



PLANNING BOARD MEETING AGENDA
Thursday, March 19, 2026 at 6:00 PM

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE MINUTES**
4. **OLD BUSINESS**
5. **NEW BUSINESS**
 - A. [Planning Board Case - PB - 2026-01 - Lot Split - 60 E. South St.](#)
6. **OPEN DISCUSSION**
7. **ADJOURNMENT**



Subdivision Lot Split/Combination Application

Date: 02/20/2026

Applicant / Owner

Applicant Name:	Bellbrook-Sugarcreek Local Schools	Engineer/Surveyor Name:	Luis G Riancho & Assoc. Inc
Address:	3757 Upper Bellbrook Rd.	Address:	140 W. Wenger Rd
City, State, Zip:	Bellbrook, OH 45305	City, State, Zip:	Englewood, OH 45322
Phone:	937-684-7850	Phone:	937-836-1585
Email:	Doug.cozad@bss.k12.oh.us	Email:	lgriancho@woh.rr.com

Project

Subdivision Name:	Lot Split	Electric Utilities:	Existing and Not Changing
Section:	Sedc 32, T.3, R.6	Water Utilities:	Existing and Not Changing
Location:	60 E. South St. Bellbrook, OH	Sanitary Sewer:	Existing and Not Changing
Deed Book:	D.V. 131	Storm Sewer:	Existing and Not Changing
Page:	P.301	Flood Plain:	No
# of Lots:	2	Periodic Flooding:	No
Gas Utilities:		Federal Land:	No
		Proposed Use:	Splitting Lot into two parcels One building on each parcel

Comments:

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 COMPLETING THIS APPLICATION DOES NOT GRANT APPROVAL OF THE PROPOSED LOT SPLIT AND/OR COMBINATION, I UNDERSTAND THAT IT IS THE DUTY OF THE PLANNING BOARD AND CITY COUNCIL TO DO SO.

Luis G Riancho

02/20/2026

Name

Date



Item A. Section 5, Item



Greene County Legend

	Interstate Highway	71	Parcel Number
	US Highway	67	Lot Number
	State Route		
	Local Roads		
	Parcel Boundary		
	Corporation Boundary		
	Topography		
	Hydrography		
	Schools		
	Parks		
	Cemetery		
	Shopping		
	Buildings		

1 Inch = 100 feet

DISCLAIMER:
The data and maps provided herein may not be construed as a legal document or legal representation. Any person or entity who relies on the data does so solely at their own risk. The data provided was prepared by Greene County in accordance with Section 6113.02 of the Ohio Revised Code. Neither Greene County, Ohio nor its employees or officers warrant the accuracy, reliability, or timeliness of any of the data provided herein. This data is provided "as is" without warranty of any kind, and assumes no legal responsibility for the information it contains.

Spatial Reference
NAD 1983 HARN StatePlane Ohio South FIPS 3402 Feet
GCS: GCS North American 1983 HARN
Datum: North American 1983 HARN
Projection: Lambert Conformal Conic
Central Meridian: -82.500000
Standard Parallel 1: 38.273333
Standard Parallel 2: 40.033333
Scale Factor: 0.999999
False Easting: 1,968,500.0000
False Northing: 0.0000
Central Meridian: 0.0000
Standard Parallel 1: 38.273333
Standard Parallel 2: 40.033333
Scale Factor: 0.999999
Map Units: Foot, US



GREENE COUNTY SURVEYOR'S RECORD NO. _____

STIMMED IN
SEC. 32 T. 3, R. 6 BTMRS
CITY OF BELLBROOK & SUGARCREEK TOWNSHIP
GREENE COUNTY, OHIO

SYMBOL	DESCRIPTION	ABBREVIATION
○	IRON PIN FOUND	IP FD
○	IRON PIPE FOUND	I PIPE FD
○	R.R. SPIKE FOUND	R.R. SPIKE FD
○	CROSS FOUND	X FD
○	STONE FOUND	STN FD
○	MAG NAIL FOUND	MAG N FD
○	MONUMENT FOUND	MON FD
○	CONCRETE CAP SET	CON CAP SET
○	R.R. SPIKE SET	R.R. SPIKE SET
○	CROSS SET	X SET
○	MAG NAIL SET	MAG N SET
○	MONUMENT SET	MON SET
○	IP & CAP SET	IP & CAP SET
○	IP SET W/2" CAP	IP SET W/2" CAP

NOTE: ALL FOUND IRON PINS ARE $\frac{3}{4}$ " REBAR IN GOOD CONDITION UNLESS NOTED.
NOTE: ALL FOUND IRON PIPES ARE $\frac{3}{4}$ " I.D. IN GOOD CONDITION UNLESS NOTED.
NOTE: ALL SET IRON PINS ARE $\frac{3}{4}$ " REBAR WITH PLASTIC CAP, STIMMED, UGR & ASSOC ENGINEERED ON UNLESS NOTED.

