. THE FENCE OR WALL SHALL BE NOT LESS THAN FIVE (5) FEET IN HEIGHT AND SHALL BE MAINTAINED IN GOOD CONDITION WITH A GATE OR DEVICE THAT SHALL BE SELFLOCKING AND SECURED WHEN NOT IN USE. FENCES SURROUNDING POOLS SHALL MEET THE REQUIREMENTS OF SECTION 18.06(1)(A). A DWELLING, HOUSE OR ACCESSORY BUILDING MAY BE USED AS PART OF SUCH ENCLOSURE; AND
- b) ABOVE GROUND POOLS, THE CIRCUMFERENCE OF WHICH ARE DECKED AND COMPLETELY FENCED AND THE TOP OF THE FENCE IS NOT LESS THAN FIVE (5) FEET ABOVE THE GROUND LEVEL ARE CONSIDERED TO MEET THE FENCE HEIGHT REQUIREMENTS. ALL OTHER PROVISIONS IN SECTION 18.05(B)(1) APPLY.

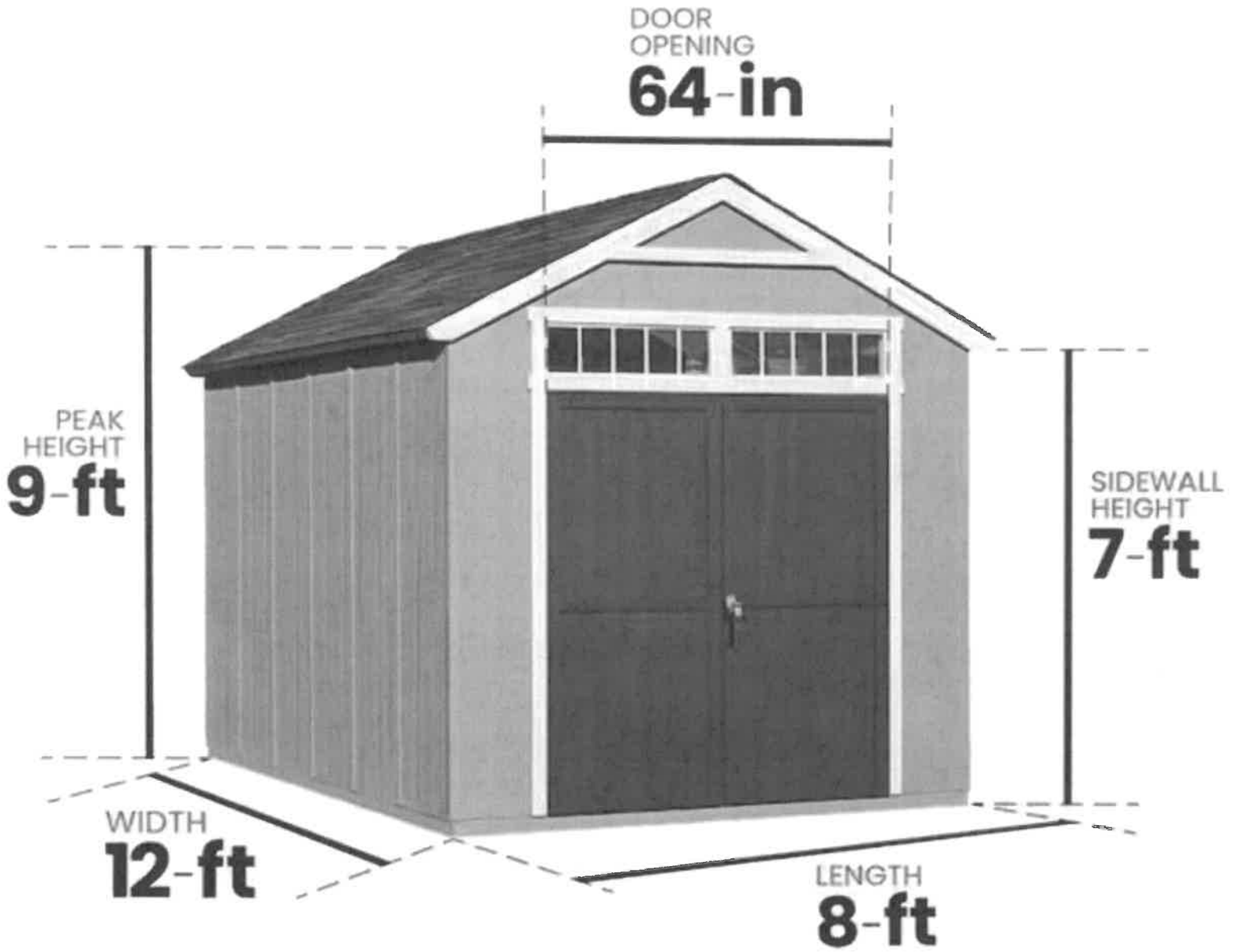
E. OTHER

- a) **PORTABLE STORAGE UNITS** A PORTABLE STORAGE UNIT IS INTENDED TO BE USED ONLY FOR TEMPORARY STORAGE. IT IS NOT INTENDED TO BE USED FOR LONG-TERM ON-SITE STORAGE. THE UNIT MUST BE PLACED ON A HARD SURFACE.
- b) **TEMPORARY TENTS** TEMPORARY TENTS FOR SPECIAL EVENTS ARE PERMITTED IN RESIDENTIAL DISTRICTS FOR A MAXIMUM OF ONE WEEK PER EVENT. A ZONING PERMIT IS REQUIRED FOR TEMPORARY TENTS MEASURING 400 SQUARE FEET OR LARGER.

