



To: Village Review Board
From: Cathi Spaugy, Community Development Administrator
Date: October 21, 2025
Subject: Staff Report for VRB 25-01 – 47 E. Franklin Street

Summary of the Request

The applicant, Bellbrook United Methodist Church, is proposing an upgrade/installation of a new permanent sign. The new sign will be in same spot that the current sign is located. The sign is Aluminum Extrusion construction with enclosed LED display. The sign dimensions are 55" H x 60" W, total square feet = 35. The sign height from ground to the top of the sign is 5'. The Village Review Board should consider the recommendation of the upgrade/installation of a new permanent ground sign.

Applicant Information

Brad Kenney – Bellbrook United Methodist Church

Current Zoning District

B-4 – Central Business District

Parcel Identification

L35-0002-0005-0-0063-00

Additional Actions or Next Steps to be taken by the City

Upon approval by the Village Review Board, the City will issue the Certificate of Zoning.

Applicant's Reason for the Request

The applicant wishes to upgrade/install a new permanent sign for Bellbrook UMC.

Surrounding Land Use within 1,000 Feet

Commercial, Single-family residential, Multi-family residential
Previous Related Development Decisions in the Immediate Area (3-5 Years)
N/A
Comprehensive Plan Applied to the Geographical Area
The Comprehensive plan encourages design that improves physical appearance.
Existing Public Utilities
Water, Gas, Electric, Sanitary Sewer
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
The Community Development Administrator has reviewed the permit application and has no issues.
Supporting Maps & Graphics
See attached
Staff Recommendation
Staff recommend, that the Village Review Board consider the project.



CITY OF BELLBROOK

ZONING PERMIT - SIGNS

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305

(937) 848-4666 WWW.CITYOFBELLBROOK.ORG

DATE RECEIVED 10 / 7 / 2025

STAFF USE

APPLICATION # _____

APPLICANT INFORMATION

PROPERTY ADDRESS 47 E. Franklin St ZONING DISTRICT Old Village
PROPERTY OWNER United Methodist Church PHONE NUMBER 937-848-2909
APPLICANT NAME Brad Kenney PHONE NUMBER 937-321-5605
APPLICANT EMAIL pm3runbrad@yahoo.com

REQUEST INFORMATION

BUSINESS NAME Bellbrook United Methodist Church
BUSINESS MAILING ADDRESS 47 E. Franklin St.
SIGN REQUEST NEW PERMANENT SIGN ☒ SIGN REFACE ☐ TEMPORARY ☐ OTHER ☐
SIGN TYPE GROUND ☒ PROJECTING ☐ ROOF ☐ WALL ☐ SANDWICH BOARD ☐ BANNER ☐ OTHER ☐
SIGN DIMENSIONS HEIGHT 55" WIDTH 60" AREA 330 SQUARE FEET BUILDING FRONTAGE 135' LINEAR FEET
SIGN LOCATION FRONT YARD ☒ SIDE YARD ☐ REAR YARD ☐ SIGN HEIGHT 5 FEET (FROM GROUND TO TOP OF SIGN)
SIGN MATERIALS Metal Frame, enclosed LED displays
ADDITIONAL COMMENTS LED Area: 2' x 5' each side, 20 sq. feet
Non-let area: 18" x 60" = 15 sq. feet total Total sq. ft: 35

PLEASE PROVIDE AN ILLUSTRATION WHICH INCLUDES A COLOR RENDERING OF THE SIGN AND THE LOCATION OF THE SIGN ON THE BUILDING AND/OR PROPERTY.

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.