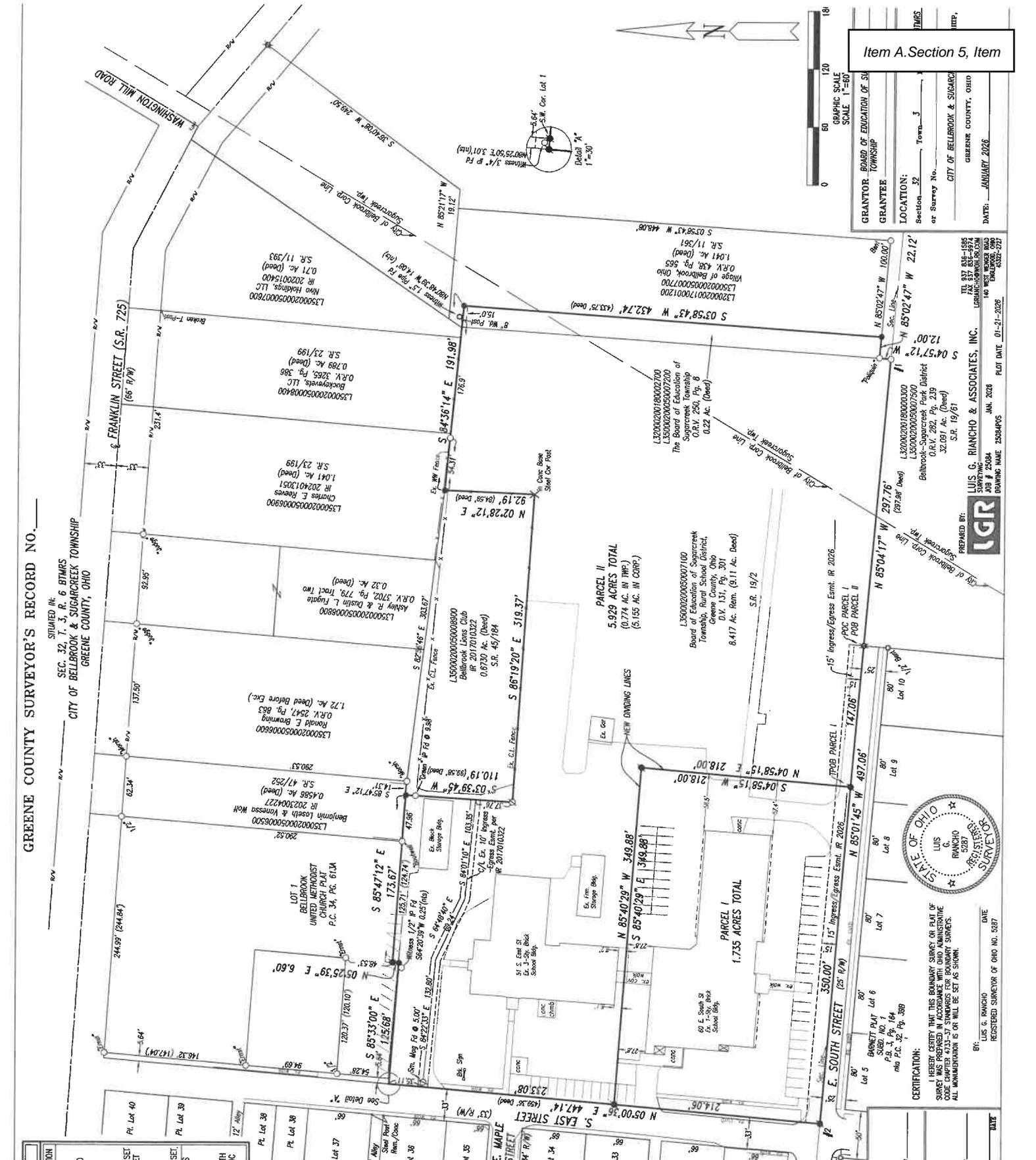
STATE PLANE COORDINATE POINTS (MAD/83(2011), OHIO SOUTH ZONE):
#1 N 589844.62 E 1527280.63
#2 N 589813.108 E 1528488.878

