



**PLANNING BOARD MEETING AGENDA**  
**Thursday, October 10, 2024 at 6:00 PM**

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

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE MINUTES**
  - A. Approval of the July 18, 2024 Planning Board Meeting Minutes
4. **OLD BUSINESS**
5. **NEW BUSINESS**
  - A. Proposed Rezoning and Basic Development Plan for the Property at Parcel ID L35000100080000300
6. **OPEN DISCUSSION**
7. **ADJOURNMENT**

# RECORD OF PROCEEDINGS

Planning Board

July 18, 2024

Item A. Section 3, Item

## 1. CALL TO ORDER

Mr. Bennett called the meeting of the Bellbrook Planning Board to order at 6:00pm

## 2. ROLL CALL

### PRESENT

Mr. Denny Bennett

Mr. Tim Tuttle

Dr. William Dahling

### ABSENT

Dr. David Van Veldhuizen

Mr. Kyle Boehmer

## 3. APPROVAL OF THE MINUTES

### A. Approval of the Minutes from the June 20, 2024, Planning Board Meeting

Mr. Bennett asked if anyone had comments or corrections to the minutes of the June 20, 2024, meeting. Hearing none, the minutes were declared to be approved.

## 4. OLD BUSINESS

None

## 5. NEW BUSINESS

### A. 2024-PB-02 Proposed re-plat of 1831 N. Belleview Drive, Combining lots 124 and 125 into the proposed 125A

Mr. Foster reviewed the planning board case for a lot combination and replat of a residential address. He reviewed the staff report associated with the case.

Mr. Bennett asked if there were any questions and the Board noted it was a simple and clear case.

Shane Smith, the resident and applicant spoke briefly asking for approval of the lot combination to build a shed on the property.

Motion to approve 2024-PB-02

Motion made by Mr. Tuttle, Seconded by Dr. Dahling.

Voting Yea: Mr. Bennett, Mr. Tuttle, Dr. Dahling

## 6. OPEN DISCUSSION

# RECORD OF PROCEEDINGS

Planning Board

July 18, 2024

Item A. Section 3, Item

None

## 7. ADJOURNMENT

Hearing no further business coming before the Board, Mr. Bennett declared the meeting adjourned at 6:07 pm

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Denny Bennett, Chair Person

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Rob Schommer, Clerk of Council



To: Planning Board  
From: Michaela Grant, Community Development Administrator  
Date: October 2, 2024  
Subject: Staff Report for the proposed rezoning and basic development plan for the property at Parcel ID L35000100080000300

### Summary of the Request

The applicant, Brandon Kaiser, is requesting the rezoning and basic development plan for the 3.662-acre property at Parcel ID L35000100080000300. The property is currently zoned A-1 Agricultural. The applicant requests that it be rezoned to PD-1 Planned Residential Development for the purposes of developing a 30-unit multi-family, for-sale, condominium community. The proposed basic development plan outlines 2 (two) 10-unit buildings and 2 (two) 5-unit buildings with two parking spaces per unit and 20 feet of space between each building on either side of the interior drive lane. Conceptual building materials are brick fronts and vertical siding constructed with one-car garages, meeting the general character of the surrounding neighborhoods. The parking breakdown is as follows: 24 garage parking spaces, 24 driveway spaces, and 29 additional parking spaces, bringing the total parking provided to 77 spaces. This exceeds the required parking per the Bellbrook Zoning Code 18.16 (2)(c).

A 125-foot AES/gas easement runs along the east side of the property, and a 50-foot electric easement exists along the west side of the property. Additionally, a 40-foot access/egress easement is also positioned on the eastern portion of the property.

The plan shows two points of ingress/egress, one of which is an existing curb cut on the east side of the property.

The City's engineer has stated that the intent for stormwater management is present and sufficient for this submittal. Detailed plans for the stormwater management area would be submitted and presented before the Planning Board at a later date.

The setbacks are as follows: 30-foot front setback (south), 30-foot rear setback (north), 50-foot side setbacks (east and west). As proposed, all setbacks meet or exceed code requirements.

The interior drive widths are 24 feet and are confirmed to meet the code requirements of the Bellbrook Fire Department.