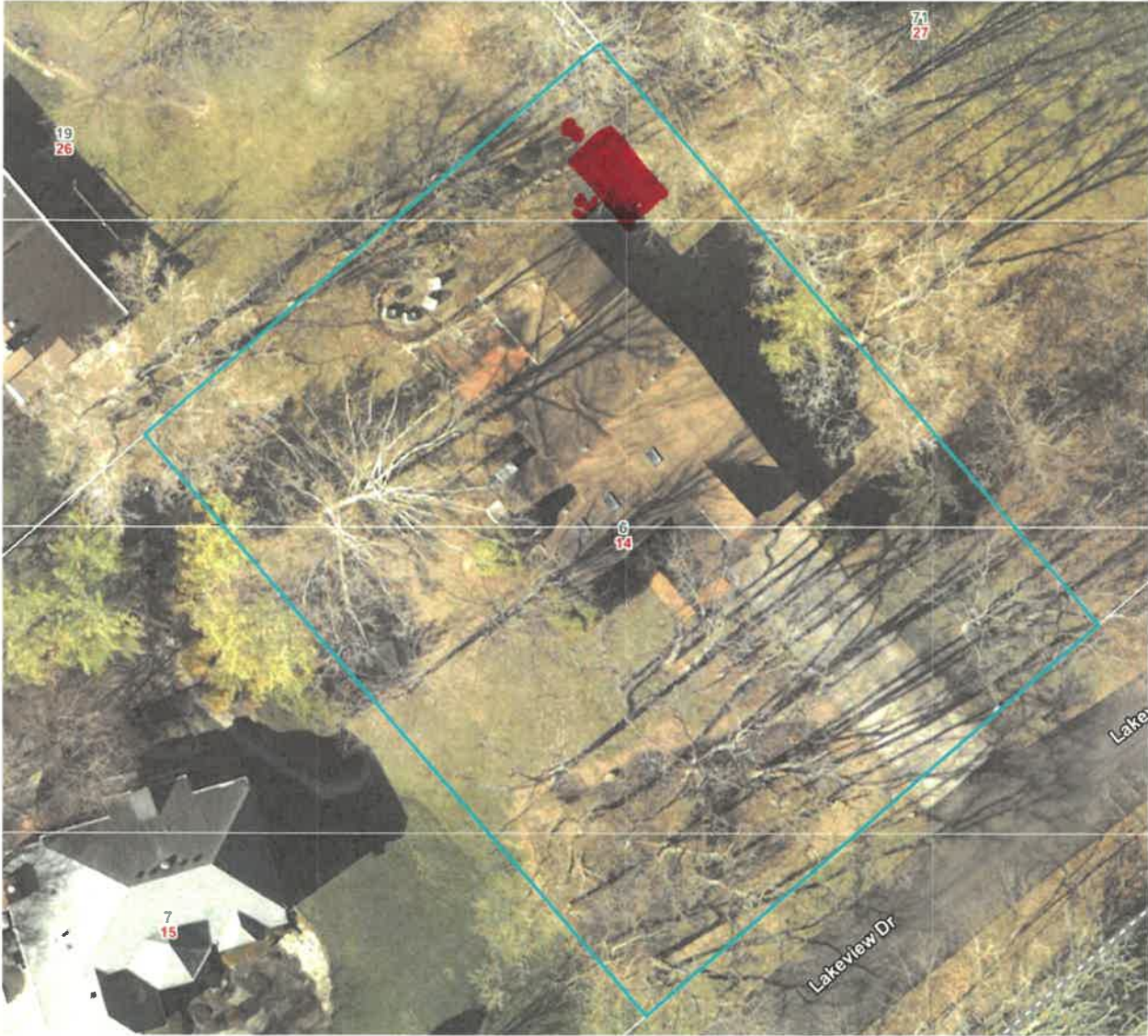
F. EASEMENTS

BE AWARE THAT YOUR PROPERTY MAY INCLUDE RECORDED EASEMENTS, INCLUDING BUT NOT LIMITED TO UTILITY EASEMENTS, AND THE PROPERTY OWNER IS SOLELY RESPONSIBLE FOR LOCATING ALL RECORDED EASEMENTS. THE PROPERTY OWNER ASSUMES ALL RISK WHEN CONSTRUCTING A NON-PERMANENT ACCESSORY BUILDING WITHIN A RECORDED EASEMENT. SUCH