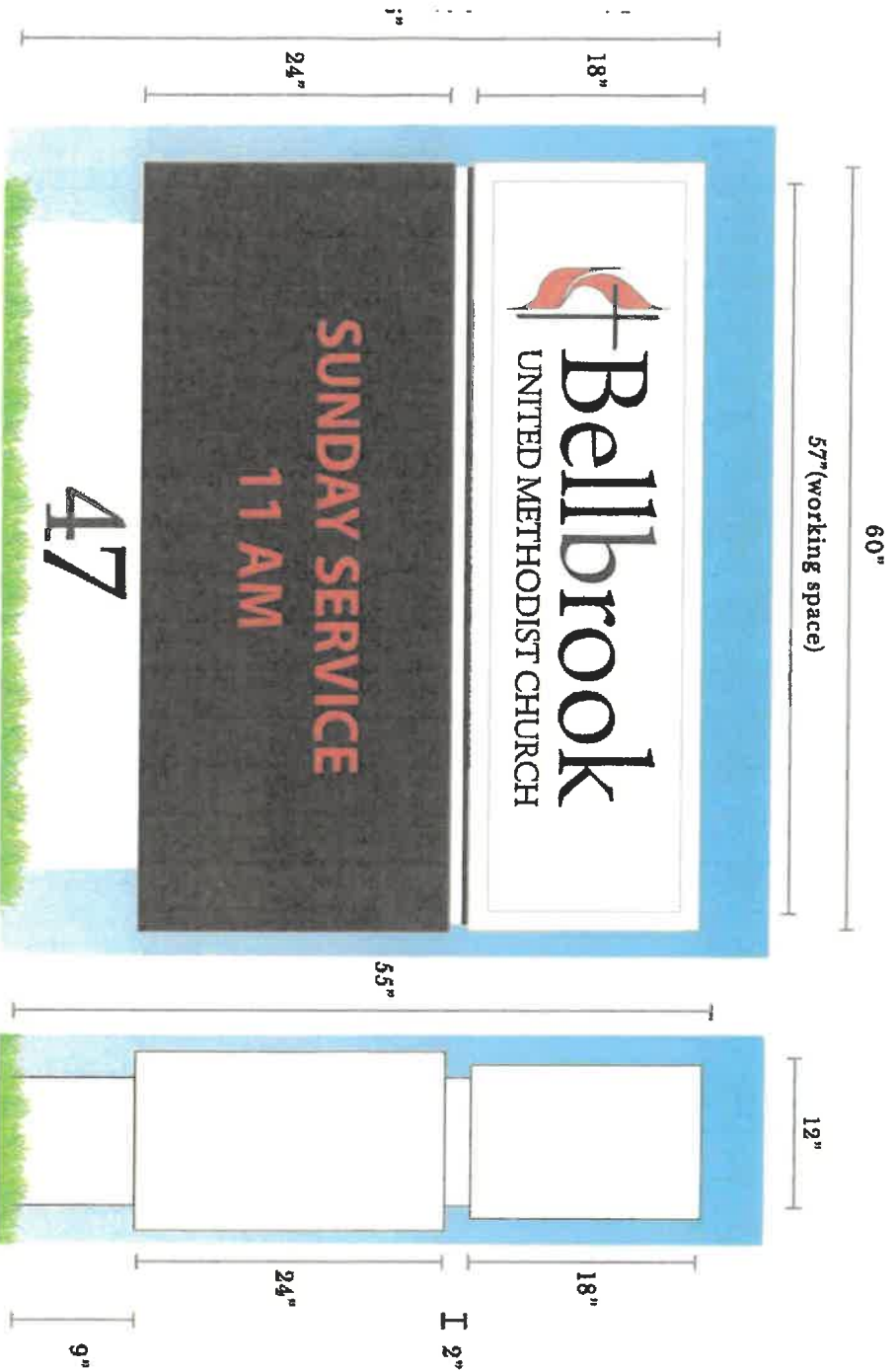
I CERTIFY THAT STATEMENTS MADE TO ME ABOUT THE TIME IT TAKES TO REVIEW AND PROCESS THIS APPLICATION ARE GENERAL. I AM AWARE THAT THE CITY HAS ATTEMPTED TO REQUEST EVERYTHING NECESSARY FOR AN ACCURATE AND COMPLETE REVIEW OF MY PROPOSAL; HOWEVER, AFTER MY APPLICATION HAS BEEN SUBMITTED AND REVIEWED BY 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 Brad Kenney DATE 10 / 04 / 25

OFFICE USE ONLY

PERMIT FEE	PAYMENT TYPE	REVIEW AUTHORITY
\$ <u>50.00</u>	CASH ☐ CHECK ☒ # <u>3339</u>	ADMINISTRATIVE ☐ BZA ☐ VRB ☐
APPROVED ☐ DENIED ☐		
APPROVED-CONDITIONS ☐	STAFF SIGNATURE _____	DATE ____/____/____



• Ground Sign

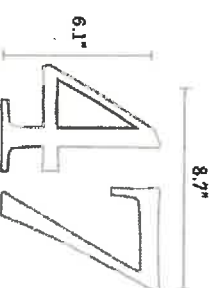
Illuminated Top lid Cabinet
Aluminum Extrusion Construction
3/16" Thick Polycarbonate faces
Decoration with Plotted Translucent Vinyl

• Digital Display

15mm Resolution
Impact LED

• Pole Cover

Aluminum Extrusion Construction



** Black Cast Cut Vinyl

Your signature authorizes Signs Now of Beavercreek to produce the products described and rendered above. We will not produce any item without a written approval. Signs Now is not responsible for reproduction the items or approval on this email. Customers