ABBREVIATIONS:
IP - INSTRUMENT RECORD
PAR - PARCEL ID
S.R. - SURVEY RECORD
O.R.V. - OFFICIAL RECORD VOLUME
PCC - POINT OF COMMENCEMENT
PTS - POINT OF BEGINNING
HTS - NOT TO SCALE

PERTINENT DOCUMENTS:
ALL DEEDS, PLATS, SURVEYS SHOWN HEREIN ARE RECORDED IN THE RECORDS OF GREENE COUNTY, OHIO.

NOTES:
1. BASIS OF BEARING: N 80°14'57" W FOR THE NORTH LINE OF BARRETT PLAT SUBD. NO. 1 AND G.S. BEGINNING UNDEVELOPED LOT 101 FROM SUGARCREEK, OHIO SOUTH ZONE (MAD/83(2011)).
2. OCCUPATION IN GENERAL, FITS SURVEYED LINES EXCEPT AS SHOWN HEREIN.
3. A COURSE OR DISTANCE DENOTED IN () INDICATES A RECORD OR DEED CALL.

APPROVED GREENE COUNTY ENGINEER
By _____ Date _____
APPROVED BY:
ZONING _____ Date _____
BY _____ DATE _____



Item A, Section 5, Item

GRANTOR: BOARD OF EDUCATION OF SUGARCREEK TOWNSHIP

GRANTEE: _____

LOCATION: Section 32, Town 3, Range 6

CITY OF BELLBROOK & SUGARCREEK TOWNSHIP

DATE: JANUARY 2026

PREPARED BY: LUIS G. RIANCHO & ASSOCIATES, INC.
140 S. BELLBROOK BLVD. SUITE 100
BELLBROOK, OHIO 45122-1000
TEL 615 838-1055
FAX 615 838-1874
GRAMRCH@OHIO.RD.COM

STATE OF OHIO
LUI G. RIANCHO
REGISTERED SURVEYOR
No. 5287

CERTIFICATION:
I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY OR PLAT OF SURVEY WAS PREPARED IN ACCORDANCE WITH OHIO ADMINISTRATIVE CODE CHAPTER 4733-37 STANDARDS FOR BOUNDARY SURVEYS. ALL MONUMENTATION IS OR WILL BE SET AS SHOWN.

APPROVED GREENE COUNTY ENGINEER
By _____ Date _____

APPROVED BY:
ZONING _____ Date _____

BY _____ DATE _____



LUIS G. RIANCHO, PS

LUIS G. RIANCHO & ASSOCIATES, INC.

SURVEYING

**GPS SERVICES
HIGHWAY & CONSTRUCTION STAKING
BOUNDARY & TOPOGRAPHIC SURVEYS**

**140 W. WENGER ROAD
ENGLEWOOD, OHIO
45322-2727**

**TEL (937) 836-1585
FAX (937) 836-9974
Email: lgriancho@woh.rr.com**

E25084-1

January 19, 2026

Description of 15' Ingress/Egress Easement
E. South Street
Section 32, Town 3, Range 6 BTMRS
City of Bellbrook, Greene County, Ohio

Located in Section 32, Town 3, Range 6 BTMRS, City of Bellbrook, Township of Sugarcreek, County of Greene, State of Ohio and being part of an original 9.11 acre tract of land conveyed to Board of Education of Sugarcreek Township, Rural School District, Greene County, Ohio by deed recorded in Deed Volume 131, Page 301 (Current Parcel ID: L35000200050007100) and being an easement for ingress and egress purposes fifteen (15) feet wide, seven and 50/100 (7.50) feet each side of the following described the centerline:

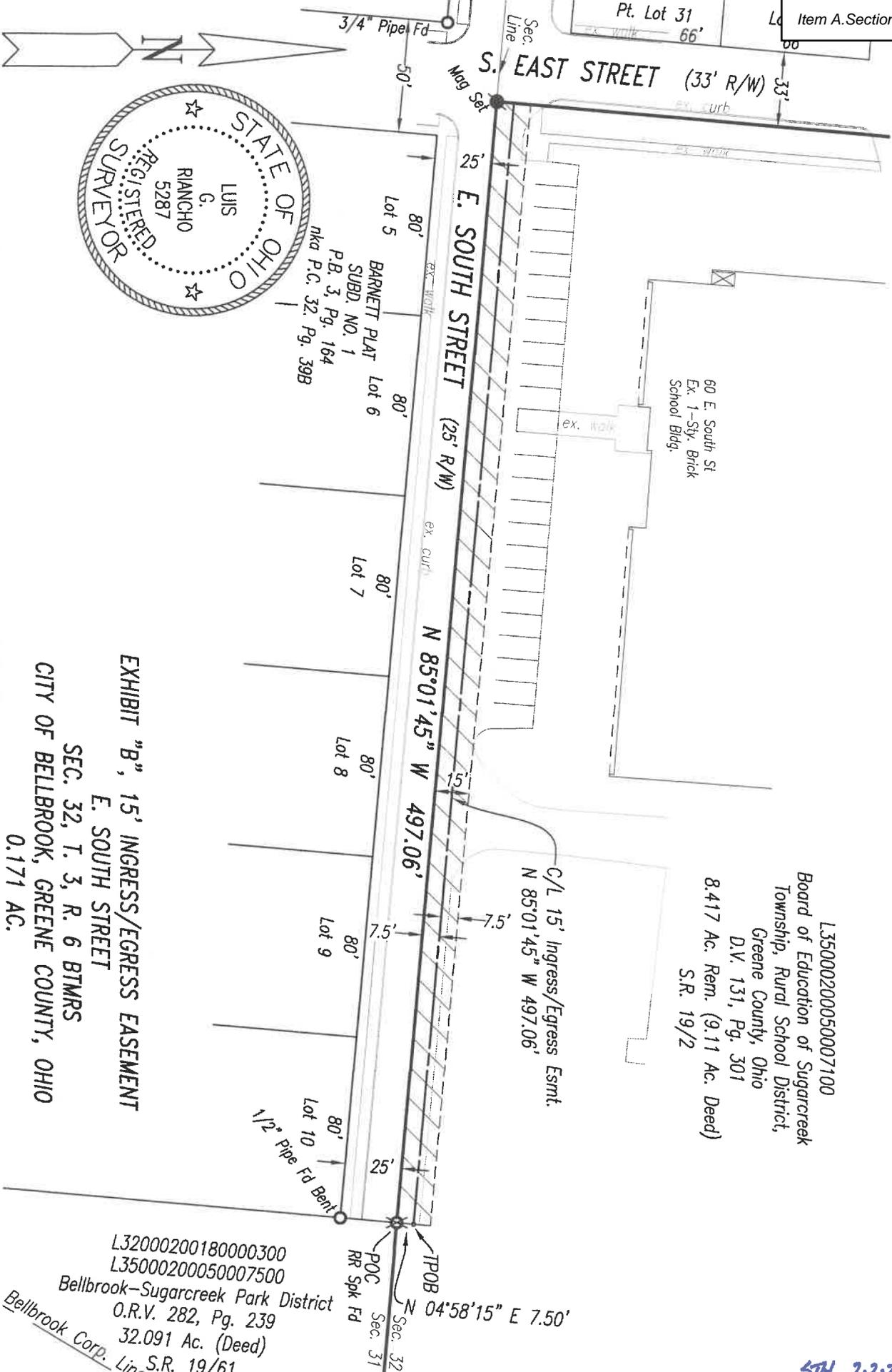
Commencing at a railroad spike found at the northeast corner of Barnett Plat Subdivision No. 1 recorded in Plat Book 3, Page 164, nka Plat Cabinet 32, Page 39B and at the northeast corner of right-of-way of E. South Street (25' R/W) and in the south line of said Section 32, thence northerly at right angles to the north line of said Barnett Plat, North 04° 58' 15" East for seven and 50/100 (7.50) feet to the **TRUE POINT OF BEGINNING** of said centerline easement;

thence westerly seven and 50/100 (7.50) feet north of and parallel to the north line of said Barnett Plat and north right-of-way line of E. South Street and south line of said Section 32, North 85° 01' 45" West for four hundred ninety-seven and 06/100 (497.06) feet to the terminus point in the east line of S. East Street (33' R/W), containing 0.171 acres more or less.

