

RECORD OF PROCEEDINGS
Minutes of WEST CARROLLTON CITY COUNCIL REGULAR Meeting

Held August 11, 2026

The meeting was called to order by Mayor Barnhart at 6:30 p.m. The Pledge of Allegiance and Roll Call followed.

ROLL CALL

PRESENT: Mayor Rick Barnhart, Councilmembers Lauren Williams, Rick Dobson, Angie Fryman, and Jill Tomlin. CITY STAFF: City Manager Amber Holloway, Law Director Joshua Lounsbury, Planning & Community Development Director Greg Gaines, Service Director Rich Norton, Police Chief David Wessling, Communications Manager Yvonne Concepción, and Clerk of Council Tracy Moore.

EXCUSED: Councilmember Keith Tilton

AMENDMENT TO THE AGENDA

Mayor Barnhart moved, seconded by Mrs. Fryman, to amend the order of the agenda by moving Communications and Presentations before the Public Hearings. A vote was taken: Mrs. Williams-yes, Mr. Dobson-yes, Mrs. Fryman-yes, Mrs. Tomlin-yes, and Mayor Barnhart-yes.

MINUTES

Mrs. Fryman moved, seconded by Mrs. Tomlin, to approve the regular meeting minutes of July 28, 2026. A vote was taken: Mrs. Williams-yes, Mr. Dobson-yes, Mrs. Fryman-yes, Mrs. Tomlin-yes, and Mayor Barnhart-yes.

COMMUNICATIONS AND PRESENTATIONS

Resolution 37-2026 – A Resolution Acknowledging The Appreciation Of The Citizens And Public Officials Of The City Of West Carrollton For Services Rendered Unto Said City By Michael Boyle.

Mayor Barnhart read Resolution 37-2026 into the record.

Mrs. Fryman moved, seconded by Mrs. Tomlin, to approve Resolution 37-2026. A vote was taken: Mrs. Williams-yes, Mr. Dobson-yes, Mrs. Fryman-yes, Mrs. Tomlin-yes, and Mayor Barnhart-yes.

Mr. Boyle thanked the citizens, Mayor Barnhart, City Council, and City Manager Holloway for their support.

Mayor Barnhart, City Council, and City Staff thanked Mr. Boyle for his service to the City. They also wished him well in his future endeavors.

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PUBLIC HEARINGS

Ordinance 3837 – An Ordinance Adopting Amendments To Chapter 154: Zoning Code Of The City Of West Carrollton Code Of Ordinances To Establish Regulations Which Would Permit The Operation Of Short-Term Rental Units Within The City.

City Manager Holloway turned the floor over to Planning & Community Development Director Greg Gaines for a presentation.

Director Gaines provided a PowerPoint outlining the proposed regulations. A copy of the presentation will be included with the minutes as a part of the official record. Mr. Gaines stated both Planning Commission and City Staff recommend approval.

Mayor Barnhart asked Council if they had any questions or comments. There were none.

Mayor Barnhart opened the public hearing. He invited anyone wishing to speak in favor of Ordinance 3837 to come to the podium and state their name and address for the record. There were no comments in favor.

Mayor Barnhart then asked for anyone wishing to speak in opposition of Ordinance 3837 to come to the podium and state their name and address for the record. There were no comments in opposition.

Since no comments were received, Mayor Barnhart closed the public hearing. He stated Ordinance 3837 was presented as a first reading. It will appear on the agenda at the next meeting.

COMMENTS BY THE AUDIENCE

Charles Rankey, resident of 1104 Sherwood Forest Drive, addressed Council to inquire about the status of the 2025 Curb, Gutter, and Sidewalk Program. He also inquired and commented on Ordinance 3837 pertaining to the short-term rentals and their impact on the City.

UNFINISHED BUSINESS

Ordinance 3835 – An Ordinance Adopting Amendments To Various Chapters Of The Code Of Ordinances Of West Carrollton To Establish Regulations For Cannabis Dispensaries In The City.

Mayor Barnhart stated Ordinance 3835 was presented as a first reading at the last meeting. He also stated a public hearing was held, and the City received no comments. He asked Council if they had any further questions or comments relating to Ordinance 3835.

Mr. Dobson stated he has reservations that there is not enough clarification on what is expected on the timeline of when they can reopen if a violation occurs. He stated he is not satisfied with the answer he was given. Mr. Dobson stated he would prefer it to be clear and more defined, not ambiguous and up to the decision of a whim, opinion, or feeling.