BUILDING MAY REQUIRE RELOCATION OR REMOVAL AT THE OWNER'S EXPENSE FOR SCHEDULED OR EMERGENCY MAINTENANCE, REPAIR, OR REPLACEMENT WITHIN THE EASEMENT. CONTACT THE COUNTY AUDITOR OR RECORDER'S OFFICE FOR A COMPLETE LISTING OF RECORDED EASEMENTS ON YOUR PROPERTY.





2451 Lakeview Drive





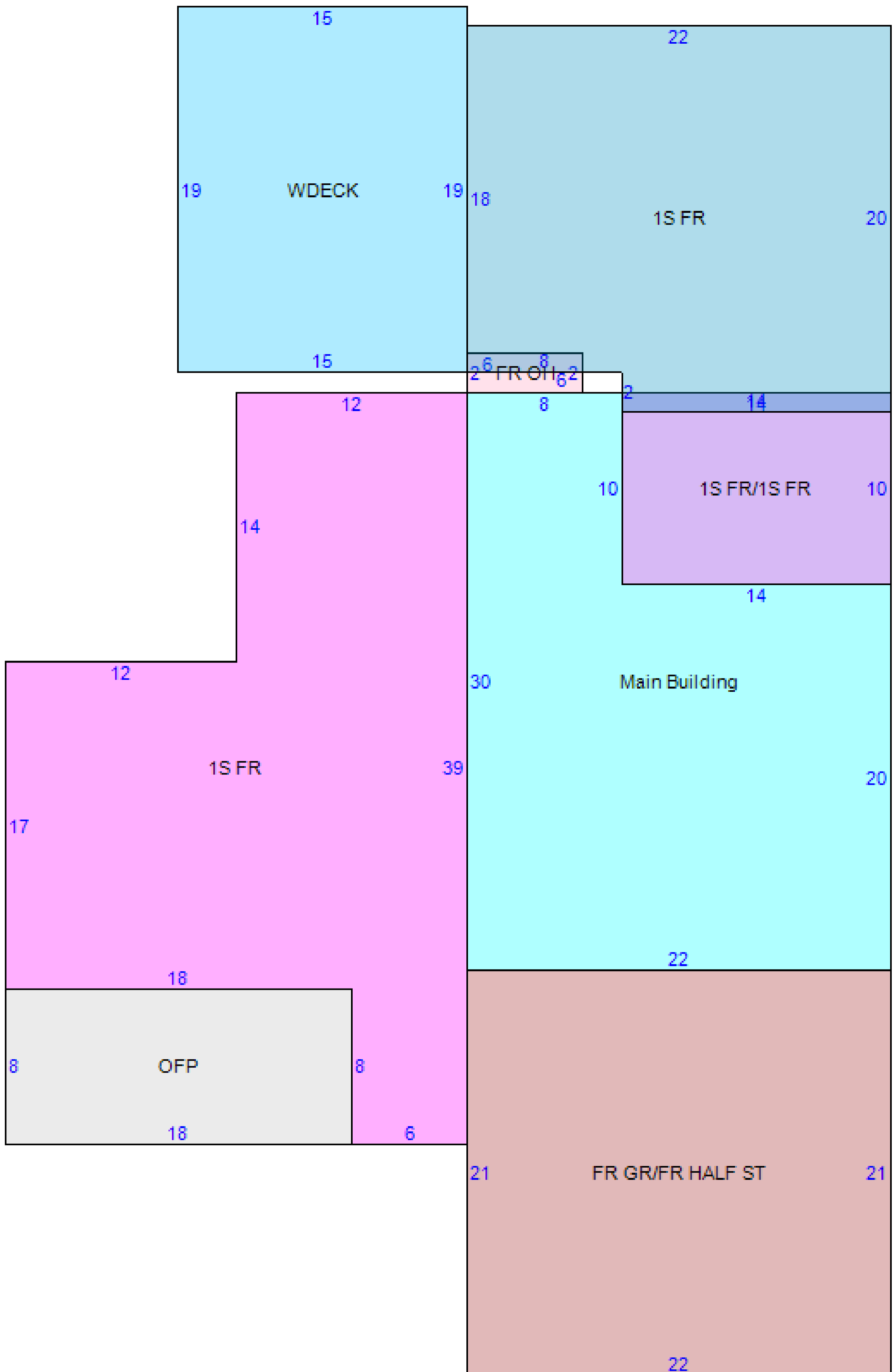
Teal border = the exterior property lines