Note: Basis of bearing: bearing of North 85° 01' 45" West for the north line of Barnett Plat Subdivision No. 1, Plat Book 3, Page 164, nka Plat Cabinet 32, Page 39B and north line of E. South Street from GPS observations utilizing ODOT RTN State Plane Coordinate System, NAD'83(2011), GEOID12B, Ohio South Zone.

SEE ATTACHED DRAWING EXHIBIT "B"

	DESCRIPTION CHECK
	Greene County Engineer's Tax Map Dept.
<input checked="" type="checkbox"/>	Legally Sufficient As Described
<input type="checkbox"/>	Legally Sufficient With Corrections Noted
<input type="checkbox"/>	Legally Insufficient, New Survey Required
By: <u>STH</u>	Date: <u>2.2.2026</u>
Pat. No. Dist. _____	_____



60 E. South St
Ex. 1-Sty. Brick
School Bldg.

L35000200050007100
Board of Education of Sugarcreek
Township, Rural School District,
Greene County, Ohio
D.V. 131, Pg. 301
8.417 Ac. Rem. (9.11 Ac. Deed)
S.R. 19/2

EXHIBIT "B", 15' INGRESS/EGRESS EASEMENT
E. SOUTH STREET
SEC. 32, T. 3, R. 6 BTMRS
CITY OF BELLBROOK, GREENE COUNTY, OHIO
0.171 AC.

PREPARED BY:

LUIS G. RIANCHO & ASSOCIATES, INC.



SURVEYING
JOB # 25084
DRAWING NAME 25084POS.DWG
JAN, 2026
PLOT DATE 01-21-2026

TEL 937 836-1585
FAX 937 836-9974
LGRIANCHO@WOH.RR.COM
140 WEST WIENGER ROAD
ENGLEWOOD, OHIO
45322-2727

L32000200180000300
L35000200050007500
Bellbrook-Sugarcreek Park District
O.R.V. 282, Pg. 239
32.091 Ac. (Deed)
S.R. 19/61

C/L 15' Ingress/Egress Esmt.
N 85°01'45" W 497.06'

TP0B
POC
RR Spk Fd
Sec. 32
Sec. 31
N 04°58'15" E 7.50'



LUIS G. RIANCHO, PS

LUIS G. RIANCHO & ASSOCIATES, INC.

SURVEYING

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45322-2727**

**TEL (937) 836-1585
FAX (937) 836-9974**

Email: lgriancho@woh.rr.com

D25084-1

January 8, 2026

Parcel I, Description of 1.735 Acres

E. South Street

Section 32, Town 3, Range 6 BTMRS

City of Bellbrook, Greene County, Ohio

Located in Section 32, Town 3, Range 6 BTMRS, City of Bellbrook, County of Greene, State of Ohio and being 1.735 acres out of an original 9.11 acre tract of land conveyed to Board of Education of Sugarcreek Township, Rural School District, Greene County, Ohio by deed recorded in Deed Volume 131, Page 301 (Current Parcel ID: L35000200050007100) and being more particularly described as follows:

Commencing at a railroad spike found at the northeast corner of Barnett Plat Subdivision No. 1 recorded in Plat Book 3, Page 164, nka Plat Cabinet 32, Page 39B and at the northeast corner of right-of-way of E. South Street (25' R/W) and in the south line of said Section 32;

thence westerly with the north line of said Barnett Plat and north right-of-way line of E. South Street and south line of said Section 32, North eighty-five degrees one minute forty-five seconds (85° 01' 45") West for one hundred forty-seven and 06/100 (147.06) feet to a Mag Nail set at the **TRUE POINT OF BEGINNING**;

thence westerly continuing with the north line of said Barnett Plat and north right-of-way line of E. South Street and south line of said Section 32, North eighty-five degrees one minute forty-five seconds (85° 01' 45") West for three hundred fifty and 00/100 (350.00) feet to a Mag Nail set in the east right-of-way line of S. East Street (33' R/W);

thence northerly with the east right-of-way line of S. East Street, North five degrees zero minutes thirty-six seconds (05° 00' 36") East for two hundred fourteen and 06/100 (214.06) feet to a Mag Nail set;

thence easterly with a new dividing line, South eighty-five degrees forty minutes twenty-nine