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Mrs. Fryman moved, seconded by Mrs. Tomlin, to approve Ordinance 3835. A vote was taken: Mrs. Williams-yes, Mr. Dobson-no, Mrs. Fryman-yes, Mrs. Tomlin-yes, and Mayor Barnhart-yes.

NEW BUSINESS

Resolution 38-2026 – A Resolution Authorizing The City Manager To Submit A Project Application And To Execute Contracts For Obtaining Funding In The Form Of A Grant And Interest-Free Loan From Ohio Public Works Commission Funds Allocated To This Area Of The State For The E. Central Avenue 8" Water Main Replacement Project And To Execute All Necessary Documents To Administer The Funding Program.

City Manager Holloway presented Resolution 38-2026. She explained this resolution authorizes the City Manager to submit and application to the Ohio Public Works Commission, or OPWC, for a combination of grant funding and an interest free loan to replace the Central Avenue water main between Cedar and Elm Streets. Ms. Holloway stated the existing main is undersized and more than 77 years old. She explained preliminary construction costs are estimated at \$490,125.00. Ms. Holloway stated the City intends to seek funding consisting of a fifty percent grant and a fifty percent interest free loan. If awarded, construction would take place during the 2028 construction season ahead of the planned resurfacing of this portion of East Central Avenue.

Mayor Barnhart asked Council if they had any questions or comments. There were none.

Mrs. Tomlin moved, seconded by Mrs. Fryman to approve Resolution 38-2026. A vote was taken: Mrs. Williams-yes, Mr. Dobson-yes, Mrs. Fryman-yes, Mrs. Tomlin-yes, and Mayor Barnhart-yes.

Resolution 39-2026 – A Resolution Authorizing The City Manager To Enter Into An Agreement With McGohan Brabender For Health Brokerage Services.

City Manager Holloway presented Resolution 39-2026. She explained this resolution authorizes the City Manager to enter into an agreement with McGohan Brabender for health brokerage services. Ms. Holloway stated City Staff evaluated several firms, and determined McGohan Brabender is the best fit for the City's needs moving forward.

Mayor Barnhart asked Council if they had any questions or comments. There were none.

Mrs. Tomlin moved, seconded by Mayor Barnhart to approve Resolution 39-2026. A vote was taken: Mrs. Williams-yes, Mr. Dobson-yes, Mrs. Fryman-yes, Mrs. Tomlin-yes, and Mayor Barnhart-yes.

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REPORTS BY OFFICERS

City Manager Holloway stated it was an honor to attend the West Carrollton Middle School and High School Ribbon Cutting Ceremony. She congratulated the West Carrollton City School District on a fantastic open house event. She also stated she is looking forward to Jersey Mike's Ribbon Cutting Ceremony to be held at 9:00 a.m. on Wednesday, August 12, 2026.

Communications Manager Concepción gave updates on the following events:

Family Movie Night: This free event will begin at 8:00 p.m. on Friday, August 14, 2026, at Wilson Park. West Carrollton Nazarene Church is partnering for this event and will host family activities and games. The movie will begin at dusk.

Wilson Park Pool: The last full week of the regular pool season began on Monday, August 10, 2026. The pool will be closed Monday through Friday beginning August 17, 2026. The pool will be open on weekends and on Labor Day. The Doggie Dive will be held on Labor Day from 5:00 p.m. until 7:00 p.m. This event will officially close the pool for the season.

Confetti Concert Finale: This free concert will feature the Karate Girls. Food trucks will open at 6:30 p.m. and the concert runs from 7:00 p.m. until 9:00 p.m. at 1 South Elm Street, which is across from Fire Station 56.

Nate Mundy, West Carrollton School Board Member, thanked Mayor Barnhart, City Council, and City Staff for attending the ribbon cutting ceremony for the West Carrollton Middle School and High School. He stated the Middle School will have an open house on Monday, August 17, 2026. The Intermediate School will have their open house on Tuesday, August 18, 2026. Also, the freshman will have their open house on Wednesday, August 12, 2026. Finally, Mr. Mundy expressed how grateful he is for the partnership between the City and the School District.

UNSCHEDULED BUSINESS

Comments by the Audience

None

Comments by Council

Mrs. Williams stated she is happy that the City provided an ordinance that supports the majority of our voters in previous elections regarding cannabis which was passed by Council this evening. She also expressed her appreciation and excitement on the City being such a great support to the Schools, and on the partnership between the City and the School District. Finally, Mrs. Williams stated she is excited to have another business in the City with the opening of Jersey Mike's.