Back yard

Side yard

Side yard

Front yard



**City of Bellbrook
State of Ohio**

Board of Zoning Appeals Decision Record BZA 25-01

WHEREAS, the applicant has requested a variance of the Bellbrook Zoning Code Section 18.05A to allow the construction of an accessory structure at the property located at 2451 Lakeview Drive that is placed in the property’s side yard; and

WHEREAS, the City of Bellbrook Board of Zoning Appeals has reviewed the applicant’s request and agrees that the variance of the Zoning Code for this use is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the City of Bellbrook Board of Zoning Appeals that:

Section 1. There was a valid motion placed on the floor to approve the variance of Zoning Code Section 18.05A for case BZA 25-01 after reviewing the procedures and requirements for said variance in accordance with Article 20, Sections 20.13 and 20.13.1 of the Bellbrook Zoning Code, which have been met.

Section 2. That it is found and determined that all formal actions of the Board of Zoning Appeals relating to the adoption of this Decision Record Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including §121.22 of the Revised Code of the State of Ohio.

MOTION STATED BY: _____ and SECONDED BY: _____

Roll call vote showed _____ Yeas; _____ Nays.

Motion to approve is PASSED this 21st day of January 2025.

AUTHENTICATION:

Philip Ogrod, Chairperson

Rob Schommer, Clerk of Council

BOARDS & COMMISSIONS ORIENTATION HANDBOOK

*A Handbook for City of Bellbrook Boards and Commission
Members*

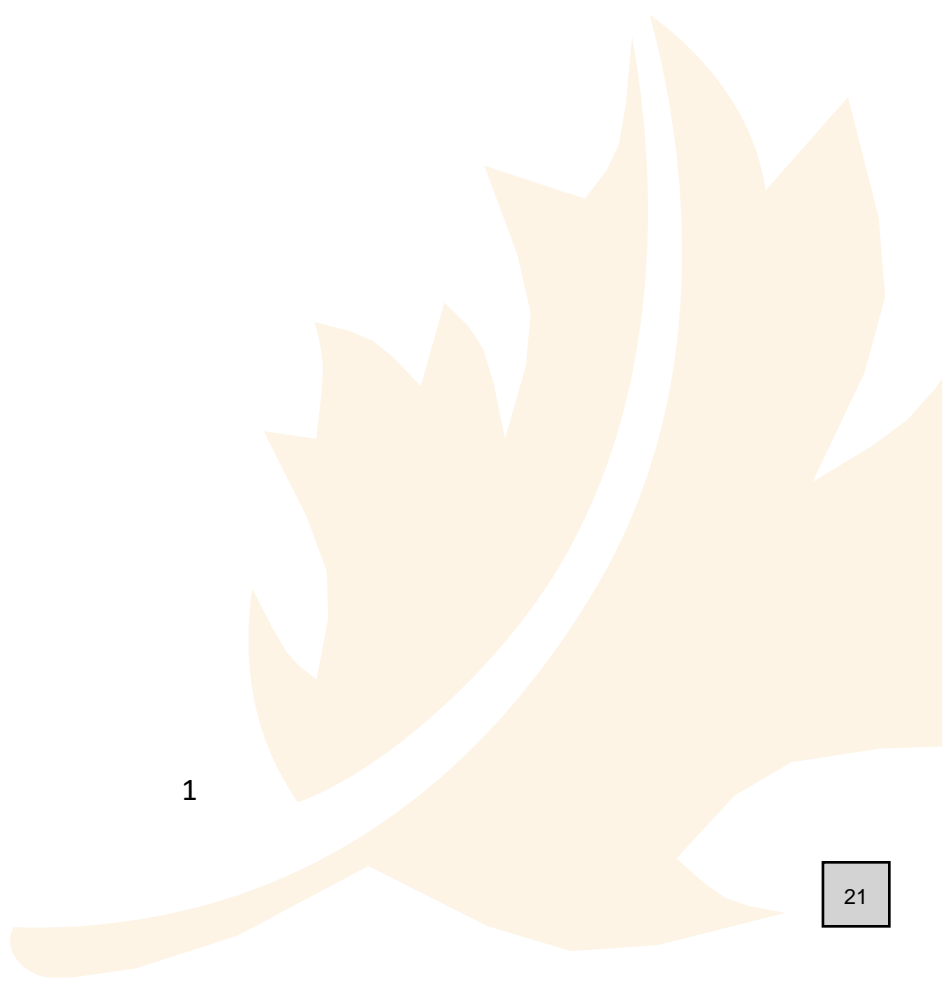
City of Bellbrook

15 E. Franklin Street

Bellbrook, Ohio 443045

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1. WELCOME

Congratulations on your appointment to a Bellbrook Board or Commission. Our community relies on the dedication of individuals with pride in their community and the initiative to become involved in the local municipal government process.

