

## **Brown Township Zoning Commission**

Brown Township Hall

5555 State Route 521

Delaware, Ohio 43015

Meeting Minutes February 6, 2025

### **Attendees**

Kyle Vanderhoff, Chair

Jeremy Williams, Vice-chair

Nick Creedon, Member

Aaron Heydinger, Member

Stan Bean, Alternate

Marc Gaskell, Alternate

Steve Serio, Zoning Inspector

Vickie Sheets, Zoning Secretary

Brad Ross, 8738 Fontanelle Rd., Ostrander, OH 43061 (owns family cabin at 5510 Bowtown Road)

Michael and Jacolyn Thiel, 1160 N. Old State Road, Delaware, OH 43015

### **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.

### **Changes to Agenda**

An opportunity to meet with Mr. and Thiel was provided. They had received a variance from the Board of Zoning Appeals (BZA) in September for setbacks to accommodate building a house in Kilbourne. Mr. Thiel brought to the BTZC his concerns that the final building plan extended an extra 6" on both sides of the house. Mr. Vanderhoff stated that this was well within an acceptable margin of error. Mr. Thiel provided Mr. Serio with a copy of the amended plan for the zoning records. Mr. Thiel also reported a recent AEP question regarding the replacement of an existing light pole. AEP reports the best spot for the new pole is inside the property on the edge of the right-of-way and the members accepted this recommendation. Mr. Serio will provide Mr. Thiel with the permit reflecting the BZA opinion dated September 11, 2024.

### **Approval of Minutes**

Mr. Williams moved that the January 9, 2025, minutes be accepted as corrected, and Mr. Heydinger seconded the motion. Motion passed.

### **Regional Planning Meeting Attendance**

Mr. Serio attended the January 30, 2025, Delaware County Regional Planning (DCRPC) meeting, and plans to attend in February and March. Mr. Williams will cover the April 2025 DCRPC meetings. Mr. Vanderhoff stated that the June meeting attendance will be assigned.

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### **Zoning Inspector Report**

Mr. Serio did not issue any permits in January but has already received applications in February and expects this to increase.

### **Old Business**

Short-Term Rentals: The members clarified that the proposed definitions for Short Term Rental, Host, Hosted Short Term-Term Rental and Non-Hosted Short-Term Rental should be placed in Article 4 with other definitions. The members determined that Primary Residence did not require a separate definition, it was covered in the existing definition of Primary Structure.

It had been determined in the previous discussion the Short-Term Rentals would be placed in Article 7 as a conditional use, with a new section 7.03 N. Short-Term Rentals (Hosted or Non-Hosted) that meets the following conditions to amend the Zoning Resolution.

The members reviewed the draft language regarding short-term rentals that had been presented at the last meeting with their suggestions added regarding timing of re-registration applications and having the Zoning Inspector manage all re-registration applications, with the discretion to involve the Board of Zoning Appeals.

The members had determined to incorporate the requirements that need to be met in the Registration of Short-Term Rental Application Form. Before this new section is recommended to the Trustees, the members requested that the application form be drafted to specify the requirements, to support the amendment. Ms. Sheets was directed to draft an application using a Canton County application addressing Short-Term Rental requirements as a guide and bring the draft to the March meeting along with the proposed language for Section 7.03 N.

Article 14: Ms. Sheets had previously shared the Article 14 draft along with the Summary of Changes and Rationale with the staff at Regional Planning and asked that they identify possible problems. They responded that the changes generally looked fine. They did question the need for 15 copies of applications when we also were requiring an electronic copy. The BTZC members suggested that the number of required copies be cut to 11 rather than 15 copies of application be presented as well as an electronic copy; these are to allow printed copies for the commission members, staff, Regional Planning and for zoning paper records. Although time did not permit continued discussion of Article 14 at the January meeting, the members had been sent the summary of proposed changes and rationale. They requested the final copy of the revised article with their previous comments incorporated to review at the next meeting.

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Dry Hydrant Standards: It had been suggested that these standards be added to the Zoning Resolution. The members confirmed their position that these could be used as educational materials by the Zoning Inspector but chose not to include them in the Zoning Resolution.

Permit Fees: The members began a review of Brown Township Zoning Fees to determine if they believed any recommendations to the Trustees were in order.

### New Business

There was no new business.

### Adjournment

Mr. Vanderhoff plans to complete work on Short-Term Rentals and Article 14, to continue review of permit fees and hopes to begin discussion of Solar Panels at the next meeting.

Mr. Williams moved to adjourn the meeting and Mr. Vanderhoff seconded. Motion passed and Mr. Vanderhoff adjourned the meeting at 8:10 pm.



Vickie Sheets  
Brown Township Zoning Secretary



Kyle Vanderhoff  
BTZC Chair