Mr. Dobson stated he is also glad that City Council passed the ordinance regarding cannabis dispensaries since this is what the majority of the voters wanted. He emphasized the reason he didn't vote for the ordinance is because he felt certain language should have been corrected, but that does not mean he isn't in agreement that we should have it. Mr. Dobson stated it is

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important to understand why he voted no. Mr. Dobson also stated that he is excited about the schools, and thought there was a great turnout for the ribbon cutting ceremony and open house event.

Mrs. Fryman thanked the West Carrollton School District for including the City in their event. She stated she appreciated seeing the new buildings, and especially the pirate ship on the floor. She also stated initially it was hard to see the old buildings go down, but now she looks forward to the buildings being down and everything being cleaned up. Finally, Mrs. Fryman stated she is looking forward to the Doggie Dive Event. She encouraged residents to come out and support the dog rescues that benefit from the funds that are raised during that event.

Mrs. Tomlin wished all of the students an enjoyable and exciting year ahead. She stated she hopes all of the sports teams do well this year. Mrs. Tomlin commended the schools on their demolishing of the old buildings. She stated they've done an excellent job of getting them down and getting them cleaned up quickly. Mrs. Tomlin stated her husband has taken drone footage of the demolition as it as happened in different sections that she hopes to share with the schools.

Mayor Barnhart stated the ribbon cutting event at the schools was amazing. He stated it was great to see people from Moraine, Miami Township, and the County Representatives all show up in support of the community and the West Carrollton School District. Mayor Barnhart stated it was a well-attended event. He stated he was grateful to be able to walk around the buildings. Mayor Barnhart also gave credit to Jack Haag, who is the Business Manager at the West Carrollton City Schools. He stated Mr. Haag devoted the last six years to getting the new schools built. Mayor Barnhart stated Mr. Haag did an amazing job. He also stated he hopes the students appreciate these new facilities. Finally, Mayor Barnhart stated it is great that everyone can work together for our community.

RECESS

Mayor Barnhart moved, seconded by Mrs. Tomlin, to recess to a Work Session to discuss the items on the agenda, to be followed by adjournment. A vote was taken: Mrs. Williams-yes, Mr. Dobson-yes, Mrs. Fryman-yes, Mrs. Tomlin-yes, and Mayor Barnhart-yes.

WORK SESSION

PRESENT: Mayor Rick Barnhart, Councilmembers Lauren Williams, Rick Dobson, Angie Fryman, and Jill Tomlin. CITY STAFF: City Manager Amber Holloway, Law Director Joshua Lounsbury, Planning & Community Development Director Greg Gaines, and Police Chief David Wessling.

EXCUSED: Councilmember Keith Tilton

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Ohio Deferred Compensation Roth 457 (B) Option Program

Ms. Holloway presented an option for employee retirement contributions through the Ohio Deferred Compensation Roth 457 (B) program. She explained this was no cost to the City to offer this and that it had been requested by several employees.

Council expressed support. Ms. Holloway advised this would come back as a Resolution for consideration at the next Council meeting.

General Fee Schedule Amendment

Ms. Holloway presented on two proposed amendments to the City's General Fee Schedule. The first was for cannabis dispensaries, recently approved by City Council. She provided a proposed fee of \$149 for the application fee and \$100 for the annual renewal. There was significant discussion amongst Council about the fee. Council asked Ms. Holloway to further research what other cities are charging.

Ms. Holloway then explained that she was proposing an amendment to allow the "Return Check Fee" to also apply to online payments as well. She described the many payment platforms the City uses and noted that the City currently had no way to charge the charge-back and returned electronic payment fees back to customers. Additionally, she offered that Council may consider a maximum number of returned payments before a customer be required to pay in cash or money order. Council asked for additional information on the fees to ensure the City's costs would be covered. Ms. Holloway advised she would bring this matter back at the next meeting.

Proposed Code Regulations for Agriculture in a Residential District

Director Gaines presented on proposed Zoning Code regulations to allow agriculture in a residential zoning district. He stated that this was a research-informed first pass, and was meant to give Council something to react to. He covered topics including location, number of chickens, enforcement, and more.

Mrs. Williams stated that it would be beneficial to know of the communities that allow chickens, how many permits did they issue, how much extra staff time is spent, and how many complaints do they field for this use.

Mr. Lounsbury pointed Council's attention to a proposed provision that would allow this as a one-year trial, noting that it could stay or go. Mrs. Fryman asked if someone purchased chickens during that time, would they be grandfathered. Mr. Lounsbury stated that he believed the provision would avoid that issue.

Council discussed the potential difficulty of property maintenance enforcement with this particular use. Council asked Ms. Holloway to conduct research from other communities and bring this back in a future work session.

