



To: BZA/PRC
From: Cathi Spaugy, Community Development Administrator
Date: December 9, 2025
Subject: Staff Report -BZA Case -2025-BZA-04: 3777 Upper Bellbrook Rd.

Summary of the Request

The applicant, Golden Rule Signs/Bellbrook Sugarcreek Local School District (Bell Creek Intermediate School) is proposing the installation of a new permanent freestanding ground sign. The sign is aluminum and polycarbonate construction with an ID cabinet and electronic message board. The sign dimensions are 96" H x 96" W, total square feet = 64. The sign height from ground to the top of the sign is 8'.

The Zoning Code 18.20A – (d) (1) Signs for Institutional Usage states one detached ground sign, not to exceed thirty-six square feet per side or seventy-two (72) square feet total sign area, or six (6) feet in height. Such signs may be illuminated. The proposed sign meets the square footage requirement but exceeds the height requirement.

The BZA/PR should consider the recommendation for the installation of a new permanent free-standing sign.

Applicant Information

Golden Rule Signs/Bellbrook Sugarcreek School District

Current Zoning District

R-1A One Family Residential

Parcel Identification

L35-0001-0004-0-0001-00

Additional Actions or Next Steps to be taken by the City

Upon approval by the BZA/PRC, the City will issue the Certificate of Zoning.

Applicant's Reason for the Request

The applicant wishes to install a new permanent freestanding ground sign that exceeds the requirements of the Zoning Code.

Surrounding Land Use within 1,000 Feet

Single-family residential. Planned Residential, Agricultural

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 concerns.

Supporting Maps & Graphics

See attached

Staff Recommendation

Staff recommend that the BZA/PRC consider the project.