You will be performing a valuable service by addressing community issues and needs as you represent Bellbrook's residents. It is a service that is needed and that carries with it great responsibilities, which, hopefully, this manual will help you meet without feeling overwhelmed.

City officials look forward to your contribution as we all work together to provide efficient municipal services that are responsive to local needs and expectations.

2. INTRODUCTION TO THIS HANDBOOK

This handbook has been prepared to help officials of the City of Bellbrook in carrying out their duties and responsibilities. It is intended to be used for reference purposes only. The information contained in this handbook is based on state general, local government reference works, other municipal manuals, and similar publications available through the Ohio Municipal League.

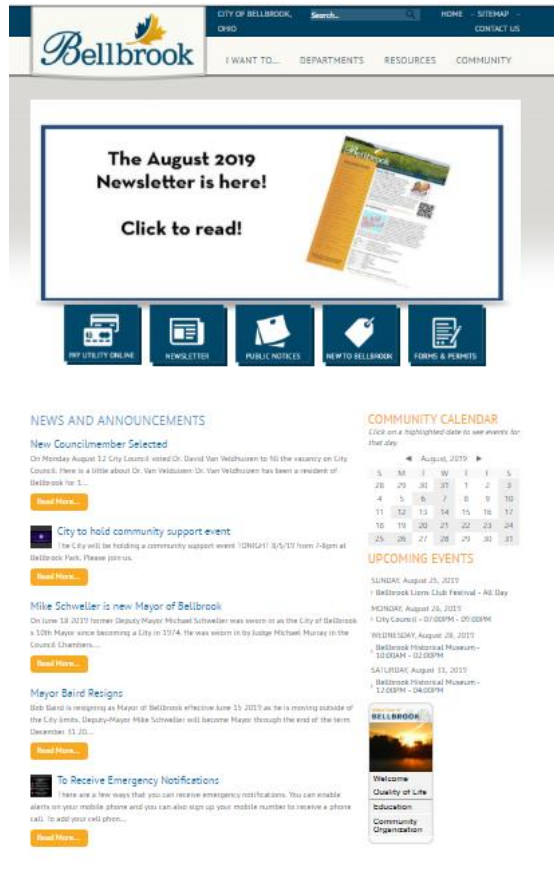
In the various sections of this handbook, information has been provided on the basic structure of city government, as well as some guidance on conducting meetings, descriptions of how the City is organized, and details of what is required for public hearings.

The city's committees, commissions, and boards review city programs, projects, and community issues. These groups provide greater community participation and can be a valuable source of information as they make recommendations to the City Council on specific areas.

If you have questions regarding your role, authority or area of responsibility, please feel free to direct your questions or concerns to the City Manager or city staff.

3. IMPORTANT INFORMATION FOR OFFICIALS

- Much of the information you will need can be found on the city’s website including:



- Bellbrook Charter and Municipal Code



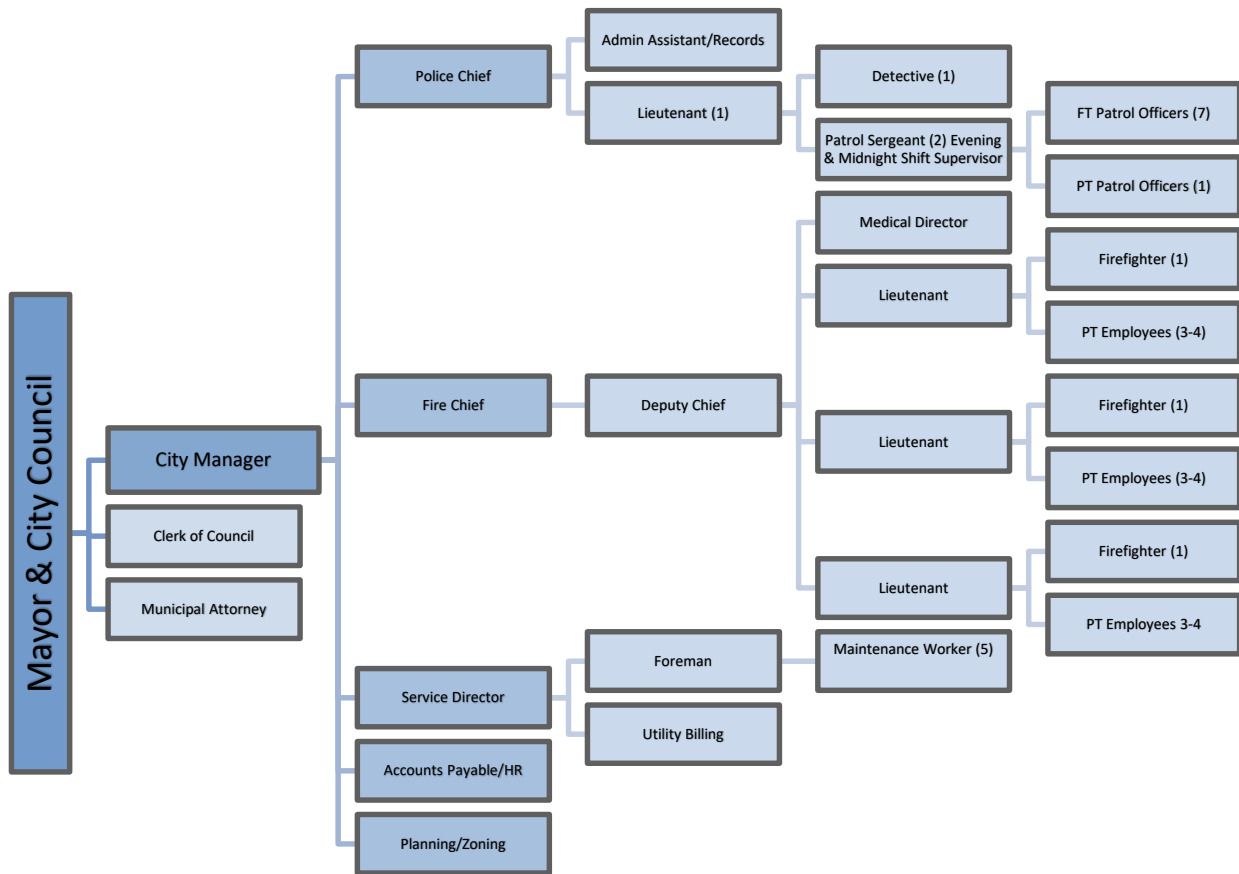
o Agendas, Minutes, Public Notices, and Legislation

- o Videos of past City Council meetings
- o Planning and Zoning Information

- Ohio Revised Code and Administrative Code: <http://codes.ohio.gov/>
- Ohio Ethics Commission: <https://ethics.ohio.gov/>

- State Auditor: <http://ohioauditor.gov/>
- Ohio Municipal League: <http://www.omloho.org/>
- Greene County Government: <https://www.co.greene.oh.us/>
 - Board of County Commissioners
 - Board of Elections
 - GIS Mapping
 - Regional Planning
- Miami Valley Communications Council: <https://mvcc.net/>

4. CITY ORGANIZATIONAL CHART



5. BELLBROOK CITY CHARTER

Section 7 of Article XVIII of the Ohio Constitution provides that “[a]ny municipality may frame and adopt or amend a charter for its government and may, subject to the provisions of section 3 of this article, exercise thereunder all powers of local self-government.

Sections 8 and 9 of Article XVIII provide the procedures for adoption and amendment of a municipal charter.

In 1972 the Bellbrook electorate adopted a charter. A charter is in essence the “constitution” or governing document of the municipality. A charter permits the establishment of the structure and organization of municipal government, the procedures used by the municipality and the manner in which its powers of local self-government are exercised.

The municipality of the City of Bellbrook is organized under the Council-Manager form of government. Under this form of government, Council acts as the governing and policy- making body of the City. The City Council has the power to pass ordinances, adopt resolutions, appoint a chief executive officer (“City Manager”) whose responsibility it is to carry out the day-to-day functions of the City and to implement the policies set by Council. Council also has those powers afforded it under the City Charter which include the appointment of persons to certain boards and commissions. Appointees, (City Manager, Law Director, and Clerk of Council) report directly to Council.

6. CITY COUNCIL

The six members of Council are elected at large in a non-partisan election. Three members of Council shall be elected every two years in odd numbered years for a four-year term. Every year there is a Council election, the Mayor shall be elected for a two-year term.

Council is responsible for setting the policies and priorities of the City. The administration implements those policies and priorities. In a Council-Manager form of government it is the role of the City Manager to see that the policies established by Council are carried out by the staff. All communications relating to City matters should be made directly to the City Manager.

Each Council member will be appointed to serve as on at least one committee. Generally, the role of a liaison is to establish an informational “bridge” between the committee and City Council.

6.1 Powers of Mayor

The mayor shall have the right to vote on all issues before the Council but shall have no power of veto. In addition to powers, and duties as a member of Council, the mayor shall preside at meetings of Council, shall be recognized as head of the Municipal Government for all ceremonial and non-administrative purposes, by the Governor for military law, and by the Courts for civil process involving the City of Bellbrook.