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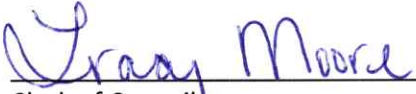
EXECUTIVE SESSION

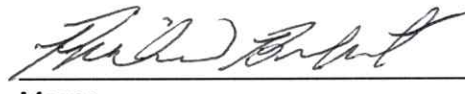
None

ADJOURNMENT

With no further business, Mayor Barnhart moved, seconded by Mrs. Fryman to adjourn the City Council Meeting of August 11, 2026. A vote was taken: Mrs. Williams-yes, Mr. Dobson-yes, Mrs. Fryman-yes, Mrs. Tomlin-yes, and Mayor Barnhart-yes.

The meeting was adjourned at 8:41 p.m.


Clerk of Council


Mayor

Ordinance 3837

Short-Term Rentals

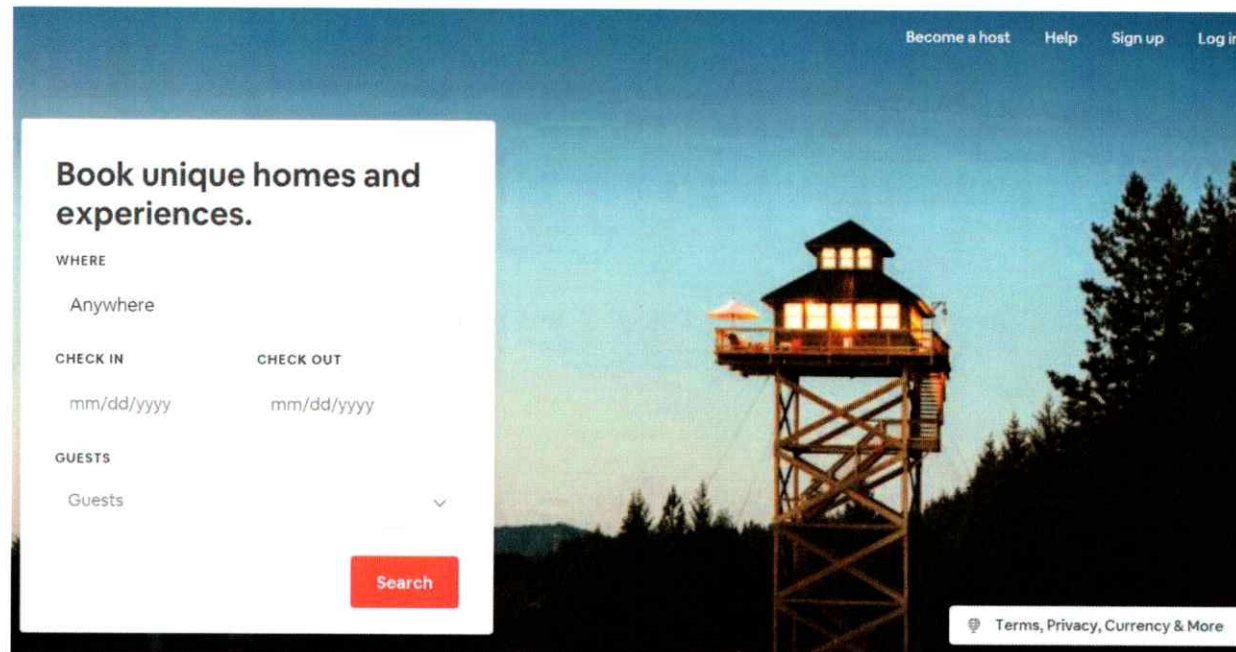
West Carrollton City Council
August 11, 2026



Summary of Request



- Proposal for the adoption of amendments to Chapter 154: Zoning Code to establish regulations which would permit the operation of Short-Term Rental (STR) units within the city.



Statutory Authority



Circumstances Justifying a Zoning Code Amendment

- *“...to promote the best interest of the public in general, only if the amendment can be justified on one of the following grounds:*
 - *The change is in conformance with the Comprehensive Plan of the City;*
 - *There has been a substantial and significant change in area conditions;*
 - *There is a need for additional land in the zoning district classifications being requested for change; or*
 - *There is an error in the Zoning Code.*

What is a Short-Term Rental (STR)?



