



City of Bellbrook
15 E. Franklin Street
Bellbrook, Ohio 45305

T (937) 848-4666
F (937) 848-5190

www.cityofbellbrook.org

BELLBROOK VILLAGE REVIEW BOARD

PUBLIC HEARING

JUNE 4, 2019

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF PRIOR MINUTES OF April 16, 2019

4. OLD BUSINESS: NONE

5. NEW BUSINESS:

- **VRB CASE # 2-19: NEW SIGN AT 72 W FRANKLIN ST**
- **SIDEWALKS DOWNTOWN**
- **CDBG GRANT – RESULTS**
- **REVITALIZATION REBOOT – June 13th 6PM @ SUGARCREEK ELEMENTARY**

6. OPEN DISCUSSION

7. ADJOURNMENT

RECORD OF PROCEEDINGS

Minutes of Bellbrook Village Review Board Meeting
April 16, 2019

PRESENT: Dana Duckro
Jacquelin Greenwood
Karen McGill
Jeff Owens, Chair

ABSENT: Jennifer Bowersock

CALL TO ORDER: Chairman Owens called the meeting to order at 6:00 pm.

ROLL CALL: Mrs. Duckro, yes; Mrs. Greenwood, yes; Mrs. McGill, yes; Chairman Owens, yes.

FORMAL APPROVAL OF MINUTES:

After polling members of Board, as there were no corrections or additions to the regular meeting minutes of January 17, 2019, Mr. Owens declared the minutes approved as written.

OLD BUSINESS

Chairman Owens asked for an update on 75 W Franklin Street. Mrs. Timmons said that the owner had been given 120 days to make the required revisions to property and these have not been done. The City Manager has requested that the City's attorney take the next step in the process.

NEW BUSINESS:

- **Introduction of New Staff**

Mr. Jeff Green introduced himself as the new Planning and Zoning Assistant. He is the secretary for the VRB, Planning Board, and Board of Zoning Appeals and Property Review Commission.

- **VRB Case #19-1: New Sign at 15 W Franklin Street**

Mr. Green explained that this is a request for a sign for Bellbrook Liquidators which is the new business at 15 W Franklin Street. The sign will be about 9.73 square feet and is vinyl. It will be painted onto the front window much like the Finches Aloft sign was. The color is primarily blue with a little gray. The sign meets all the requirements of the old village district and the zoning code. If the VRB approves the request, Mr. Green will issue the permit.

Mr. Owens asked for clarification that this sign is applied to the window and is not free standing. Mr. Green said that is correct. By the zoning code this would be considered a wall sign.

Mrs. Duckro said she wonders what type of business it is. Mr. Owens replied that from what he has seen through the windows it looks like random odd lots. Mrs. Greenwood added that they get close-

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out merchandise and sell it. She added that she thinks it is run by Ron Hall's children or family. Mr. Green reported that Mr. Hall is one of the partners along with Todd English. A portion of their sales take place online and they are starting to have walk-in traffic.

Mrs. Duckro made a motion to approve the sign request at 15 W Franklin Street. Mrs. McGill seconded the motion. The motion passed unanimously.

- **Little Free Library/Pantry Discussion**

Mr. Green reported that this is part of the citywide beautification project. The Service Department created the first four. The first one has been installed in front of Fire House #2. This particular one looks like a fire hydrant. The concept is that citizens put books in and then anyone can take a book they want and replace it with another. It is a community amenity that promotes reading. The Free Pantry is the same concept but with pre-packaged food for families in need. Currently no pantries have been installed.

Mrs. Greenwood asked if there are any requirements for these libraries/pantries like distance from the road or do they require a permit. Mr. Green said that there is nothing about them in the zoning code. They would be considered an accessory structure which traditionally applies to things like sheds or pools that are located in backyards. The City might need to address these in the code. They are being placed in public right of ways where the City has full control of them.

Mrs. Greenwood asked if the staff was worried about vandalism. Mr. Green said he did not know of any problems with vandalism.

