

## **Brown Township Zoning Commission**

Brown Township Hall

5555 State Route 521

Delaware, Ohio 43015

Meeting Minutes March 6, 2025

### **Attendees**

Kyle Vanderhoff, Chair

Nick Creedon, Member

Aaron Heydinger, Member

Stan Bean, Alternate

Steve Serio, Zoning Inspector

Vickie Sheets, Zoning Secretary

### **Call to Order**

The meeting was called to order at 7:05 p.m. by the Chair Kyle Vanderhoff.

### **Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

### **Changes to Agenda**

There were no changes or additions to the agenda,

### **Approval of Minutes**

Mr. Bean moved that the February 6, 2025, minutes be accepted as corrected, and Mr. Creedon seconded the motion. Motion passed.

### **Regional Planning Meeting Attendance**

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

### **Zoning Inspector Report**

Mr. Serio reported that calls are picking up as Spring approaches. A brief discussion was held regarding agricultural building and driveway permits that do not require fees but are for the purpose of documenting these constructions.

### **Old Business**

Short-Term Rentals: The members reviewed the proposed definitions for Short Term Rental, Host, Hosted Short Term-Term Rental and Non-Hosted Short-Term Rental that will be placed in Article 4 with other definitions. 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. to amend the Zoning Resolution. The members also reviewed the draft Short-Term Rental Application that had been drafted by Ms. Sheets using a Canton County application addressing Short-Term Rental requirements as a guide and added a second page summarizing the

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requirements and providing a space for an owner acknowledgement signature. Mr. Vanderhoff characterized the application as a "living document" that may need to be adjusted in the future. This proposed application would be submitted along with the new Section 7N. to inform the review by the Trustees.

Article 14: Ms. Sheets distributed to the members a clean copy of the proposed Article 14 without tracking changes for their review, as this version was more concise and easier to read without the tracking markup. It was suggested to combine the details about parking setbacks with the general statement about setbacks as part of the development plan rather than in a stand-alone item. A line that had been dropped regarding the Delaware County Thoroughfare Plan was returned to the Access standard and the term "other hardscape areas" was added to clarify the commercial ground coverage standard. The members suggested that the updated clean copy of Article 14 without markup as well as the Summary of Changes with Rationale be presented to the Trustees with the BTZC recommendation for amending the Zoning Resolution. Ms. Sheets was directed to consult with Connie Skinner regarding the presentation for consideration by the Trustees and to prepare a packet for final review by the BTZC at the April meeting.

Permit Fees: The members continued a review of Brown Township Zoning Fees to determine if they believed any recommendations to the Trustees were in order and plan to complete this review at the next meeting.

### **New Business**

There was no new business.

### **Adjournment**

Mr. Vanderhoff plans to make the recommendation for Zoning Resolution amendment regarding Short-Term Rentals and Article 14 and to continue review of permit fees at the next meeting. He also plans to begin discussion of Solar and Overlays at that meeting.

Mr. Heydinger moved to adjourn the meeting and Mr. Bean seconded. Motion passed and Mr. Vanderhoff adjourned the meeting at 8:15 pm.



Vickie Sheets  
Brown Township Zoning Secretary



Kyle Vanderhoff  
BTZC Chair