

# RECORD OF PROCEEDINGS

Bellbrook Village Review Board

February 1, 2022

## **CALL THE MEETING ORDER:**

Mr. Owens called the meeting of the Bellbrook Village Review Board to order at 6:00pm

## **ROLL CALL:**

PRESENT: Thad Camp; Jackie Greenwood; Karen McGill; Jeff Owens; LaKesha Taylor

ABSENT:

## **ALSO PRESENT:**

Jason Foster, Community Development Administrator

Rob Schommer, City Manager

## **APPROVAL OF MINUTES:**

None

## **OLD BUSINESS:**

None

## **NEW BUSINESS:**

VRB 22-01: 41 W. Franklin Street – Sign Permit

Mr. Foster presented the application for Baxter's Beauty Bar to place 2 signs on the business. One sign is on the existing ground sign and the other is a wall sign. He stated both signs meet the requirements of the sign code.

Mr. Camp asked if both signs are coming down with new ones being placed. Mr. Foster indicated the existing signs remain, with the business name being added.

Mrs. Greenwood asked the applicant if she plans to put a light on the sign. The applicant stated the sign is already lit.

A motion to approve the sign application.

Motion made by Mr. Camp, seconded by Mrs. Greenwood

Voting Yea: Mr. Camp, Mrs. Greenwood, Mrs. McGill, Mr. Owens, Mrs. Taylor

Article 14 revisions.

Mr. Foster reviewed recommended changes to Article 14 of the Bellbrook Zoning Code as included and noted in the provided attachments.

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Mr. Schommer added the amendments in the last section regarding sign approval process noted is something that by due process of the City Code it needs to be done. The current language places a higher standard of approval giving the Board approval authority not granted by Code and should remain with the zoning administrator.

Mrs. Greenwood asked regarding sign approval, that is an application meets the standards of the code, that it can be approved by staff. Mr. Schommer stated she was correct. She then asked if a business asked for another sign would it be approved. Mr. Schommer stated if the application met the code, it can be reviewed and approved, and if it did not it would require a variance and Board approval.

Mrs. Greenwood noted she saw nothing about sandwich signs and wondered if it was in the revisions, asking about regulations for where to put them, how many, size, etc. Mr. Schommer noted the amendments reviewed this meeting are for Article 14, and her topic would be in the Sign Code section of the Zoning Code. Mrs. Greenwood added additional comments about other sections of the Code.

Mrs. Greenwood continued comments about sign codes, including digital and moving signs with technology. She asked if the revisions included dealing with people who violated the code. Mr. Foster noted that code enforcement is part of the code and process.

Mr. Owens stated we are too generous with the number of signs for businesses and that should be addressed in code revisions. He added revisions should include requirements for closed businesses to remove signs. Mr. Foster stated those items will be considered during the revision of the applicable section of code.

Mr. Owens asked about sign permits being approved without the Board seeing them. Mr. Foster stated that is the process. Mr. Owens then noted there may have been signs approved that after additional looking, they should not have been, and how that will be handled. Mr. Schommer noted it is the responsibility of the Community Development Administrator to review and approve sign permits, and if it is permitted by the code, then in all likelihood it will be permitted, thus the purpose of a permit process.

A motion to recommend amendments to article 14 as presented by the staff report of February 1.

Motion made by Mr. Camp, seconded by Mrs. McGill

Voting Yea: Mrs. Greenwood, Mrs. McGill, Mr. Owens, Mrs. Taylor

## **OPEN DISCUSSION:**

Mrs. Greenwood asked if she can get a new zoning book. Mr. Foster noted he will provide one.

## **ADJOURNMENT:**

A motion to adjourn the meeting.

Motion made by Mr. Camp, seconded by Mr. Owens.

Voting Yea: Mrs. Greenwood, Mrs. McGill, Mr. Owens, Mrs. Taylor

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With no further business coming before the Board, Chair Person Owens declared the meeting adjourned at 6:30 pm.

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Jeff Owens, Chair Person

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Rob Schommer, Clerk of Council