Mr. Daryll McGill, 3846 W Franklin Street, asked if the pantries would require legislation and if the Health Department would need to be involved. Mr. Green explained that the free pantries are for food items that are self-contained, not anything like produce that could spoil. Since these are only in right-of-way areas they are under the City's full control and don't require legislation.

Mrs. McGill added that her hometown has these and they are very successful.

Mrs. Duckro asked about the Girl Scouts' responsibility. Mr. Green said the Girl Scouts are responsible for collecting books and keeping the little libraries stocked.

Mrs. Duckro asked if anyone has considered creating an app that would let people know what was available in each Little Library. Mr. Green said that no one has mentioned this. The locations will be advertised on the City website.

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Mrs. Greenwood asked if these were affiliated with the public library. Mr. Green said there is no affiliation.

- **Murals**

Mr. Green reported that the City had planned to hire an artist to paint a mural on the City garage building for the Sugar Maple Festival to create a selfie spot. This would be a temporary mural. A more permanent mural is being planned along with other possible ones around the city. Murals are a great way to highlight the downtown.

- **Section 14.15 Signs Exempt from Public Hearings**

The Zoning Code Section 14.15 includes a provision that signs can be approved or denied by the VRB through email. Mr. Green explained that this is not legal according to the Sunshine Laws. This section of the Zoning Code needs to be deleted. An ordinance is being written and will be brought to City Council. Any future sign requests will be brought to the Board for review.

- **Downtown Discussion**

Mr. Green shared a map of downtown that the City Manager created that shows the breakdown of what is in the buildings by category. The map clearly shows that the downtown is populated mostly by service businesses at 45%. The staff is researching strategies to encourage a change in the ratio. In order to create a walkable dynamic downtown as described in the Comprehensive Plan, more retail businesses are needed. Instead of just coming downtown to drop off a pet at the groomer or go to a salon, a walkable downtown encourages visitors to stay to shop or eat. The staff is planning to do research into how to make changes to create a more equal and healthier downtown.

Mrs. Duckro said the map appears to show the type of business even if it is currently vacant. Mr. Green said that is true. The Dart Building is labeled as retail even though there has not been a business in that building for some time.

Mrs. Duckro asked if the Planning Board was looking into the parking situation. Mr. Green asked what the VRB members' opinion on downtown parking. She opined that there seems to be a shortage of parking and that even the parking for McIntosh's is crowded and difficult to get in and out. Mr. Green answered that there is a fair amount of parking for a downtown area, but it isn't well marked. He added that better signage is a topic addressed in the Comprehensive Plan.

Mr. Owens asked where there was true public parking besides at the government building or the library. He opined that it will be difficult to attract people if there is not adequate parking. Mr. Green answered that there is parking that can be used at Dot's, Bellbrook Plaza, and churches. If you are coming to shop it is implied that these parking areas can be used. Other options can be looked at.

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Mrs. Duckro opined that we probably need to change the impression that there is not enough parking.

Mr. Green reported that the first part of any plan is to figure out where you are right now and that is what the staff is doing. The next stage is to determine if the City can regulate or incentivize its way out of this.

Mr. Green reported that the City has sold nine benches and ten bike racks. These are being installed with the hope that people can start to make use of them as they visit downtown.

Mr. Owens asked about plans to ensure safe sidewalks. He explained that he walks around town and his stepson is in a power wheelchair. He has documented 24 sections of sidewalks that need repair along Franklin and Main Streets. Mr. Green explained that maintenance is the responsibility of the property owner. He has seen that this has not been done. This is a problem that is being researched including possible grants.

OPEN DISCUSSION

Mrs. Greenwood asked if the old elementary school is now a business. Mr. Green answered that the Family Resource Center is there and a church. The school still owns the building. Mrs. Greenwood opined that they still have to maintain it and maybe they could sell it. Mr. Green stated that long-term the City would like for more to happen with this property since it is being underutilized. There is a lot of potential due to its size and parking. Because of the size he opined that it will probably need to be multi-use. Ideas include a micro-brewery or lofts. Mrs. Greenwood added that some kind of educational use would be nice.

