



**CITY COUNCIL COMMUNITY  
AFFAIRS/ADMINISTRATION COMMITTEE  
MEETING AGENDA**

**Wednesday, March 04, 2026 at 4:00 PM**

15 East Franklin Street Bellbrook, Ohio 45305

T (937) 848-4666 | [www.bellbrook.gov](http://www.bellbrook.gov)

---

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
  - A. Approval of the February 4, 2026 meeting minutes.
- 4. OLD BUSINESS**
  - B. Discussion about scope, purpose, and composition of non-chartered Boards and Commissions
- 5. NEW BUSINESS**
  - C. Discussion for re-appointment of expiring term for BZA/PRC position and appointment of Planning Board Applicants
  - D. Resolution No. 2026-R-09 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE BELLBROOK-SUGAR MAPLE FESTIVAL COMMITTEE, INC FOR THE 2026 SUGAR MAPLE FESTIVAL
- 6. OPEN DISCUSSION**
- 7. ADJOURNMENT**

**RECORD OF PROCEEDINGS**  
Council Community Affairs Committee Meeting  
February 4, 2026

Item A.

**CALL TO ORDER**

The meeting was called to order at 4:00 PM on Wednesday, February 4, 2026, by the Chair Mr. Ernie Havens.

**ROLL CALL**

PRESENT

Mr. Greenwood

Mr. Havens

Ms. Wright

**APPROVAL OF MINUTES**

There were no prior minutes to approve. The previous minutes stood as the agenda and the meeting proceeded directly into executive session for interviews.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Mr. Havens:

- Stated that although there is no old business, there is new business regarding the scope, purpose, and composition of non-chartered boards and commissions.
- Lists boards under review: Old Village Review Board (OVRB), BZA, PRC, Planning Board, Historical Board.
- Notes ongoing concern: finding enough members for all boards and difficulty getting quorums.
- Suggests exploring whether OVRB responsibilities could be incorporated into another board so important elements are not lost.
- Asks Mr. Schommer if the recap is accurate.

Mr. Schommer:

- Confirms Mr. Haven's summary aligns with previous Council discussion.
- Provides initial guidance: some boards are charter-created (Planning Board, BZA) and cannot be structurally changed easily; others are council-created (VRB, PRC, Historical Board).
- Explains VRB is codified in Article 14, its role is advisory, and it is not a historical review board.
- Notes VRB's limited caseload.

Mr. Havens:

- Highlights that the VRB historically allowed participation by non-resident business owners and asks if that is allowed in charter boards.

Mr. Schommer:

- States charter boards must be resident electors; non-residents cannot serve.

Mr. Greenwood:

**RECORD OF PROCEEDINGS**  
Council Community Affairs Committee Meeting  
February 4, 2026

Item A.

- Gives VRB historical background, beginning in 1974.
- Notes the zoning language is suggestive rather than mandatory.
- Praises VRB for providing community insight.

Mr. Havens:

- Asks where the purpose of VRB is documented.

Mr. Schommer:

- States it is documented in Article 14.

Mr. Havens:

- Asks whether a combined Planning–OVRB could exist.

Mr. Schommer:

- Believes it is unlikely due to legal and structural limitations.

Mr. Greenwood:

- Agrees combining boards would not work.

Mr. Schommer:

- Further details limitations posed by Charter requirements.

Mr. Havens:

- Raises concern about delays when VRB cannot achieve quorum.

Mr. Schommer:

- Clarifies that BZA retains final decision authority and special meetings can be called.

Mr. Greenwood:

- Suggests giving VRB more work to increase engagement.

Mr. Schommer:

- Suggests civic-oriented additions to VRB but notes little redevelopment occurs downtown.

Mr. Greenwood:

- Emphasizes value of community involvement.

Mr. Schommer:

- Notes redevelopment scenarios where VRB would be involved.

Mr. Greenwood:

- Highlights intent of VRB to help rather than financially burden residents.

Mr. Havens:

- Shares problematic community stories involving a screen door and paint color.

**RECORD OF PROCEEDINGS**  
Council Community Affairs Committee Meeting  
February 4, 2026

Item A.

Mr. Schommer:

- Clarifies VRB does not regulate such matters.

Mr. Havens:

- Raises signage delay concerns.

Mr. Schommer:

- Explains current sign process: code-compliant signs bypass VRB; only variances go VRB → BZA.

Mr. Greenwood:

- Adds note about Article 14's precedence.

Mr. Havens:

- Asks about VRB membership count.

Mr. Schommer:

- VRB should have five members; current count unclear.