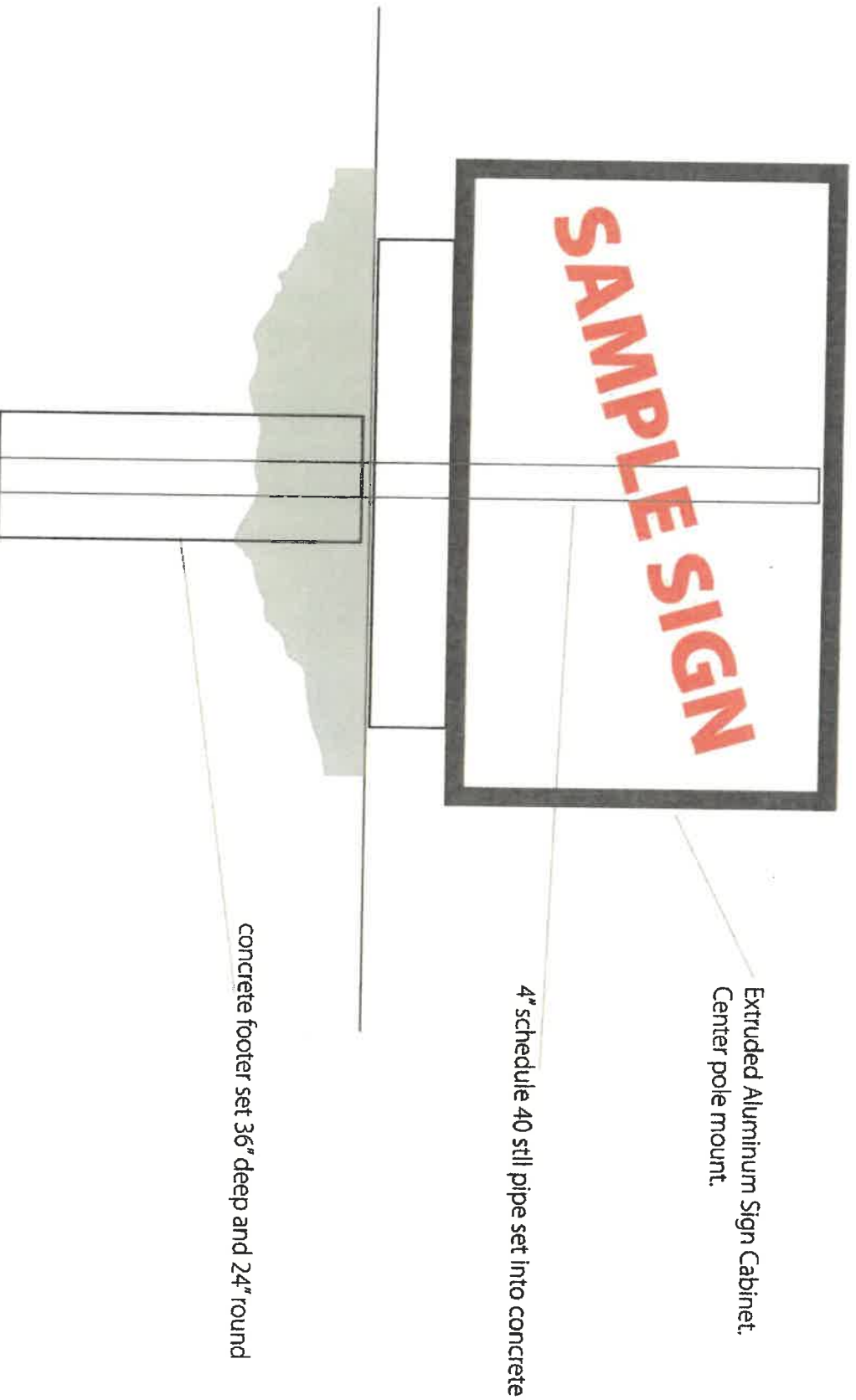


Monument sign - Center pole
www.signsNowDayton.com

sales@SignsNowDayton.com

T. 937-427-3431 F. 937-427-3657

3197 Beaver Vu Dr., Beavercreek OH 45432





Bellbrook United Methodist Church
3.0

10' foot Setback Between Signs



ellbrook United Methodist

626417

Your signature authorizes Sign Now of Beaver Creek to produce the products described and rendered above. We will not produce any item without a written approval. Sign Now is not responsible for modifications to items as evidenced on this report. C:\Users\m...n