Chairman Owens suggested that the Board take a field trip to walk around downtown. Everyone agreed that it would be a good idea.

Mrs. Duckro asked if there was a plan for the Dart building. She opined that some downtown buildings have been remodeled adding to the beauty of downtown. Mr. Green reported that building is a priority and a meeting is being scheduled with the owner.

ADJOURN

Being no further business to come before this regular session of the Chairman declared the meeting adjourned at 6:50 pm.

Jeff Owens, Chairman

Pamela Timmons, Clerk of Council



City of Bellbrook
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May 28, 2019

**MEMORANDUM FOR THE VILLAGE REVIEW BOARD
SUBJECT: VILLAGE REVIEW BOARD PUBLIC HEARING SCHEDULED ON
JUNE 4, 2019**

SUBJECT: DISPOSITION OF VRB CASE #19-02: 72 W FRANKLIN ST., SIGNAGE

This is to confirm that the Village Review Board will conduct a public hearing on June 4, 2019 at 6 PM in the City Council Chambers, 15 E. Franklin St., 2nd floor, Bellbrook. Please find the following enclosed: an agenda for the evening's meeting as well as the case file to be reviewed. Also included are the prior minutes of April 16, 2019 for your review. These minutes will be publicly approved at this meeting.

**VRB CASE # 19-01: 72 W FRANKLIN ST (BELLBROOK PRESBYTERIAN CHURCH), NEW
SIGN, OLD VILLAGE DISTRICT**

Mr. Michael Seiler, has provided documentation regarding a request for a new sign located at 72 W Franklin St., Old Village. The property is zoned B-4, Central Business District. The proposed sign measures 4' in length and 6' in width (24 sq. ft.) of sign area which is similar to what is present. The sign would measure 7'6" in height. The size and height (given similar sign size) would meet the minimum size standards of the zoning code. The proposed sign would take the place of the existing sign freestanding sign. The proposed sign would be an LED (internally illuminated) which is prohibited in the Old Village District. As such, the sign would require a variance which requires the VRB's recommendation. For a visual representation with specs, please see the attached pictures.

The purpose of the public hearing is to discuss the proposed signage to ensure that it meets the intent of the Guidelines, which states that the proposed design should conform to the mandatory standards and when it has done so to the Board's satisfaction, to ultimately approve the Application for Certificate of Appropriateness. As stated above, a recommendation is needed for the BZA.

Please find attached the Application for Certificate of Appropriateness, a rendering of the proposed sign, proposed placement, and the Guidelines that pertain to new signage in the Old Village.

Please let me know if you have any questions regarding the enclosed material; otherwise I will see you on June 4th at 6 PM.

Jeffrey N. Green
Secretary, Village Review Board

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

This application should be used for demolitions (Section 4.1 of the Guidelines, structural modifications (Section 4.2), construction of a new main building (Section 4.3), and erection of a sign (Section 4.4) . A separate application must be completed for each property involved in the proposed change. Each blank must be filled; if a question does not apply, write "N/A" in the blank. If the provided space is insufficient for an answer, attach additional pages identifying the address of the property affected and the question number to which the answer relates. Attach any required plans or drawings. PRINT LEGIBLY OR TYPE. THE APPLICATION MUST BE SIGNED BY THE OWNER AND THE APPLICANT.

