

# **Brown Township Zoning Commission**

**Brown Township Hall**

**5555 State Route 521**

**Delaware, Ohio 43015**

Meeting Minutes January 9, 2025

## **Attendees**

Kyle Vanderhoff, Chair

Jeremy Williams, Vice-chair

Ian Capwell, Member

Nick Creedon, Member

Aaron Heydinger, Member

Stan Bean, Alternate

Marc Gaskell, Alternate

Steve Serio, Zoning Inspector

Vickie Sheets, Zoning Secretary

Kimberly L Wilhelm

## **Call to Order**

The meeting was called to order at 7:00 p.m. by the 2024 Vice Chair Kyle Vanderhoff.

## **Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

## **Changes to Agenda**

An opportunity for introductions was added to the agenda. Nick Creedon was introduced and shared his background and interest in the BTZC. The other members introduced themselves. Observer Kimberly L. Wilhelm was welcomed and has been appointed as an Alternate on the Board of Zoning Appeals.

## **Organization for 2025**

Mr. Williams nominated Kyle Vanderhoff as BTZC Chair, Mr. Heydinger seconded the nomination. Motion passed with Mr. Vanderhoof abstaining.

Mr. Vanderhoff nominated Jeremy Williams as Vice-Chair, Mr. Capwell seconded the nomination. Motion passed with Mr. Williams abstaining.

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The members agreed to continue the monthly BTZC meetings on the first Thursday of each month, at 7:00 pm. The dates were reviewed for possible conflict with holidays, with the only concern observed for July 3, 2025, which would be the evening before a long weekend which might affect having a quorum. It was decided to re-visit this issue closer to the date, to determine if the work of the BTZC would require rescheduling or allow skipping the July meeting.

Mr. Serio told the BTZC members that the Trustees will be meeting on the second Tuesday each month at 6:00 pm (previously meetings were held at 7:00 pm). He also advised the members that the Trustees were interested in holding a joint meeting with the Zoning boards to discuss zoning issues and he would provide more details as available.

### **Approval of Minutes**

Mr. Vanderhoff moved that the December 5, 2024 minutes be accepted as corrected, and Mr. Capwell seconded the motion. Motion passed with Mr. Williams abstaining.

### **Regional Planning Meeting Attendance**

Mr. Serio stated that he planned to attend the Delaware County Regional Planning (DCRP) meetings, except that he would be out of state from April 21-30, and June 25-July 3, 2025 and would need to have a BTZC member cover the April and June 2025 DCRP meetings. As members were unable to commit at this time, Mr. Vanderhoff stated that this would be assigned before the April DCRP meeting.

### **Zoning Inspector Report**

Mr. Serio issued four permits in December and this was the slowest month since he took office in August 2024. He reported a lot-split on N. Old State Road had been completed today and would be reflected on the January 2025 report. He commented that while Brown Township does not charge a fee for lot- splits, he believed other Delaware County townships charged \$50. Other counties charge much more. He suggested a fee might be considered, in light of the paperwork

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required to complete a lot-split. He also noted that he found the various permit fees vague, for example for a swimming pool. He questioned if there should be different fees for different sizes and types of pools. Mr. Vanderhoff observed that the Zoning Inspector had some discretion but suggested that the BTZC review the fee structure at the next meeting for possible recommendations to the Trustees.

### **New Business**

Ms. Sheets reported that she had contacted Danberry Township in Ottawa County regarding their Zoning Resolution. At the last BTZC meeting, the members had expressed interest in the *Use Matrix* that was included in their Zoning Resolution as it was very user-friendly. Ms. Sheets received the document template as well as the Zoning & Planning Administrator's offer of assistance to use the instrument when we review the article governing types of zoning districts in Brown Township.

### **Old Business**

The members continued their discussion of Airbnbs. Mr. Vanderhoff distributed a draft language he had prepared for this discussion. Discussion focused on placing Short-Term Rentals in Article 7 as a conditional use and whether to create a separate checklist of requirements or to include them as part of the Registration Application. Timing of re-registration application and having the Zoning Inspector manage all re-registration applications, with the discretion to involve the Board of Zoning Appeals were also considered. Ms. Sheet will incorporate suggestions in a draft document for the members to review at the February meeting.

The members returned to Article 14 in the Resolution review. Ms. Sheets had 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. Ms. Sheets had explained that the electronic copy was for the Township

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records, that the printed copies were used by the Board of Appeals members use to prepare for BZA hearings as well copies used by the Zoning Inspector, the Zoning Secretary and the Zoning paper records. It was suggested that the number of required copies be cut to eleven. The members had received the Summary of Proposed Changes and Rationale for Article 14 prepared by Ms. Sheets and Article 14 will be on the agenda in February as well as the section on Short-Term Rentals and possibly beginning to review permit fees.

## **Adjournment**

Mr. Capwell 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