Continued on Page 2

D25084-1

Parcel I, Desc. of 1.735 Acres

E. South Street, City of Bellbrook

-2-

01/08/2026

seconds (85° 40' 29") East for three hundred forty-nine and 88/100 (349.88) feet to an Mag Nail set;

thence southerly with a new dividing line, South four degrees fifty-eight minutes fifteen seconds (04° 58' 15") West for two hundred eighteen and 00/100 (218.00) feet returning to the **TRUE POINT OF BEGINNING**, containing **1.735** acres more or less and subject to all legal highways, easements, restrictions and agreements of record, according to a survey of said premises by Luis G. Riancho, Registered Surveyor, State of Ohio #5287, dated January 2026.

Note: Basis of bearing: bearing of North 85° 01' 45" West for the north line of Barnett Plat Subdivision No. 1, Plat Book 3, Page 164, nka Plat Cabinet 32, Page 39B and north line of E. South Street from GPS observations utilizing ODOT RTN State Plane Coordinate System, NAD'83(2011), GEOID12B, Ohio South Zone.

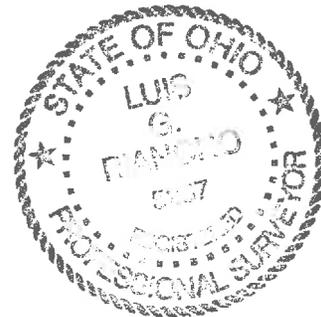
Note: All deeds and plats referenced are recorded in the Deed and Plat Records of Greene County, Ohio.

Note: All iron pins set are #5 rebar, capped and stamped "LGR & ASSOC, ENGLEWOOD, OHIO".

Note: A Plat of Survey is recorded in Greene County Surveyor's Record No. _____, Page _____.

Luis G. Riancho

Luis G. Riancho
Registered Surveyor
State of Ohio #5287
Date 1/29/2026



 County of Greene, Ohio

By [Signature] Date 01/29/2026
L.A.P. DIST. BY [Signature] BAR



LUIS G. RIANCHO, PS

LUIS G. RIANCHO & ASSOCIATES, INC.

SURVEYING

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D25084-2

January 8, 2026

Parcel II, Description of 5.929 Acres

S. East Street

Section 32, Town 3, Range 6 BTMRS

City of Bellbrook, Greene County, Ohio

Located in Section 32, Town 3, Range 6 BTMRS, City of Bellbrook, Township of Sugarcreek, County of Greene, State of Ohio and being 5.929 acres out of an original 9.11 acre tract of land conveyed to Board of Education of Sugarcreek Township, Rural School District, Greene County, Ohio by deed recorded in Deed Volume 131, Page 301 (Current Parcel ID: L35000200050007100) and being all of a 0.22 acre tract conveyed to The Board of Education of Sugarcreek Township by deed recorded in Official Record Volume 250, Page 8 (Current Parcel ID: L32000200180002700 & L35000200050007200) and being more particularly described as follows:

BEGINNING at a railroad spike found at the northeast corner of Barnett Plat Subdivision No. 1 recorded in Plat Book 3, Page 164, nka Plat Cabinet 32, Page 39B and at the northeast corner of right-of-way of E. South Street (25' R/W) and in the south line of said Section 32;

thence westerly with the north line of said Barnett Plat and north right-of-way line of E. South Street and south line of said Section 32, North eighty-five degrees one minute forty-five seconds (85° 01' 45") West for one hundred forty-seven and 06/100 (147.06) feet to a Mag Nail set;

thence northerly with a new dividing line, North four degrees fifty-eight minutes fifteen seconds (04° 58' 15") East for two hundred eighteen and 00/100 (218.00) feet to a Mag Nail set;

thence westerly with a new dividing line, North eighty-five degrees forty minutes twenty-nine seconds (85° 40' 29") West for three hundred forty-nine and 88/100 (349.88) feet to a Mag Nail set in the east right-of-way line of S. East Street (33' R/W);

thence northerly with the east right-of-way line of S. East Street, North five degrees zero minutes