GENERAL INFORMATION

ADDRESS OF PROPERTY AFFECTED:

1. OWNER: BELLBROOK PRESBYTERIAN CHURCH PHONE: 937.848.2378
ADDRESS: 72 W. FRANKLIN ST
CITY: BELLBROOK, ST: OH 45305 _____

2. APPLICANT: MICHAEL SEILER TRUSTEE PHONE: 937.604.1426
ADDRESS 3897 CONFERENCE RD
CITY BELLBROOK ST: OH ZIP: 45305

3. ARCH FIRM : N/A PHONE: _____
CONTACT PERSON: _____
ADDRESS: _____
CITY _____ ST: _____ ZIP: _____

4. CONTRACTOR: TRUSTEES OF THE BELLBROOK PC PHONE: 937.848.2378
CONTACT PERSON MICHAEL SEILER
ADDRESS: 72 W. FRANKLIN ST
CITY: BELLBROOK ST: OH ZIP: 45305

5. REASON FOR APPLICATION:

X DEMOLITION X FULL _____ PART

REASON WHY DEMOLITION IS DESIRED:

REMOVE EXISTING CHURCH SIGN AND REPLACE WITH NEW

LED LIGHTED SIGN

PROPOSED USE FOLLOWING DEMOLITION:

REPLACE SIGN

11. AGE OF BUILDING 129 YEARS

FORM VRB 1-2

Application for Certificate of Appropriateness

12. PRIMARY TYPE OF CONSTRUCTION (CHECK ONE):

WOOD FRAME

BRICK BEARING WALL

STRUCTURAL STEEL

X MASONRY/STONE BEARING WALL

REINFORCED CONCRETE

OTHER

13. BUILDING SIZE (APPROXIMATE): **42** WIDTH **64** DEPTH

A. NUMBER OF STORIES 1

B. HEIGHT (GRADE TO ROOF CREST)

C. WINDOW OR DOOR CHANGES

(1) ORIGINAL SIZE OF WINDOW

(2) PROPOSED SIZE OF WINDOW

(3) ORIGINAL SIZE OF DOOR

(4) PROPOSED SIZE OF DOOR

14. LOT SIZE: WIDTH DEPTH

AREA OF LOT:

ATTACH A WRITTEN DESCRIPTION OF DETAILS OF PROPOSED WORK ALONG WITH THE FOLLOWING:

CONSTRUCTION PLANS, SITE PLAN(S) OR DRAWING(S) SHOWING THE STRUCTURE, THE LOT LINES, THE PROPOSED PROJECT AREA, INCLUDING SETBACKS FOR THE ZONING DISTRICT.

XX FOR NEW SIGNS, SIGN RE-DESIGNS OR CHANGES IN SIGN LIGHTING, SUBMIT A DIAGRAM OR SCHEMATIC OF THE PROPOSED SIGN INCLUDING DIMENSIONS AND THE PROPOSED PLACEMENT ON STRUCTURE OR LOT.

FOR STRUCTURAL MODIFICATIONS WHICH REPLACE EXISTING DOORS, WINDOWS, OR SIMILAR FEATURES WITH NO SIZE CHANGES OR STYLE CHANGES ON STRUCTURES CONSTRUCTED PRIOR TO 1945. SUBMIT CUT SHEETS OR DRAWING OF PROPOSED REPLACEMENT ITEMS.

FOR STRUCTURAL MODIFICATIONS WHICH CHANGE OR ADD ARCHITECTURAL FEATURES ON A STRUCTURE CONSTRUCTED PRIOR TO 1945, PLEASE PROVIDE A DETAILED DRAWING SHOWING THE ARCHITECTURAL FEATURES AFFECTED OR ADDED AND THE PLACEMENT OF SUCH ARCHITECTURAL FEATURES ON THE STRUCTURE.

FOR ARCHITECTURAL FEATURES PROPOSED TO BE REMOVED, PROVIDE A WRITTEN JUSTIFICATION WHY SUCH ARCHITECTURAL FEATURES SHOULD BE REMOVED, INCLUDING A

DRAWING OF BOTH THE EXISTING AND PROPOSED AREA(S) OF WORK.

FORM VRB 1-3

Application for Certificate of Appropriateness

THE OWNER AND THE APPLICANT DO HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED HEREIN AND IN THE ACCOMPANYING MATERIALS ARE, TO THE BEST OF THEIR KNOWLEDGE, TRUE AND CORRECT AND ACCEPT RESPONSIBILITY FOR THE SAME.

