

## **Brown Township Zoning Commission**

Brown Township Hall

5555 State Route 521

Delaware, Ohio 43015

Meeting Minutes April 3, 2025

### **Attendees**

Kyle Vanderhoff, Chair

Jeremy Williams, Vice-chair

Ian Capwell, Member

Nick Creedon, Member

Marc Gaskell, Alternate

Steve Serio, Zoning Inspector

Vickie Sheets, Zoning Secretary

Eddie Evans, 3898 Leonardsburg Road

Lois Bawde, Waldo

Ron Scott Veatch, 5660 Bowtown Road

### **Call to Order**

The meeting was called to order at 7:00 p.m. by the Chair Kyle Vanderhoff.

### **Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

### **Approval of Minutes**

Mr. Vanderhoff moved, and Mr. Creedon seconded the adoption of the March 2025 minutes. Motion passed with Mr. Williams abstaining.

### **Changes to Agenda**

Mr. Vanderhoff provided the opportunity for the observers to speak. Mr. Evans lives at the corner of Leonardsburg Road and SR42. He plans to tear down the existing garage, but was hoping to leave one wall so he could have the previous zoning requirements grandfathered in. However, Mr. Serio advises he would need to keep the existing size of the garage to do this. He said the current building is 7 feet off the property line. His neighbor does not object to this and says a new building would be an improvement. Mr. Evans was advised to have his neighbor sign off on this and submit a variance application since he plans for a larger garage. Since Mr. Serio will be on vacation, he was instructed to submit the application and check in the outside box and email the application to Ms. Sheets so she will have the information needed for scheduling and noticing a May Board of Zoning Appeals. She will begin the notice process once she receives direction from Trustee Charlie Miley that he has received the application and check.

Mr. Veatch requested assistance with setback requirements and then submitted his application/check for a building permit to Mr. Serio.

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### **Regional Planning Meeting Attendance**

Mr. Serio attended the March 2025, Delaware County Regional Planning (DCRPC) meeting. Mr. Williams will cover the April 2025 DCRPC meeting. Mr. Vanderhoff stated that the June meeting attendance will be assigned next month.

### **Zoning Inspector Report**

Mr. Serio reported a busy month, having issued nine building permits. There was a brief discussion of safety differences between in ground and above ground swimming pools. Mr. Vanderhoff noted that the township follows Delaware County swimming pool provisions. There was also discussion of granny flats, Mr. Vanderhoff stating that he had to obtain a variance for his because the size was larger than allowed in the Zoning Resolution.

### **Old Business**

Short-Term Rentals: The members reviewed final documents relating to short-term rentals. Mr. Williams moved to recommend to the Trustees that the proposed definitions for Short-term Rental, Host, Hosted Short-term Rental and Non-Hosted Short-Term Rental be added to Article 4 (definitions) and to adopt a new section 7.03 N. Short-term Rentals to amend the Zoning Resolution. Mr. Gaskell seconded the motion, motion passed.

Article 14: The members reviewed a final clean copy of a revised Article 14 with new language highlighted but without other mark-ups and an updated *Summary of Changes and Rationale*. Mr. Vanderhoff moved to recommend that the Trustees adopt the revised Article 14 of the Zoning Resolution and Mr. Capwell seconded the motion. Motion passed.

**Permit Fees**: Mr. Vanderhoff noted that the current fee structure on the web are the current fees, and the Trustees are responsible for setting fees. The members have reviewed and discussed the current permit fee structure and have some suggestions. Mr. Williams moved, and Mr. Creedon seconded to recommend that the Trustees consider the suggested fee changes, to be presented as a draft document.

**Presentation of Recommendations to Trustees**: A cover memo summarizing the recommendation will be attached to other documents. For the Short-term Rental additions to Article 4 and Article 7, the final document will be provided along with the draft Short-Term Rental Application that, while not a part of the Zoning Resolution, summarizes the requirements and provides a space for an owner acknowledgement signature. The members believe that this proposed application will inform the review by the Trustees. Mr. Vanderhoff has characterized the application as a "living document" that may need to be adjusted in the

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future. For Article 14, the revised Article 14 and the Summary of Changes and Rationale will be included. For permit fees, a draft revised copy of the current fees will be included.

### **New Business**

Mr. Vanderhoff indicated that Connie Skinner has suggested that Overlays should be considered prior to solar. Previous discussion focused on the villages of Kilbourne and Leonardsburg. Ms. Sheets summarized which Delaware County townships have added Overlays to their Zoning Resolutions. Mr. Vanderhoff noted that there is much to learn about this topic and the members will begin discussion at next meeting.

### **Adjournment**

Mr. Capwell moved to adjourn the meeting and Mr. Gaskell seconded. Motion passed and Mr. Vanderhoff adjourned the meeting at 8:20 pm.



Vickie Sheets  
Brown Township Zoning Secretary



Kyle Vanderhoff  
BTZC Chair