Continued on Page 2

D25084-2

Parcel II, Desc. of 5.929 Acres

E. South Street, City of Bellbrook & Sugarcreek Twp -2-

01/08/2026

thirty-six seconds (05° 00' 36") East for two hundred thirty-three and 08/100 (233.08) feet to a Mag Nail set at the intersection with the westerly extension of the south line of Lot 1 of Bellbrook United Methodist Church Plat recorded in Plat Cabinet 34, Page 613A, witness a 3/4" iron pin found bearing North 80° 25' 50" East at 3.01 feet;

thence easterly with said westerly extension line and with said south line of Lot 1, South eighty-five degrees thirty-three minutes zero seconds (85° 33' 00") East, passing a Mag Nail set at 5.64 feet at the southwest corner of said Lot 1, for a total distance of one hundred twenty-five and 68/100 (125.68) feet to an iron pin set at a corner in said south line of Lot 1, witness a 1/2" iron pin found bearing South 64° 20' 39" West at 0.25 feet;

thence northerly with a southerly line of said Lot 1, North five degrees twenty-five minutes thirty-nine seconds (05° 25' 39") East for six and 60/100 (6.60) feet to a Mag Nail set at a corner in the south line of said Lot 1;

thence easterly with the south line of said Lot 1 and with the south line of a 0.4586 acre tract conveyed to Benjamin Loseth & Vanessa Wolf by deed recorded in IR 2023004227, South eighty-five degrees forty-seven minutes twelve seconds (85° 47' 12") East, passing a 1/2" iron pin capped "Boutwell" found at 125.71 feet, for a total distance of one hundred seventy-three and 67/100 (173.67) feet to an iron pin set at the northwest corner of a 0.6730 acre tract conveyed to Bellbrook Lions Club by deed recorded in IR 2017010322, witness a 5/8" iron pin capped "Marshall" found bearing South 85° 47' 12" East at 14.31 feet at the southeast corner of said 0.4586 acre Loseth & Wolf tract;

thence southerly with the west line of said 0.6730 acre Bellbrook Lions Club tract, South three degrees thirty-nine minutes forty-five seconds (03° 39' 45") West, passing a 5/8" iron pin capped "Green" found at 9.98 feet, for a total distance of one hundred ten and 19/100 (110.19) feet to a Mag Nail found at the southwest corner of said 0.6730 acre Bellbrook Lions Club tract;

thence easterly with the south line of said 0.6730 acre Bellbrook Lions Club tract and generally along an existing chain-link fence, South eighty-six degrees nineteen minutes twenty seconds (86° 19' 20") East for three hundred nineteen and 37/100 (319.37) feet to a cross cut set in the concrete base of a steel corner post of said chain-link fence at the southeast corner of said 0.6730 acre Bellbrook Lions Club tract;

thence northerly with the east line of said 0.6730 acre Bellbrook Lions Club tract and generally along said chain-link fence, North two degrees twenty-eight minutes twelve seconds (02° 28' 12") East for ninety-two and 19/100 (92.19) feet to an iron pin set in the south line of a 1.041

Continued on Page 3

D25084-2

Parcel II, Desc. of 5.929 Acres

E. South Street, City of Bellbrook & Sugarcreek Twp -3-

01/08/2026

acre tract conveyed to Charles E. Reeves by deed recorded in IR 2024013051;

thence easterly with the south line of said 1.041 acre Reeves tract and with the south line of a 0.789 acre tract conveyed to BuckeyeVets, LLC by deed recorded in Official Record Volume 3265, page 386 and with the south line of a 0.71 acre tract conveyed to Nivo Holdings, LLC by deed recorded in IR 2020015400 and with a northwesterly line of a 1.041 acre tract conveyed to Village of Bellbrook, Ohio by deed recorded in Official Record Volume 438, Page 565, South eighty-four degrees thirty-six minutes fourteen seconds (84° 36' 14") East, passing a 5/8" iron pin found at 54.31 feet, passing also an 8" wood post found at 176.9 feet, for a total distance of one hundred ninety-one and 98/100 (191.98) feet to an iron pin set at a corner in the westerly line of said 1.041 acre Village of Bellbrook, Ohio tract, witness a 1.5" iron pipe found bearing North 80° 48' 39" West at 14.08';

thence southerly with the west line of said 1.041 acre Village of Bellbrook, Ohio tract, South three degrees fifty-eight minutes forty-three seconds (03° 58' 43") West for four hundred thirty-two and 74/100 (432.74) feet to an iron pin set at the southwest corner of said 1.041 acre Village of Bellbrook, Ohio tract and in a westerly line of a 32.091 acre tract conveyed to Bellbrook-Sugarcreek Park District by deed recorded in Official Record Volume 282, Page 239;

thence with the westerly lines of said 32.091 acre Bellbrook-Sugarcreek Park District tract on the following three (3) courses:

- 1) North eighty-five degrees two minutes forty-seven seconds (85° 02' 47") West for twenty-two and 12/100 (22.12) feet to a 5/8" iron pin capped "Poliquin" found at a corner;
- 2) South four degrees fifty-seven minutes twelve seconds (04° 57' 12") West for twelve and 00/100 (12.00) feet to a 5/8" iron pin found at a corner;
- 3) North eighty-five degrees four minutes seventeen seconds (85° 04' 17") West for two hundred ninety-seven and 76/100 (297.76) feet returning to the **POINT OF BEGINNING**, containing **5.929** acres more or less, of which 0.774 acres more or less is within Sugarcreek Township and 5.155 acres more or less is within City of Bellbrook, and subject to all legal highways, easements, restrictions and agreements of record, according to a survey of said premises by Luis G. Riancho, Registered Surveyor, State of Ohio #5287, dated January 2026.

Note: Basis of bearing: bearing of North 85° 01' 45" West for the north line of Barnett Plat Subdivision No. 1, Plat Book 3, Page 164, nka Plat Cabinet 32, Page 39B and north line of E. South Street from GPS observations utilizing ODOT RTN State Plane Coordinate System,

Continued on Page 4



To: Planning Board
From: Cathi Spaugy, Community Development Administrator
Date: March 16, 2026
Subject: Staff Report – Proposed Lot Split – 60 E. South Street
(Parcel ID – L35000200050007100)

Summary of the Request

The applicant Bellbrook Sugarcreek Schools Board of Education, owners of 60 E. South Street, are requesting approval of a lot split of the property. The existing conditions are one lot equaling 7.664 acres. The applicant's request is to split the lot into two parcels, one building on each parcel. Creating Parcel I total - 1.735 acres and Parcel II total- 5.929 acres.

Applicant Information

Bellbrook Sugarcreek Schools Board of Education, owners of 60 E. South Street
Surveyor: Luis G Riancho – LGR & Associates, Inc. Surveying, GPS Service Engineering Layout

Current Zoning District

R-2

Parcel Identification

L35000200050007100

Additional Actions or Next Steps to be taken by the City

If the proposed lot split is approved, the applicant will record the lot split with Greene County.

Applicant's Reason for the Request

Splitting existing lot into two parcels.

Surrounding Land Use within 1,000 Feet

Residential & Park
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
All public utilities are on site.
Soil Survey Data
N/A
Classification of Streets, Traffic Volumes & Direction, Planned Improvements
N/A
Flood Plain Information
N/A
Comments from City and County Agencies
N/A
Supporting Maps & Graphics
Attached to packet.
Staff Recommendation
Staff recommend the Planning Board consider this request.



To: Planning Board
 From: Cathi Spaugy, Community Development Administrator
 Date: March 16, 2026
 Subject: Staff Report – Proposed Lot Split – 60 E. South Street
 Case – 2026-PB-01
 (Parcel ID – L35000200050007100)

Summary of the Request
The applicant Bellbrook Sugarcreek Schools Board of Education, owners of 60 E. South Street, are requesting approval of a lot split of the property. The existing conditions are one lot equaling 7.664 acres. The applicant’s request is to split the lot into two parcels, one building on each parcel. Creating Parcel I total - 1.735 acres and Parcel II total- 5.929 acres.
Applicant Information
Bellbrook Sugarcreek Schools Board of Education, owners of 60 E. South Street Surveyor: Luis G Riancho – LGR & Associates, Inc. Surveying, GPS Service Engineering Layout
Current Zoning District
R-2
Parcel Identification
L35000200050007100
Additional Actions or Next Steps to be taken by the City
If the proposed lot split is approved, the applicant will record the lot split with Greene County.
Applicant’s Reason for the Request
Splitting existing lot into two parcels.
Surrounding Land Use within 1,000 Feet

Residential & Park
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
All public utilities are on site.
Soil Survey Data
N/A
Classification of Streets, Traffic Volumes & Direction, Planned Improvements
N/A
Flood Plain Information
N/A
Comments from City and County Agencies
N/A
Supporting Maps & Graphics
Attached to packet.
Staff Recommendation
Staff recommend the Planning Board consider this request.