Mr. Havens:

- Again raises idea of streamlining.

Mr. Greenwood:

- Suggests recruiting volunteers more aggressively.

Mr. Havens:

- Asks whether consolidation is feasible.

Mr. Greenwood:

- States he had considered it but is unsure how it would work.

Mr. Havens:

- Asks Mr. Schommer to evaluate feasibility.

Mr. Schommer:

- Explains combining VRB with BZA/Planning is constrained.
- Suggests possible civic advisory enhancements.

Mr. Greenwood:

- Reiterates value of having a board that captures diverse input.

Mr. Schommer:

- Points out Bellbrook lacks true historic standards; establishing them would require new regulation.

Mr. Havens:

**RECORD OF PROCEEDINGS**  
Council Community Affairs Committee Meeting  
February 4, 2026

Item A.

- Requests hypothetical example involving a drive-through addition to an old downtown building.

Mr. Schommer:

- Walks through the process: VRB recommendation → BZA for variance; or VRB recommendation → Planning Board → Council for rezoning.

Mr. Havens:

- Notes this could take two months or more depending on quorum.

Mr. Schommer:

- Confirms delays are possible but special meetings can mitigate.

Mr. Greenwood:

- Confirms special meetings have occurred previously.

Mr. Schommer:

- Shares example of a business intimidated by multi-board process.

Mr. Havens:

- Notes a business walked away from the Frosty Eagle site due to incorrect information from prior VRB members.

Mr. Schommer:

- States such an outcome is impossible today because VRB cannot issue binding denials.
- Notes staff now properly routes applicants and Council retains final authority.

Mr. Greenwood:

- Adds an example involving a tear-down and VRB advisory input.

Mr. Schommer:

- Clarifies demolition approvals and appeals.

Mr. Greenwood:

- Mentions the 10% demolition profitability rule.

Mr. Schommer:

- Concludes by asking what Council wants VRB recommendations to represent.

**OPEN DISCUSSION**

General comments were made about community engagement, public input, and the long-term strategic direction for boards and commissions.

Jen LeClaire spoke about the VRB not having a real say in what they decide.

**RECORD OF PROCEEDINGS**  
Council Community Affairs Committee Meeting  
February 4, 2026

Item A.

Mr. Schommer said if combining Planning and VRB it would change the scope of the Planning Board. Mr. Havens asked if it's possible to remove the quorum requirement from VRB. Mr. Schommer said a quorum is required for their actions to be official. A quorum would be simple majority; 1 more than half.

**ADJOURNMENT**

The meeting adjourned at a time not specified.

---

Ernie Havens, Chair

---

Rob Schommer, Clerk of Council

## **BOARDS AND COMMISSIONS REFERENCE LINKS:**

### **Charter References:**

[https://library.municode.com/oh/bellbrook/codes/code\\_of\\_or\\_dinances?nodeId=CHBE\\_ARTVIIIBOCO](https://library.municode.com/oh/bellbrook/codes/code_of_or_dinances?nodeId=CHBE_ARTVIIIBOCO)

### **Administration Code References:**

[https://library.municode.com/oh/bellbrook/codes/code\\_of\\_or\\_dinances?nodeId=PTTWOADCO\\_TITEIGHTBOCOCO](https://library.municode.com/oh/bellbrook/codes/code_of_or_dinances?nodeId=PTTWOADCO_TITEIGHTBOCOCO)



# CITY OF BELLBROOK

Item C.

## APPLICATION FOR BOARD/COMMISSION

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

### PERSONAL INFORMATION

LAST NAME Leclaire FIRST NAME Jenn  
ADDRESS 3408 Pavilion Ln CITY Bellbrook STATE OH ZIP CODE 45305  
PHONE (859) 445 - 8840 EMAIL Leclaire For Bellbrook@gmail.com

### DESIRED APPOINTMENT

<input type="checkbox"/> BOARD OF ZONING APPEALS/PROPERTY REVIEW COMMISSION (5 YEAR TERM)	<input checked="" type="checkbox"/> PLANNING BOARD (5 YEAR TERM)
<input type="checkbox"/> VILLAGE REVIEW BOARD (3 YEAR TERM)	<input type="checkbox"/> HISTORICAL MUSEUM TRUSTEE (4 YEAR TERM)
<input type="checkbox"/> RECORDS COMMISSION (5 YEAR TERM)	

