



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

Monday, March 16, 2026 at 4:00 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 MINUTES**
 - A. Approval of the March 9, 2026 meeting minutes.
4. **OLD BUSINESS**
 - B. Review and discussion of Planning Board Applicants for appointment and re-appointment of expired term of BZA/PRC member.
 - C. Discussion about scope, purpose, and composition of non-chartered Boards and Commissions
5. **NEW BUSINESS**
 - D. Discussion on DORA establishment process
6. **OPEN DISCUSSION**
7. **ADJOURNMENT**

RECORD OF PROCEEDINGS
Council Community Affairs Committee Meeting
March 9, 2026

Item A.

1. CALL TO ORDER

Mr. Havens called the meeting to order at 5:30pm

2. ROLL CALL

PRESENT

Mr. Ernie Havens

Mr. Forrest Greenwood

Mrs. Kathleen Wright

3. APPROVAL OF MINUTES

A. Approval of the March 4, 2026 Meeting minutes

Mr. Havens asked if any committee member had any additions or deletions to the meeting minutes. Hearing none, the minutes stand as approved.

4. OLD BUSINESS

B. Discussion about scope, purpose, and composition of non-chartered Boards and Commissions
Mr. Havens tabled this topic for a future meeting to accommodate the board applicant meetings.

5. NEW BUSINESS

C. Motion to enter executive session to consider the appointment of a public official.

Motion to Enter Executive Session to consider the appointment of a public official.

Motion made by Mr. Havens, Seconded by Mrs. Wright.

Voting Yea: Mr. Havens, Mr. Greenwood, Mrs. Wright

Committee entered executive session at 5:31

Motion to exit executive session

Motion made by Mr. Havens, Seconded by Mrs. Wright.

Voting Yea: Mr. Havens, Mr. Greenwood, Mrs. Wright

Committee exited executive session at 6:43pm

There were no decisions or actions taken during executive session.

D. Discussion and recommendation for appointment to Planning Board

Mr. Havens indicated there would be no recommendation at this time, that a future meeting will be scheduled for the discussion and recommendation.

6. OPEN DISCUSSION

There was no additional open discussion.

RECORD OF PROCEEDINGS
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March 9, 2026

Item A.

7. ADJOURNMENT

Hearing no other business coming to the Committee, Mr. Havens declared the meeting adjourned at 7:00pm

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

Administration Code References:

https://library.municode.com/oh/bellbrook/codes/code_of_or_dinances?nodeId=PTTWOADCO_TITEIGHTBOCOCO



Bellbrook DORA: The Step-by-Step Process

1. Determine Eligibility

Before starting, the city must ensure it meets the statutory requirements, including:

- **Population-based limits on DORA size and number**
 - Up to **640 contiguous acres** if population > 50,000. [\[codes.ohio.gov\]](https://codes.ohio.gov)
 - Up to **320 contiguous acres** if population ≤ 50,000. [\[codes.ohio.gov\]](https://codes.ohio.gov)
- Municipalities under 50,000 population may create up to **three** DORAs. [\[codes.ohio.gov\]](https://codes.ohio.gov)

2. Prepare the Official DORA Application

The **executive officer (City Manager)** may prepare and file the application with the city council. The application must include all items required under R.C. 4301.82(B):

Required Components:

1. **Boundary Map or Survey**
Must clearly outline the proposed DORA and comply with acreage limits. [\[codes.ohio.gov\]](https://codes.ohio.gov)
2. **General Description of Establishments**
Identify the types of businesses located within the DORA (restaurants, bars, retail, mixed-use, etc.). [\[codes.ohio.gov\]](https://codes.ohio.gov)
3. **Statement of Compliance with Division (D)**
This ensures population-based size and quantity limits are satisfied. [\[codes.ohio.gov\]](https://codes.ohio.gov)
4. **Zoning Consistency Evidence**
Show the DORA's land uses match the master zoning plan. [\[codes.ohio.gov\]](https://codes.ohio.gov)
5. **Public Health & Safety Plan**
Include proposed rules, sanitation, police enforcement considerations, signage, and cup-rules to ensure safe operation. [\[codes.ohio.gov\]](https://codes.ohio.gov)
6. **At least two qualified permit holders** (A and D Permits).
This refers to bars or restaurants with specific liquor permits. [\[codes.ohio.gov\]](https://codes.ohio.gov)