6.2 Powers of City Council

The powers of City Council, set forth in the City Charter, are largely legislative. Council establishes policies and enacts legislation to implement those policies. The policies and legislation of Council are executed through the City administration under the direction of the City Manager.

6.3 Council Appointees

City Council appoints the City Manager, Clerk of Council, and the Law Director who serve at the pleasure of Council.

City Manager/Finance Director: The City Council appoints the City Manager on the basis of merit, who serves for an indefinite term at the pleasure of the Council. The City Manager is the head of city administration and possesses and exercises executive and administrative powers of city government. The City Manager has no legislative powers. The Finance Director oversees the duties of the accounting, utility billing/customer service/collections, cash management and investments, debt management, payroll administration, fixed asset reporting, employee health

benefits, liability and property insurance/claims and other financial and non-financial matters. In addition, the office of the Finance Director coordinates the annual audit conducted or overseen by the Auditor of State of Ohio of the City's financial statements and citywide compliance with relevant laws and regulations.

Clerk of Council: The Clerk of Council maintains Council records, prepares minutes of special and regular meeting of Council, serves as secretary to the Boards and Commissions, makes annual reports on Council proceedings, serves as the Chair of the Records Commission and performs such other duties as specified in the City Charter and by ordinance or resolution of Council.

Law Director: The Law Director serves as the legal advisor of, and attorney and counsel for the City and for all its officers and departments in all matters relating to their official duties and powers. As such, he or she represents the City in all civil cases in which it is a party. He or she is responsible for the preparation or review of all contracts and other written instruments in which the city is concerned and approves the form thereof.

7. Boards and Commissions

7.1 Bellbrook Boards and Commissions

7.1.1 Planning Board

The Planning Board consists of five members appointed by City Council. The members are appointed to five-year terms with a two-term limit. The Planning Board shall have the powers of zoning; and the Bellbrook Charter may impose all the power and authority conferred upon city planning boards by the Ohio Revised Code and such other duties as upon it by the Municipal Administrative Code.

The duties of the Planning Board include:

- Initiating language revisions to the Zoning Code;
- Reviewing and making recommendation to City Council of all property re-zoning requests (Zoning Amendments) as specified in Article 21;
- Reviewing and making recommendation to City Council of subdivision and PUD developments;
- Approving re-plats to existing subdivisions and lot splits of un-platted land;
- Reviewing all requests for similar uses not specifically mentioned within zoning districts to determine if these uses are similar to permitted principal uses and therefore, may be allowed; and
- Performing other discretionary and advisory duties as specified throughout the Zoning Code.

7.1.2 Board of Zoning Appeals and Property Review Commission

The Board of Zoning Appeals and Property Review Commission consists of five members appointed by Council. These members are appointed to five-year terms.

The Board of Zoning Appeals hears appeals and evaluates requests for interpretations of the Zoning Code and approves or denies specific deviations pertinent to zoning matters. The Board of Zoning Appeals has the following responsibilities:

- Administrative review of Zoning Inspector decisions;
- Determination of zoning district boundary locations;
- Granting conditional use permits; and
- Authorizing variances

As the Property Review Commission, members are responsible for the enforcement and administration of the Property Maintenance Code of the City of Bellbrook. This Code establishes minimum standards governing the condition, maintenance and rehabilitation of all existing structures in the City of Bellbrook. The Code also fixes

certain responsibilities of owners and occupants of structures and assigns penalties for violations of the Code.

7.1.3 Village Review Board

The Village Review Board consists of five members appointed by Council. meets as needed. Members' responsibilities include overseeing the implementation of the Overlay Ordinance for the Old Village District including review of new construction, renovation of existing buildings, demolition and all signs for businesses in the old village.

- One member shall be a resident of said district.
- One member shall own real property at a location within the district and operate a business at that location. This member need not be a City resident. If a qualified person cannot be found to fill this position, then Council may fill the position by appointing any City resident who has the requisite interest and skill.
- Three members shall be residents of the City who shall serve in at-large positions. They need not live in the district.

7.2 Board and Commission Member Aspirations

- I will be motivated primarily by an earnest desire to serve my municipality and the people of Bellbrook in the best way.
- I will endeavor to attend all board meetings.
- I will listen to what other members of the board and other individuals or groups may have to say before making final decisions.
- I will endeavor to avoid rancor, to observe proper behavior, to encourage full and open discussions in all matters with my fellow board members, and to treat all with respect and consideration.
- I will abide by majority decisions once they are made and will accept and support them as long as I remain a member.
- I will endeavor to keep informed on all local, State, and national developments of municipal significance through attendance of educational events.
- I will prepare for each meeting.

8. Open Meetings (Sunshine Law)

All meetings must be open to the public pursuant to the open meetings law. The intent of the law is to ensure actions are taken openly and that deliberations be conducted openly. Furthermore, Boards and Commissions must announce a time, place and date for holding any regular or special meetings.