- The rental for a fee of all or part of a residential dwelling unit for a duration of occupancy of (typically) less than 30 days.
- 3 basic varieties:
 - Hosted sharing (primary occupants remain on-site)
 - Un-hosted sharing (primary occupants vacate the unit while rented to guests)
 - Dedicated vacation rentals (no primary occupants; investors)
- Can be a whole house, a room, an apartment, a British castle, a tent, an igloo, a caboose, a treehouse, an RV...
- Host platform examples: Airbnb, VRBO, HomeAway, Booking.com

What is the status of the STR market in WC?

- How many STRs are in WC?
 - Difficult to know – companies don't provide information
 - 2 on VRBO, 4 on Airbnb
 - Have become more cooperative in recent years
- How much interest is there in STRs in WC?
 - Handful of calls each year
- How many complaints have we had about STRs?
 - Prior complaints: 9
 - Type: overflowing parking, trash, noise, safety



WEST CARROLLTON

ESTD  1830

Legislative Background

- In 2022 **HB 563** was introduced, which would have pre-empted local regulation of STRs
 - Not acted on due to significant opposition
- Pending the outcome of state action, City Council passed number of moratoriums on STRs (3703, 3722, 3742)
- In 2025 **HB 109** was introduced; was in part a re-introduction of HB 563 – would pre-empt local regulation of STRs but permit use of local lodging tax
 - Determined in March that the bill would not advance
- Council passed **Ordinance 3827** on March 24, 2026 establishing a six-month moratorium on the issuance of permits or certificates of occupancy for the use of a building or property as a Short-Term Rental operation
 - To allow for the preparation of recommended Short-Term Rental regulations



WEST CARROLLTON

ESTD 1830

Existing Regulations

- Zoning Code does not currently permit or address STRs
- **Lodging – Bed and Breakfast Establishment.** *"A single-family, detached, private residence which offers sleeping accommodations to lodgers in rooms for rent in the owner or operators principal residence. While renting rooms to lodgers, breakfast is served at no additional cost. For the purpose of this definition, a lodger is defined as a guest who rents a room in a bed and breakfast establishment for fewer than 30 days."*
 - Permitted as principal use in R-PUD, CC, and PUD districts
 - Permitted as conditional use in AG, R-1, R-2, R-4, R-5, OR, and H districts
- **Lodging – Hotels and Motels.** (no definition)
 - Permitted as principal use in B-2 and CC districts

Proposal



- Ordinance 3837 and Exhibit A
- **Short-Term Rental.** *“Rental of all or any portion of a residential dwelling for dwelling, lodging, or sleeping purposes for a period of less than 30 consecutive days by persons from whom the owner receives monetary compensation. This term does not include hotel or motel rooms, or bed and breakfast establishments, as defined by the West Carrollton Code of Ordinances.”*
- Permit owner-occupied and commercial STRs
 - With restrictions

License & Location Requirements



- **Obtain STR license from the City**
 - Expires on December 31
 - Renewed annually
 - Non-transferable
 - License fee and renewal fee
 - Registration with City finance department – payment of hotel/motel tax

- **Where permitted:**
 - City Center District
 - Agricultural District
 - R-1 Single-Family District
 - R-2 Single-Family District
 - Office-Residential District
 - Heritage District
 - (R-PUDs and PUDs by separate process)

Standards



WEST CARROLLTON

ESTD  1830

- **Standards:**

- Occupancy limited to a maximum of two parties on any date
 - *"Rental party." A rental party shall be considered one or more individuals who booked and/or intended to rent the short-term rental unit together at the same time."*
- Maximum occupancy limited to the lesser of:
 - One person per 200 square feet of the dwelling unit
 - Two adult guests per bedroom or per efficiency/studio unit
- At least one STR user must be 25 years of age or older
- Not closer than 500 feet to another STR (see map)
- Provide adequate off-street parking as required by the parking code
- Exterior appearance to be maintained as residential
- Proof of general liability insurance
- Provide an emergency contact who can respond within 24 hours
- Not permitted in any outdoor facilities (accessory structures, tents, RVs)
- Provide guests with information on rules for use of the property



Amendments to the Zoning Code



- *“...to promote the best interest of the public in general, only if the amendment can be justified on one of the following grounds:*
 - ***The change is in conformance with the Comprehensive Plan of the City:***
 - Facilitates and encourages the Plan’s goal to create additional flexibility in land use controls, thereby enhancing property values and facilitating private investment; to identify business opportunities that fit the local economy; and to preserve and enhance the character and value of existing residential neighborhoods.
 - ***There has been a substantial and significant change in area conditions:***
 - Rapid expansion of STRs in the past decade as an alternative to traditional lodging. West Carrollton is experiencing significant redevelopment intended to draw both residents and visitors – this proposal proactively anticipates the demand for more lodging associated with that growth.