3. File the Application With the Legislative Authority (City Council)

The City Manager submits the completed application to the city council for review. This starts the statutory timeline. [\[codes.ohio.gov\]](https://codes.ohio.gov)

4. Publish Public Notice Within 45 Days

Within **45 days** of the application's submission:

- City council must publish a **public notice** in a newspaper of general circulation (or as permitted under R.C. 7.16). [\[codes.ohio.gov\]](https://codes.ohio.gov)
 - The notice must include:
 - A statement that the application is on file with the clerk and open for public inspection.
 - The **date and time of any public hearing** (if held). [\[codes.ohio.gov\]](https://codes.ohio.gov)
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5. Optional Public Hearing

City council may hold a hearing for public input which must be not earlier than 30 and not later than 60 days after publication of the Public Notice. While not mandated in all circumstances, it is common practice, and the required notice must disclose the hearing details. [\[codes.ohio.gov\]](https://codes.ohio.gov)

6. City Council Votes on the Application

City council must approve the DORA **by ordinance or resolution**, requiring a **majority vote**. [\[codes.ohio.gov\]](https://codes.ohio.gov) which establishes requirements Council determines necessary to ensure public health and safety within the area. The Ordinance must include:

- The specific boundaries of the area including street addresses
- The number, spacing and type of signage designating the area
- The hours of operation for the area
- The number of personnel needed to ensure public safety in the area
- A sanitation plan that will help maintain the appearance and public health of the area
- The number of personnel needed to execute the sanitation plan

- A requirement that beer and intoxicating liquor be served solely in plastic bottles or other non-glass containers in the area

If approved:

- The area **officially becomes a DORA** as described in the application.
- The city must notify:
 - The **Ohio Division of Liquor Control**
 - The **Department of Public Safety's Investigative Unit**
This includes the final boundary description.
[\[codes.ohio.gov\]](https://codes.ohio.gov)

If not approved:

- The mayor may revise and resubmit the application. [\[codes.ohio.gov\]](https://codes.ohio.gov)

7. Operational Setup

After approval, the city must implement infrastructure and procedures, often modeled after existing city applications (e.g., Dayton, Centerville, Beavercreek). Typical components include:

a. Signage Installation

Clear boundary signage and rules posted at entrances and within the district.
[\[columbus.gov\]](https://columbus.gov)

b. Approved Cup System

A uniform cup design that identifies licensed beverages within the DORA.

c. Vendor Participation Rules

Only **qualified permit holders** within the boundary may serve drinks carried outside.

d. Public Safety Coordination

Police staffing plans, sanitation routines, frequency of trash pickup, and crowd control strategy. [\[columbus.gov\]](https://columbus.gov)

8. Launch the DORA

Once signage, rules, and partnerships are in place, the city publicly launches the DORA and communicates:

- Operating hours
- Rules of conduct
- Vendor list
- Map availability

The Ohio Department of Commerce also maintains a statewide DORA map available to the public.

[\[com.ohio.gov\]](http://com.ohio.gov)

9. Ongoing Management

The city is responsible for:

- Review of operations and re-enacting by Ordinance every 5 years through the same process as original creation
- Adjusting rules as needed
- Maintaining sanitation, policing, and signage
- Updating the Ohio Department of Commerce if boundaries change

Guidance suggests that DORAs are intended to support economic vitality, downtown foot traffic, and community engagement.

[\[ohioline.osu.edu\]](http://ohioline.osu.edu)

Summary Checklist

- ✓ Confirm eligibility & acreage
- ✓ Prepare statutory application
- ✓ Submit to city council
- ✓ Publish notice within 45 days
- ✓ Hold optional hearing
- ✓ Council vote
- ✓ Notify State agencies
- ✓ Install signage & rules
- ✓ Launch & maintain the DORA



Ohio Revised Code

Section 4301.82 Designated outdoor refreshment areas.