OWNER: THE BELLBROOK PRESBYTERIAN CHURCH DATE: 05.14.2019

PRINTED NAME: _____

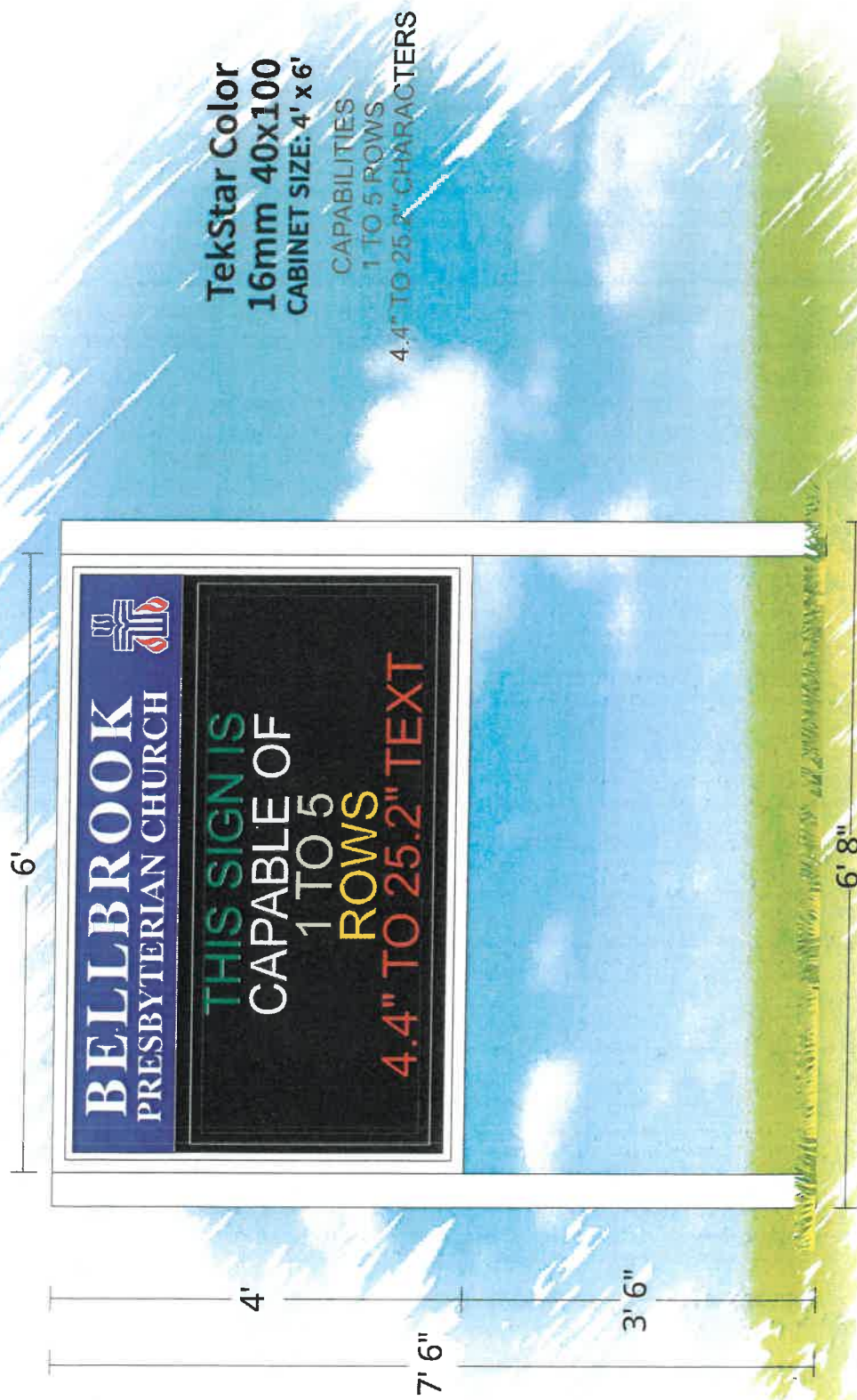
APPLICANT:  DATE: 05.14.2019

PRINTED NAME: MICHAEL SEILER, TRUSTEE FOR THE BELLBROOK PRESBYTERIAN CHURCH

BASED UPON THE STATEMENTS FOUND IN THE ABOVE APPLICATION, THE PROPOSED APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS IS FOUND TO COMPLY WITH THE CITY OF BELLBROOK ZONING ORDINANCES AND THE PERMIT IS HEREBY GRANTED BY APPROVAL OF THE VILLAGE REVIEW BOARD ON

CITY OF BELLBROOK ZONING INSPECTOR

DATE:



TekStar Color
16mm 40x100
CABINET SIZE: 4' x 6'

CAPABILITIES
 1 TO 5 ROWS
 4.4" TO 25.2" CHARACTERS

Header Vinyl: Royal Blue Text Color: White Cowling Text Vinyl:	Paint Color: White Draft: White SIGN DESIGN #	5/8"=1' Sk: 906863-1 Cust: 1093426 10/19/2017 L/mHelman PROPOSAL
GRAPHICS DISCLAIMER: This custom artwork is not intended to provide an exact match between ink, vinyl, paint, or LED color. Brickwork, masonry and landscaping is not included in the proposal. Measurements shown are approximations; dimensions of final product may vary. LED images shown are simulated to replicate optimum viewing distance. Sign is designed to be illuminated at all times. Sketches are based off of this premise.		<div data-bbox="1323 619 1453 913"> <p>stewart signs America's Premier Sign Company</p> </div> <div data-bbox="1485 451 1550 913"> <p>ORIGINAL DESIGN DO NOT DUPLICATE PH. 1-800-237-3928 - FAX 1-800-485-4280</p> </div>





CITY OF BELLBROOK