A public meeting is defined as a prearranged meeting of a quorum of the body for the purpose of the discussion of public business. There is a significant amount of case law addressing the issue of whether or not a particular convergence of members of a public body constitutes a public meeting. For instance, although a quorum of the members may convene for the purpose of receiving information on a matter that is of concern or importance to the City, it will not constitute a public meeting unless the members attending that meeting deliberate or otherwise discuss public business. If you have questions or concerns, please contact the Clerk of Council.

The purpose of the meeting must be to conduct, transact, deliberate, or discuss public business. Thus, the Open Meetings Act would not apply to a social or ceremonial gathering. Nor would it cover a conference or similar event that a majority of members happened to attend, so long as they did not use the event as an excuse to deliberate or discuss public business without an open meeting.

Public bodies may not hold meetings through teleconferencing or videoconferencing. A member must be physically present to deliberate or vote on any matter of public business. Furthermore, the Attorney General indicates that members of a public body may not circumvent the open-meetings requirements by holding a conference call and claiming that there is no "meeting" because a majority of members is not present.

*Note: Please do not use "Respond to All" when communicating with other members.

8.1 PUBLIC RECORDS

All business conducted by a board or staff is public record. The Clerk of Council is responsible for records and requests. Please direct questions to the Clerk.

A record is defined to include the following: ***A document in any format***; paper, microfilm, audio/video recording, and electronic (including, but not limited to, computer files and business email and text messages) ***that is created, received by, or comes under the jurisdiction of the City of Bellbrook that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the city.***

8.2 Robert's Rules/Basics of Parliamentary Procedure

Unless otherwise provided in the Charter or in its rules, meetings will be conducted according to the procedures contained in the most recent version of "Roberts Rules of Order."

- **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
- **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
- **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
- **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
- **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
- **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
- **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

8.3 Sample Agenda



BELLBROOK BOARD AGENDA

XXXX, 2019

6:00 pm-Regular Meeting

1. Call to Order
2. Roll Call (if any member is absent, a motion will be made to excuse that member)
3. Formal Approval of the Regular and Special Meeting Minutes of xxxx, 2020 (Draft minutes are sent out prior to the meeting at which they are to be approved eliminating the need for the minutes to be read. It is standard practice for a board member to abstain from approving minutes for a meeting they did not attend.)
4. Cases using the numbering convention: 2-digit year-permit number-Board identifier, Property Address (i.e. 20-001-PB 1 Street)
 - Staff Summary
 - Property Owner
 - Public Input
 - Board Discussion/Decision
5. Old Business
6. Open Discussion
7. Adjourn

Note: No visitor may speak more than once or for longer than three minutes until every other member of the audience has been afforded an opportunity to speak. Thereafter, any person having previously addressed the board may have a second opportunity for an additional time not to exceed three minutes and can only speak about new information.

City of Bellbrook
15 E. Franklin Street
Bellbrook, Ohio 45305
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9. ETHICS

9.1 Ohio Ethics Commission



The Ohio Ethics Law promotes the general public interest and supports confidence by prohibiting public officials and employees from:

- Participating in their public role in any action that involves the direct interests of the official, or those of a family member, or another with whom the official has an ongoing private business relationship;
- Authorizing, or using a public position to secure, a public contract or the investment of public funds in any security that benefits the official, a family member, or a business associate;
- Improperly profiting from a public contract;
- Soliciting or accepting substantial and improper things of value, including, outside employment or consultation fees, gifts, or travel, meals and lodging, from those dealing with the public agency;
- Unauthorized disclosure or use of information deemed confidential by law;
- Representing others before any public agency in a matter in which the official or employee was involved, both during, and for a period of time (at least 1 year) after, leaving public service.

The Ohio Ethics Commission does investigate public officials or employees who:

- Use his/her public position to benefit:
 - himself/herself
 - his/her family member or
 - his/her business associate
- Award, discuss, or recommend public contracts in which any of the following has a financial interest:
 - The public official or employee
 - his/her family member or
 - his/her business associate
- Hire family members into public positions (commonly referred to as “nepotism”)
- Engage in prohibited revolving-door/post-employment behaviors
- Solicit or accept substantial and improper things of value, including: outside employment, gifts, travel, meals, lodging, and entertainment
- Engage in the unauthorized disclosure or use of confidential information
- File false or incomplete Financial Disclosure Statements
- Receive improper supplemental compensation
- Misuse public equipment for private business

The Ohio Ethics Commission also may investigate anyone who:

- Provides substantial and improper things of value to public officials or employees, including outside employment, gifts, travel, meals, lodging, and entertainment
- Gives improper supplemental compensation to public officials or employees

When in doubt, contact the Ohio Ethics Commission at (614) 466-7090.