Effective: March 23, 2022

Legislation: Senate Bill 102

(A) As used in this section:

(1) "Qualified permit holder" means the holder of an A-1, A-1-A, A-1c, A-2, A-2f, or D class permit issued under Chapter 4303. of the Revised Code.

(2) "D class permit" does not include a D-6 or D-8 permit.

(B) The executive officer of a municipal corporation or the fiscal officer of a township may file an application with the legislative authority of the municipal corporation or township to have property within the municipal corporation or township designated as an outdoor refreshment area or to expand an existing outdoor refreshment area to include additional property within the municipal corporation or township. The executive officer or fiscal officer shall ensure that the application contains all of the following:

(1) A map or survey of the proposed outdoor refreshment area in sufficient detail to identify the boundaries of the area, which shall not exceed either of the following, as applicable:

(a) Six hundred forty contiguous acres if the municipal corporation or township has a population of more than fifty thousand as specified in division (D) of this section;

(b) Three hundred twenty contiguous acres if the municipal corporation or township has a population of fifty thousand or less as specified in division (D) of this section.

(2) A general statement of the nature and types of establishments that will be located within the proposed outdoor refreshment area;

(3) A statement that the proposed outdoor refreshment area complies with division (D) of this section;



(4) Evidence that the uses of land within the proposed outdoor refreshment area are in accord with the master zoning plan or map of the municipal corporation or township;

(5) Proposed requirements for the purpose of ensuring public health and safety within the proposed outdoor refreshment area.

(C) Within forty-five days after the date the application is filed with the legislative authority of a municipal corporation or township, the legislative authority shall publish public notice of the application in one newspaper of general circulation in the municipal corporation or township or as provided in section 7.16 of the Revised Code. The legislative authority shall ensure that the notice states that the application is on file in the office of the clerk of the municipal corporation or township and is available for inspection by the public during regular business hours. The legislative authority also shall indicate in the notice the date and time of any public hearing to be held regarding the application by the legislative authority.

Not earlier than thirty but not later than sixty days after the initial publication of notice, the legislative authority shall approve or disapprove the application by either ordinance or resolution, as applicable. Approval of an application requires an affirmative vote of a majority of the legislative authority. Upon approval of the application by the legislative authority, the territory described in the application constitutes an outdoor refreshment area. The legislative authority shall provide to the division of liquor control and the investigative unit of the department of public safety notice of the approval of the application and a description of the area specified in the application. If the legislative authority disapproves the application, the executive officer of a municipal corporation or fiscal officer of a township may make changes in the application to secure its approval by the legislative authority.

(D) The creation of outdoor refreshment areas is limited as follows:

(1) A municipal corporation or township with a population of more than fifty thousand shall not create more than six outdoor refreshment areas. Any such outdoor refreshment area shall include at least four qualified permit holders.



(2) A municipal corporation or township with a population of fifty thousand or less shall not create more than three outdoor refreshment areas. Any such outdoor refreshment area shall include at least two qualified permit holders.

For purposes of this section, the population of a municipal corporation or township is deemed to be the population shown by the most recent regular federal decennial census.

(E) As soon as possible after receiving notice that an outdoor refreshment area has been approved, the division of liquor control, for purposes of section 4301.62 of the Revised Code, shall issue an outdoor refreshment area designation to each qualified permit holder located within the refreshment area that is in compliance with all applicable requirements under Chapters 4301. and 4303. of the Revised Code. The division shall not charge any fee for the issuance of the designation. Any permit holder that receives such a designation shall comply with all laws, rules, and regulations that govern its license type, and the applicable public health and safety requirements established for the area under division (F) of this section.