APPLICATION FOR ZONING VARIANCE

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

APPLICANT INFORMATION

DATE RECEIVED 5 / 14 / 19 APPLICATION # V19-02
PROPERTY OWNER The Bellbrook Presbyterian Church PHONE NUMBER (937) 848-2378
OWNER ADDRESS 72 W. Franklin St, Bellbrook, OH 45305
APPLICANT NAME Michael Seiler, Trustee For TBPC PHONE NUMBER (937) 604-1426
APPLICANT ADDRESS 3897 Conferance Rd, Bellbrook, OH 45305

REQUEST INFORMATION

PROPERTY ADDRESS 72 W. Franklin St, Bellbrook, OH 45305 ZONING DISTRICT B-4
SUBDIVISION _____ LOT NUMBER 95 PARCEL ID L35-0001-0002-0-0073-00
DESCRIBE THE GENERAL NATURE OF THE VARIANCE The Bellbrook Presbyterian Church desires to replace the existing manually changed Church sign with a new Electronic LED display. The new sign surface will be 72" Wide and 48" High, Overall 6'8" X 7'6". The existing sign surface is 61" Wide X 42" High, Overall 5'7" X 6'6".

SEE THE REVERSE OF THIS PAGE FOR ADDITIONAL INFORMATION TO BE INCLUDED WITH AN APPLICATION FOR ZONING VARIANCE.

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.

APPLICANT SIGNATURE [Signature] Trustee for TBPC DATE 05 / 14 / 2019

OFFICE USE ONLY		
APPLICATION FEE	PAYMENT TYPE	REVIEW AUTHORITY
\$ 100.00	CASH <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> # <u>11573</u>	ADMINISTRATIVE, BOARD OF ZONING APPEALS
BOARD OF ZONING APPEALS	MEETING DATE <u>6 / 18 / 19</u>	APPROVED <input checked="" type="checkbox"/> DENIED <input type="checkbox"/> CONDITIONS <input type="checkbox"/>