### BACKGROUND

LENGTH OF RESIDENCE IN BELLBROOK 6 years ARE YOU A REGISTERED VOTER? YES  NO

CIVIC PARTICIPATION, INTERESTS, ACTIVITIES \_\_\_\_\_  
\_\_\_\_\_

QUALIFICATIONS FOR APPOINTMENT \_\_\_\_\_  
\_\_\_\_\_

REASONS I WOULD LIKE TO BE CONSIDERED \_\_\_\_\_  
\_\_\_\_\_

OTHER TRAINING/SKILLS \_\_\_\_\_  
\_\_\_\_\_

### EMPLOYMENT HISTORY

PRESENT OR PAST EMPLOYER(S)	JOB TITLE	YEARS
<u>Genentech</u>	<u>sales trainer + representative</u>	<u>2003-2016</u>
<u>AstraZeneca</u>	<u>sales representative</u>	<u>1987-2003</u>

SIGNATURE Jennifer A. Leclaire DATE 01/13/2026

PLEASE FEEL FREE TO ATTACH YOUR RESUME OR ADDITIONAL INFORMATION.

RECEIVED - 1/13/2026  




# CITY OF BELLBROOK

Item C.

## APPLICATION FOR BOARD/COMMISSION

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305  
(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### PERSONAL INFORMATION

LAST NAME Senkiw FIRST NAME Stefanie  
ADDRESS 115 South Main Street CITY Bellbrook STATE OH ZIP CODE 45305  
PHONE (914) 806 2727 EMAIL stefanies67@gmail.com

### DESIRED APPOINTMENT

<input type="checkbox"/> BOARD OF ZONING APPEALS/PROPERTY REVIEW COMMISSION (5 YEAR TERM)	<input checked="" type="checkbox"/> PLANNING BOARD (5 YEAR TERM)
<input type="checkbox"/> VILLAGE REVIEW BOARD (3 YEAR TERM)	<input type="checkbox"/> HISTORICAL MUSEUM TRUSTEE (4 YEAR TERM)
<input type="checkbox"/> RECORDS COMMISSION (5 YEAR TERM)	

### BACKGROUND

LENGTH OF RESIDENCE IN BELLBROOK 4 Years ARE YOU A REGISTERED VOTER? YES  NO

CIVIC PARTICIPATION, INTERESTS, ACTIVITIES Bellbrook Village Review Board (2024-present), Brigid's Pathway (volunteer for substance addicted newborns), NC beautification project voluteer (cleaning shores of debris). New York (cleaning Veterans Cemetery).

QUALIFICATIONS FOR APPOINTMENT Understanding of land use, development and market dynamics. Strong analytical, problem solving and fair decision making that considers both community and long term growth Detail oriented, and committed to thoughtful and balanced planning. Business Owner in town.

REASONS I WOULD LIKE TO BE CONSIDERED I am deeply invested in Bellbrook's character, growth and long term viability. I am committed to responsible growth that balances economic development with preserving the community's identity and quality of life. I am a business principal and have grand/children in B.S.

OTHER TRAINING/SKILLS Ability to review complex information and make fair, well-reasoned decisions. Collaborative communication skills, customer focused mindset applied to community service.

### EMPLOYMENT HISTORY

PRESENT OR PAST EMPLOYER(S)	JOB TITLE	YEARS
American Honda Motor Car Co.	District Parts and Service Manager	30 Years

SIGNATURE  DATE 1 / 19 / 2026

PLEASE FEEL FREE TO ATTACH YOUR RESUME OR ADDITIONAL INFORMATION.



# CITY OF BELLBROOK

## APPLICATION FOR BOARD/COMMISSION

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305  
(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### PERSONAL INFORMATION

LAST NAME Farler FIRST NAME Ian  
 ADDRESS 2126 South Lakeman Drive CITY Bellbrook STATE Ohio ZIP CODE 45305  
 PHONE ( 937 ) 371 3808 EMAIL lcfarler@gmail.com

### DESIRED APPOINTMENT

<input type="checkbox"/> BOARD OF ZONING APPEALS/PROPERTY REVIEW COMMISSION (5 YEAR TERM)	<input checked="" type="checkbox"/> PLANNING BOARD (5 YEAR TERM)
<input checked="" type="checkbox"/> VILLAGE REVIEW BOARD (3 YEAR TERM)	<input type="checkbox"/> HISTORICAL MUSEUM TRUSTEE (4 YEAR TERM)
<input type="checkbox"/> RECORDS COMMISSION (5 YEAR TERM)	

### BACKGROUND

LENGTH OF RESIDENCE IN BELLBROOK 31 Years ARE YOU A REGISTERED VOTER? YES  NO

CIVIC PARTICIPATION, INTERESTS, ACTIVITIES I am an active member of the community. Regularly attending local council meetings in person, and viewing all possible meetings online. I make a point to stay informed on the workings of other local entities. Work to keep our community members informed.