<b>Applicant Information</b>
Brandon Kaiser, Applicant Ribow LLC, Owner
<b>Current Zoning District</b>
A-1 Agricultural
<b>Parcel Identification</b>
L35000100080000300 (the property address is listed as “FRANKLIN ST” per Greene County Auditor’s Office records)
<b>Additional Actions or Next Steps to be taken by the City</b>
The Planning Board’s recommendation will be presented to the City Council for final approval.
<b>Applicant’s Reason for the Request</b>
The applicant wishes to rezone from A-1 Agricultural to PD-1 Residential to allow the development of a 30-unit multi-family community.
<b>Surrounding Land Use within 1,000 Feet</b>
The surrounding land uses within 1,000 feet include various Residential (PD-1, R-1A, R-1B, R-3), Office Building (O-1), and Agricultural (A-1).
<b>Previous Related Development Decisions in the Immediate Area (3-5 Years)</b>
N/A
<b>Comprehensive Plan Applied to the Geographical Area</b>
The Comprehensive Plan states that “Bellbrook should protect its single-family residential platted lands or town lots (subdivisions) for that purpose and consider multi-family units on unplatted lands. Single-family Development, multi-family, and duplexes should all be considered on vacant lands but not part of a subdivision.” The subject property for this Planning Board case is currently vacant and unplatted, fitting within the considerations of the Comprehensive Plan.
<b>Existing Public Utilities</b>

Water, storm and sanitary sewer at street, electric, and gas utilities
<b>Soil Survey Data</b>
N/A
<b>Classification of Streets, Traffic Volumes &amp; Direction, Planned Improvements</b>
N/A
<b>Flood Plain Information</b>
This property is not within the flood plain.
<b>Comments from City and County Agencies</b>
N/A
<b>Supporting Maps &amp; Graphics</b>
Supporting documents are attached.
<b>Staff Recommendation</b>
Staff recommends that the Planning Board considers the submitted request.





# Bellbrook

## Application

Date: 08/26/2024

### Applicant / Owner

Applicant Name: Brandon Kaiser  
Address: 3067 Running Deer Trail  
City, State, Zip: Franklin, Ohio 45005  
Phone: 937-903-2681  
Email: Law@KaiserOffices.com

Owner Name: Ribow LLC  
Address: 1331 Talon Ridge Court  
City, State, Zip: Dayton, Ohio 45440  
Phone: N/A  
Email: N/A

### Project

Site Address: 3900 W Franklin Street  
City, State, Zip: Bellbrook, Ohio 45305  
Subdivision:  
Lot:  
Parcel: L35000100080000300

Current Zoning: Residential  
Proposed Zoning: PDR  
Present Use: Vacant  
Proposed Use: 30-Unit Multi-Family  
Community  
Comments: See attached concept plans.

### General Information

Lot Type:  
Side Yard Line:  
Rear Yard Line:  
Front Yard Line:  
Structure Size:  
Height:

Asbestos:  
Structure Use:  
Business Name:  
Mailing:  
City, State, Zip:  
Phone:  
Email:

### Accessory Buildings

Building Type:  
Height:  
Width:  
Length:

Floor Area:  
Proposed Location:  
Side Yard Ease:  
Rear Yard Ease:

### Fences

Fence Type:  
Front Yard:   
Side Yard:

Rear Yard:   
Fence Materials:

### Demolition

Commercial:   
Residential:   
Type:

Units:  
Old Village:

### Signs

Sign Request:  
Sign Type:  
Sign Height:  
Sign Width:  
Sign Area:

Build Frontage:  
Sign Location:  
Ground Height:  
Sign Materials:

## New Construction

Construction:  
Lot Width:  
Lot Depth:  
Lot Area:  
Residential SF:  
Basement SF:  
Garage SF:  
Addition SF:  
Total SF:

Front Yard:  
Rear Yard:  
Sum of Sides:  
Building Height:  
Side Yard Ease:  
Rear Yard Ease:  
Purpose:

Item A. Section 5, Item

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## Special Event

Type of Event: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
Other: \_\_\_\_\_ Event Time: \_\_\_\_\_  
Alcohol Served: \_\_\_\_\_

Brief description of the event and any special public safety or city services needed:

Streets or public areas requesting:

Will signs be placed in the right-of-way?