(F)(1) At the time of the creation of an outdoor refreshment area, the legislative authority of a municipal corporation or township in which such an area is located shall adopt an ordinance or resolution, as applicable, that establishes requirements the legislative authority determines necessary to ensure public health and safety within the area. The legislative authority shall include in the ordinance or resolution all of the following:

- (a) The specific boundaries of the area, including street addresses;
- (b) The number, spacing, and type of signage designating the area;
- (c) The hours of operation for the area;
- (d) The number of personnel needed to ensure public safety in the area;
- (e) A sanitation plan that will help maintain the appearance and public health of the area;
- (f) The number of personnel needed to execute the sanitation plan;



(g) A requirement that beer and intoxicating liquor be served solely in plastic bottles or other non-glass containers in the area.

The legislative authority may, but is not required to, include in the ordinance or resolution any public health and safety requirements proposed in an application under division (B) of this section to designate or expand the outdoor refreshment area. The legislative authority may subsequently modify the public health and safety requirements as determined necessary by the legislative authority.

(2) Prior to adopting an ordinance or resolution under this division, the legislative authority shall give notice of its proposed action by publication in one newspaper of general circulation in the municipal corporation or township or as provided in section 7.16 of the Revised Code.

(3) The legislative authority shall provide to the division of liquor control and the investigative unit of the department of public safety notice of the public health and safety requirements established or modified under this division.

(G) If an outdoor refreshment area has been created in accordance with this section, the holder of an F class permit that sponsors an event located in the outdoor refreshment area may apply to the division for issuance of an outdoor refreshment area designation. The division shall issue such a designation if the division determines that the permit holder is in compliance with all applicable requirements established under this chapter and Chapter 4303. of the Revised Code. An F class permit holder that receives a designation under this division shall do both of the following:

(1) Comply with all laws, rules, and regulations that govern its type of permit, and the applicable public health and safety requirements established for the outdoor refreshment area under division (F) of this section;

(2) Not block ingress or egress to the outdoor refreshment area or any other liquor permit premises located within the area.

(H) Section 4399.18 of the Revised Code applies to a liquor permit holder located within an outdoor



refreshment area in the same manner as if the liquor permit holder were not located in an outdoor refreshment area.

(I)(1) Five years after the date of creation of an outdoor refreshment area, the legislative authority of the municipal corporation or township that created the area under this section shall review the operation of the area and shall, by ordinance or resolution, either approve the continued operation of the area or dissolve the area. Prior to adopting the ordinance or resolution, the legislative authority shall give notice of its proposed action by publication in one newspaper of general circulation in the municipal corporation or township or as provided in section 7.16 of the Revised Code.

If the legislative authority dissolves the outdoor refreshment area, the outdoor refreshment area ceases to exist. The legislative authority then shall provide notice of its action to the division of liquor control and the investigative unit of the department of public safety. Upon receipt of the notice, the division shall revoke all outdoor refreshment area designations issued to qualified permit holders within the dissolved area. If the legislative authority approves the continued operation of the outdoor refreshment area, the area continues in operation.

(2) Five years after the approval of the continued operation of an outdoor refreshment area under division (I)(1) of this section, the legislative authority shall conduct a review in the same manner as provided in division (I)(1) of this section. The legislative authority also shall conduct such a review five years after any subsequent approval of continued operation under division (I)(2) of this section.

(J) At any time, the legislative authority of a municipal corporation or township in which an outdoor refreshment area is located may, by ordinance or resolution, dissolve all or a part of the outdoor refreshment area. Prior to adopting the resolution or ordinance, the legislative authority shall give notice of its proposed action by publication in one newspaper of general circulation in the municipal corporation or township or as provided in section 7.16 of the Revised Code. If the legislative authority dissolves all or part of an outdoor refreshment area, the area designated in the ordinance or resolution no longer constitutes an outdoor refreshment area. The legislative authority shall provide notice of its actions to the division of liquor control and the investigative unit of the department of public safety. Upon receipt of the notice, the division shall revoke all outdoor refreshment area designations issued to qualified permit holders or the holder of an F class permit within the dissolved area or portion of the area.