QUALIFICATIONS FOR APPOINTMENT I am a lifelong resident of Bellbrook. I have a desire for this community to be the best. I have the ability and will to spend the time make informed decisions that will best serve that will best serve the residence of this city.

REASONS I WOULD LIKE TO BE CONSIDERED I loved having the opportunity to grow up in this amazing town, and I plan to raise a family here myself. The growth to the North and West of Bellbrook is not going too slow. I want to do my part in helping keep the charm of our town, while growing into the future.

OTHER TRAINING/SKILLS \_\_\_\_\_

### EMPLOYMENT HISTORY

PRESENT OR PAST EMPLOYER(S)	JOB TITLE	YEARS
Wright-Patt Credit Union	IT System Engineer	10y

SIGNATURE  DATE 2 / 10 / 2026

PLEASE FEEL FREE TO ATTACH YOUR RESUME OR ADDITIONAL INFORMATION.

# RECORD OF RESOLUTIONS

Item D.

Resolution No. 2026-R-09

March 10, 2026

## City of Bellbrook State of Ohio

### Resolution No. 2026-R-09

#### **AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE BELLBROOK-SUGAR MAPLE FESTIVAL COMMITTEE, INC FOR THE 2026 SUGAR MAPLE FESTIVAL**

WHEREAS, the Bellbrook Sugar Maple Festival is a community event with a long-standing tradition; and

WHEREAS, planning, operation, and management of the Festival requires significant resources which are not available within the City structure; and

WHEREAS, The Bellbrook Sugar Maple Festival Committee, Inc is a community-centered charitable non-profit organization organized specifically to operate and manage the Festival with a significant history of success and give-back to the community; and

WHEREAS, operation of the Festival requires use of public streets, alleys and certain parcels and facilities owned by the City of Bellbrook; and

WHEREAS, City Council has determined it is in the best interest of the City of Bellbrook to hold the Bellbrook Sugar Maple Festival annually and to enter into an agreement for its operation and management.

#### **NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY RESOLVES:**

Section 1. The City Manager is hereby authorized to execute an Agreement with the Bellbrook Sugar Maple Festival Committee, Inc. for the operation and management of the 2026 Bellbrook Sugar Maple Festival as substantially set forth in Exhibit A.

Section 2. That it is found and determined that all formal actions of the City Council relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council 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.

Section 3. That this resolution shall take effect and be in force forthwith.

PASSED BY City Council this 10<sup>th</sup> day of March, 2026.

\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

# RECORD OF RESOLUTIONS

Item D.

Resolution No. 2026-R-09

March 10, 2026

## AUTHENTICATION:

---

Michael W. Schweller, Mayor

---

Robert Schommer, Clerk of Council

## Resolution 2026-R-09 Exhibit A

### City of Bellbrook Sugar Maple Festival Operation and Management Agreement

This Agreement including any and all Exhibits and Attachments constitutes the agreement by and between the City of Bellbrook Ohio a municipal corporation (“City”) and The Bellbrook Sugar Maple Festival Committee, Inc (“Committee) regarding the operation and management of the Bellbrook Sugar Maple Festival (“Festival”)

**Recitals:**

WHEREAS, the Bellbrook Sugar Maple Festival is a community event with a long-standing tradition; and

WHEREAS, planning, operation, and management of the Festival requires significant resources which are not available within the City structure; and

WHEREAS, The Bellbrook Sugar Maple Festival Committee, Inc is a community-centered charitable non-profit organization organized specifically to operate and manage the Festival with a significant history of success and give-back to the community; and

WHEREAS, operation of the Festival requires use of public streets, alleys and certain parcels and facilities owned by the City of Bellbrook; and

WHEREAS, the City recognizes it is in the best interest of the City of Bellbrook to hold the Bellbrook Sugar Maple Festival annually to be operated and managed by the Committee.

Now, therefore, in consideration of the mutual covenants and conditions herein contained, the City and the Committee agree as follows:

1. Services to be Performed by the Committee: The Bellbrook Sugar Maple Festival Committee, Inc will assist in the planning for and provide the operation and management of the Festival as agreed to between the parties and within this Agreement to include, but not be limited to:
  - a. Create a security plan including alcohol sales/consumption and crowd control measures
  - b. Create an operation and management plan for the Festival including, but not limited to the following:
    - i. Event schedule and anticipated budget
    - ii. Marketing and Festival announcements and outreach
    - iii. Required permits, licenses, and agreements
    - iv. Anticipated vendors, supplies, services and performers
    - v. Final event layout
  - c. Make arrangements for and execute contracts and agreements for the agreed to services on behalf of the Festival including vendors, supplies, services, performers, etc.
  - d. Conduct pre and post event activities including event set-up and tear-down, of facility and Festival spaces.