HOLD HARMLESS: THE PERMITTEE WILL HOLD HARMLESS AND INDEMNIFY THE CITY OF BELLBROOK, ITS ELECTED OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS FROM ANY DAMAGES WHICH MAY ARISE AS A RESULT OF THE CONDUCT OF THE PARADE OR ASSEMBLY FOR WHICH THE PERMIT IS SOUGHT BY PERSONS WHO WERE OR REASONABLY SHOULD HAVE BEEN UNDER THE CONTROL OF THE PERMITTEE.

PRIOR TO THE BEGINNING OF THE EVENT, IT IS IMPORTANT THAT ALL PARTICIPANTS BE ADVISED TO OBEY PEDESTRIAN REGULATIONS AND CROSS ONLY AT INTERSECTIONS OR AS DIRECTED BY THE POLICE.

YOUR ORGANIZATION WILL HAVE TO ARRANGE FOR PAYMENT FOR THE USE OF SERVICES (WATER, ELECTRIC, TRASH PICK-UP) WHETHER PROVIDED BY A PRIVATE OWNER OR PUBLIC ENTITY. EXTRAORDINARY PUBLIC SAFETY SERVICES (EXCESSIVE OVERTIME) MAY ALSO NEED TO BE PAID FOR AT THE DETERMINATION OF THE CITY MANAGER.

IT IS THE EVENT ORGANIZATION'S RESPONSIBILITY TO CLEAN UP DEBRIS LEFT OVER FROM THE EVENT. FAILURE TO CLEAN UP FOLLOWING THE EVENT WILL REST IN A \$500 CLEAN-UP FEE BEING SENT TO THE PERSON AND/OR ORGANIZATION RESPONSIBLE FOR THE EVENT.

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## Zoning Permit - Temporary Use

Business Name: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Size (trailers, etc.): \_\_\_\_\_

Description - include specific type of use, hours of operation, number of employees, and other pertinent information:

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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.

Brandon Kaiser

Name

08/26/2024

Date







# PLANNING BOARD DECISION RECORD

Item A. Section 5, Item

Decision No. PB 24-06

October 10, 2024

## City of Bellbrook State of Ohio

### Planning Board Decision Record PB 24-06

WHEREAS, on August 26, 2024, the applicant, Brandon Kaiser, requested the rezoning and basic development plan for the property at Parcel ID L35000100080000300 (Planning Board Case 2024-PB-03); and

WHEREAS, the requesting application indicates the property at Parcel ID L35000100080000300 is currently zoned A-1 Agricultural and the proposed zoning district of PD-1, Planned Residential Development; and

WHEREAS, the requested basic development plan indicates the construction of approximately 30 units of multi-family housing, thereby requiring the rezoning from A-1 Agricultural to PD-1 Planned Residential Development; and

WHEREAS, Article 17 of the Bellbrook Zoning Code gives the Planning Board authority to make a recommendation on the proposed rezoning and basic development plan for the property at Parcel ID L35000100080000300; and

WHEREAS, on October 10, 2024, the City of Bellbrook Planning Board did meet in an open, public forum and fully discuss the details of the request of the applicant reviewing (Planning Board Case 2024-PB-03).

**NOW, THEREFORE, BE IT RESOLVED** by the City of Bellbrook Planning Board that:

Section 1. There was a valid motion placed on the floor to recommend the proposed rezoning and basic development plan for the property at Parcel ID L35000100080000300 (Planning Board Case 2024-PB-03) in accordance with the Staff Report and attachments hereto dated October 2, 2024.

Section 2. That it is found and determined that all formal actions of the Planning Board 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: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

Roll call vote showed \_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Motion to approve is APPROVED this 10<sup>th</sup> day of October 2024

AUTHENTICATION:

# PLANNING BOARD DECISION RECORD

Item A. Section 5, Item

Decision No. PB 24-06

October 10, 2024

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Denny Bennett, Planning Board Chair

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Rob Schommer, Clerk/Secretary