



VILLAGE REVIEW BOARD MEETING AGENDA
Tuesday, March 04, 2025 at 6:00 PM

15 East Franklin Street Bellbrook, Ohio 45305
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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE MINUTES**
 - A. Approval of the February 4, 2025, Village Review Board Meeting Minutes
4. **OLD BUSINESS**
5. **NEW BUSINESS**
 - A. Nomination and Selection of Chairperson
 - B. Nomination and Selection of Vice Chairperson
6. **OPEN DISCUSSION**
7. **ADJOURNMENT**

RECORD OF PROCEEDINGS

City of Bellbrook Village Review Board

February 4, 2025

Item A. Section 3, Item

CALL TO ORDER:

Mr. Thad Camp, Chairperson, called the Bellbrook Village Review Board meeting to order at 6:00 pm.

ROLL CALL:

PRESENT

Mr. Thad Camp

Mrs. Jacqueline Greenwood

Mr. Jeff Owens

ABSENT

Mrs. Stefanie Senkiw

ALSO PRESENT

Deputy Mayor Ernie Havens

Michaela Grant, Community Development Administrator

APPROVAL OF THE MINUTES:

Mr. Camp asked whether the minutes from the November 6, 2024, meeting needed to be read. Ms. Grant stated no, and that the only correction was to remove "Committee" from the header in the minutes.

Hearing no other corrections, Mr. Camp declared the November 6, 2024, Village Review Board meeting minutes approved.

OLD BUSINESS:

None

NEW BUSINESS:

A. Nomination and Selection of Chairperson

B. Nomination and Selection of Vice Chairperson

Mr. Camp stated that for both nominations, he does not believe the Board should proceed without the presence of the new member, Ms. Senkiw, and recommends that it be postponed until the March meeting. Mr. Camp made a motion to postpone the election of the Chairperson and Vice Chairperson until the March meeting, where the full Board is present, seconded by Mrs. Greenwood.

Voting yea: Mr. Camp, Mr. Owens, Mrs. Greenwood

Voting nay:

The motion carried.

C. Discussion Topic: Update to the Boards and Commissions Orientation Handbook Regarding Rules

Mr. Camp introduced the topic and indicated for Ms. Grant to proceed with the explanation. Ms. Grant explained that the Boards and Commissions Orientation Handbook has not been updated in a while and that staff is looking at making administrative/housekeeping/informational updates as well as introducing rules for the Boards and Commissions. Ms. Grant stated that many of the items are

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Item A. Section 3, Item

already being done by the Boards and Commissions and that this update would be an opportunity to write these procedures down. She explained that staff is gathering feedback from all Boards and Commissions to develop a set of general rules for governing and operating the Boards and Commissions. She then asked for any feedback or thoughts from the Board members and explained the items already addressed and items that could be addressed. Mrs. Greenwood asked for clarification on the updates, and Ms. Grant stated that she did not foresee any changes in how the Boards and Commissions operate and that this update is to make the Orientation Handbook a better, more comprehensive document.

OATH OF OFFICE:

Deputy Mayor Havens conducted the Oath of Office to swear in Jeff Owens and Jacqueline Greenwood for their reappointment to the Village Review Board.

OPEN DISCUSSION:

Mr. Camp opened for open discussion. Mr. Owens asked if anything new was occurring, and Ms. Grant indicated that things were operating normally. Mrs. Greenwood brought up technology and electronic signs and said that a previous sign request to the Village Review Board for an inside sign that had constant movement was voted down by the Village Review Board. Mrs. Greenwood stated that there were two more electronic signs and wanted to know if there had been a zoning change regarding electronic signs. Mr. Owens asked where these signs were, and Ms. Greenwood answered, "Dot's." Mr. Camp stated that he believed that Dot's and Bellbrook Presbyterian Church had received variances for their electronic signs. Ms. Grant stated that he was correct and that both were ground signs. Ms. Grant stated that she checked the signs at Dot's, and because they are inside the building and behind the glass, the zoning code does not disallow that. Mrs. Greenwood asked if we should notify the previous applicant that she could have an electronic sign. Ms. Grant stated that if it was placed inside the building, it would be allowed.

Mrs. Greenwood asked what had changed. Ms. Grant stated that nothing had changed, that there had not been a zoning update, and that if a sign is inside a building, it was her understanding that it has always been permissible. Mr. Owens clarified that the previous electronic sign request was partially outside of the building. Mrs. Greenwood and Mr. Owens discussed the previous variance requests. Mr. Camp asked where the signs at Dot's were, and Mr. Owens and Mrs. Greenwood clarified that they were at the front of the building. Mrs. Greenwood indicated that we have not kept up with the technology and further discussed electronic signage and lighting. Mr. Owens clarified that because the previous electronic sign request had an outside component, it was part of what was covered by the zoning code.

Ms. Grant indicated that it was correct and that the City has a lighting code to address any issues that may arise. Mr. Owens asked if there was a maximum number of signs allowed for a business. Ms. Grant stated that there are regulations on signage depending on the type of building and clarified that if signage was inside the building, the zoning code did not address it. Mr. Owens stated that it sounds like an easy area of abuse. Mrs. Greenwood stated that she had wanted to clarify the information and that if you do it for one, you have to do it for everybody else. Mr. Camp stated that if anything were to happen, they would be sure to discuss it.

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ADJOURNMENT:

With no further business coming before the Board, Mr. Camp asked for a motion to adjourn the meeting. Mr. Owens made a motion to adjourn, seconded by Mrs. Greenwood. The motion passed, and Mr. Camp declared the meeting adjourned at 6:14 pm.

Thad Camp, Chairperson

Rob Schommer, Clerk of Council