- e. Provide volunteer staffing adequate for the agreed to operation and management of the planned events during the Festival.
2. Responsibilities of the City: The City of Bellbrook holds the Festival as a benefit to the residents and community, and under the authority as a Charter City and as Resolved by City Council authorizes the use of city resources, public right of way and public facilities during the event in the best interests of Bellbrook residents. As such, responsibilities of the City to provide the ability of the Committee to operate and manage the Festival include but are not limited to:
  - a. Hold the authority to and authorize use of public right of way, public facilities and city resources for the operation of the Festival.
  - b. Authorize the agreed to operation and management plan prepared by the Committee for the Festival
  - c. Designate all members of the Committee as volunteers to the City for the Festival
  - d. Hold liability and insurance coverage for the Festival and volunteers
3. Liability Insurance: The City agrees to bear all costs and responsibilities for the actions related to the Festival including its personnel and volunteers. In addition, the City agrees to obtain and maintain comprehensive liability insurance coverage for the Festival.
4. Allocation of Funds/Proceeds and Management Fee: The City agrees that any and all proceeds earned from sales, donations, sponsorships, and any other Festival related proceeds shall be received by and maintained by the Committee in exchange for the cost of the Festival operations and management. Both parties understand proceeds may surpass direct expenses and it is in the benefit and best interest of the city for the Committee, as a charitable community-centered non-profit organization, to use and allocate those funds to further the charitable mission of the Committee. The city withholds the right to monitor or audit any financial transaction related to the Festival as it deems appropriate.
  - a. Should the City have any direct costs associated with the Festival not covered or paid by the Committee's fund such as licensing, permits, fees, etc. the City may recoup said costs from the Festival Proceeds. This does not include the cost of resources, personnel, or use of public right of way or facilities.
  - b. Should the Festival be cancelled, interrupted, or otherwise fail to generate proceeds to cover the costs expended or obligated, it shall not be the City's responsibility to cover those costs.
5. Compliance With Licenses, Permits, and Certifications: The Committee represents and warrants that all members and volunteers associated with the Festival shall comply with federal, state, and local laws requiring any required licenses, permits, certificates, or actions necessary to perform the services under this Agreement.
6. Assignment and Delegation: The Committee shall not assign rights or delegate any duties or performance of services under this Agreement to any other individual, organization or entity.
7. Severability: This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.
8. Governing Law: This Agreement shall be governed under the laws in the State of Ohio.
9. Option to Terminate: The City and Committee shall not have the right to terminate this Agreement unless there is reasonable cause to believe and written notice of:

- a. A material breach of the other party
  - b. Any act exposing the other party to liability to others for personal injury or property damage
  - c. Any criminal act conducted by a group or individual in the performance of duties related to this Agreement for the Festival
10. Termination for Cause: If a party commits a material breach of this Agreement, then the non-breaching party may terminate this Agreement for cause, so long as the non-breaching party first provides breaching party with a written notice of the breach and breaching party fails to cure the breach within ten (10) business days of receipt of the notice or, if the breach by its nature cannot reasonably be cured within ten business days, then non-breaching party may terminate if the breaching party fails to begin to cure the breach within ten business days of receipt of the notice and works diligently thereafter to cure the breach. Such termination will be without prejudice to any other rights and remedies that may be available to the non-breaching party. In addition, it shall be deemed as Cause for termination by either party if any act exposing the other party to liability to others for personal injury or property damage.
11. Force Majeure: Neither party will be responsible for any delay or failure in performance resulting from strike, lockout, failure of power, fire, acts of God, terrorism, riots, insurrection, war or other similar reason beyond the reasonable control of such party (“Force Majeure Event”). When either party has knowledge of any Force Majeure Event that will delay or affect its performance, such party will immediately notify the other party. The time for performing any obligation may be extended for a period equivalent to the period of such Force Majeure Event at the sole discretion of the City.
12. Entire Agreement: This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the City and the Committee.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**CITY OF BELLBROOK, OHIO**

\_\_\_\_\_  
By:  
Its:

**THE BELLBROOK SUGAR MAPLE FESTIVAL COMMITTEE, INC**

\_\_\_\_\_  
By:  
Its: