

# RECORD OF PROCEEDINGS

City of Bellbrook Board of Zoning Appeals and Property Review Commission  
January 21, 2025

## **CALL TO ORDER:**

Mr. Philip Ogrod called the meeting of the Bellbrook Board of Zoning Appeals & Property Review Commission to order at 6:36 pm.

## **ROLL CALL:**

### **PRESENT**

Mr. Philip Ogrod  
Dr. Meredith Brinegar  
Mrs. Sharon Schroder  
Ms. LaKisha Taylor

### **ABSENT**

### **ALSO PRESENT**

Mr. Rob Schommer, City Manager  
Ms. Michaela Grant, Community Development Administrator

## **APPROVAL OF THE MINUTES:**

Mr. Ogrod asked if anyone had additions or corrections to the minutes of the December 17, 2024, meeting. Hearing none, Mr. Ogrod declared the minutes approved.

## **OLD BUSINESS:**

None

## **NEW BUSINESS:**

### **Nomination and Selection of Chairperson:**

Dr. Brinegar nominated Mr. Ogrod, and Mrs. Schoder seconded the nomination. Ms. Taylor nominated Dr. Brinegar; Mr. Ogrod seconded the nomination. With no other nominations, nominations were closed for Chairperson.

### **Nomination and Selection of Vice Chairperson:**

Ms. Taylor nominated herself; Dr. Brinegar seconded the nomination. Mr. Ogrod nominated Dr. Brinegar; Mrs. Schoeder seconded the nomination. With no other nominations, nominations were closed for the Vice Chairperson.

Voting for Chairperson occurred by ballot. With a vote of 3 to 1, Mr. Ogrod was voted Chairperson.

Voting for Vice Chairperson occurred by ballot. The vote ended in a tie; Mr. Schommer stated that with a tie vote, a revote is taken by ballot. With a vote of 4 to 4, Dr. Brinegar was voted Vice Chairperson.

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Mr. Ogrod swore in individuals who would like to speak on any matters of the evening.

Case BZA 25-01: 2451 Lakeview Drive (Stephens): Variance of Bellbrook Zoning Code Section 18.05A to allow the construction of an accessory structure in the property's side yard.

Ms. Grant began the staff report attached to the meeting packet and stated the facts of the case and request.

Mr. Ogrod asked if anyone had questions.

Dr. Brinegar asked if it was normal shingles. Mr. Ogrod asked which way the opening would face, and Ms. Grant replied to the street.

Mr. Ogrod closed the questioning and asked the applicant to approach the podium.

Jacob Stephens, 2451 Lakeview Drive, stated that it was outlined in the application. He said that he has a two-car garage now, and there was just enough space for the cars, and he needed more space for lawnmowers and such by putting up a prefabricated shed.

Dr. Brinegar asked for the color since it will be visible from the side of the property.

Mr. Ogrod asked if any neighbors had given any feedback. Ms. Grant indicated that they had not. Ms. Grant mentioned that the notices of the variance request were sent to neighbors within a 300-foot radius per code and did not receive any feedback.

Stephens stated that there is a thick brush and wooded area separating the properties.

Mr. Ogrod questioned the side yard, and Ms. Grant stated she included a sketch of the placement based on the foundation of the home.

With no other questions from the Board members or audience, Mr. Ogrod closed the public hearing and began the Board discussion.

Dr. Brinegar mentioned that she walks by the property multiple times a week and feels it makes sense and is straightforward on the placement of the structure.

Mr. Ogrod and Mrs. Schoder agreed with Dr. Brinegar.

Mr. Ogrod closed the Board discussion.

Dr. Brinegar made a motion to accept the variance as presented. Mr. Ogrod seconded the motion.

Voting "yea": Mr. Ogrod, Dr. Brinegar, Mrs. Schroder, and Ms. Taylor. The motion carries.

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

Mr. Ogrod opened discussion within the Board. Mr. Ogrod had a question about when the handbook was developed. Ms. Grant stated that, to her knowledge, between 2017 and 2019. She also noted two types of updates: administrative housekeeping items and rules for the Boards and Commissions. She stated that some things are addressed in the handbook and some things are not.

Ms. Grant clarified items of discussion, such as the definition of terms, looking at limits of terms for boards and updating the website, public comments section and public records section.

The Board discussed items to address and update.

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## **OPEN DISCUSSION:**

None

## **ADJOURNMENT:**

Hearing no further business before the Board, Mr. Ogrod declared the meeting adjourned at 7:21 pm.

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Philip Ogrod, Chairperson

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Rob Schommer, Clerk of Council