

Brown Township Zoning Commission

Brown Township Hall

5555 State Route 521

Delaware, Ohio 43015

DRAFT Meeting Minutes October 2, 2025

Attendees

Kyle Vanderhoff, Chair

Jeremy Williams, Vice-Chair

Nick Creedon, Member

Aaron Heydinger, Member

Stan Bean, Alternate

Marc Gaskell, Alternate

Vickie Sheets, Zoning Secretary

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. Williams moved, and Mr. Bean seconded the adoption of the September 2025 minutes. Motion passed with Mr. Vanderhoff and Mr. Capwell abstaining as they did not attend the meeting

Changes to Agenda

There were no changes to the agenda but discussion with observers was added.

Regional Planning Meeting Attendance

Mr. Williams attended the August meeting.

Zoning Inspector Report

Mr. Vanderhoff reported on Mr. Serio's emailed report for September which included three permits issued.

New Business

Ms. Sheets reminded members to save the November 20th date for the Prosecutor Training and said she would inform them when she received details regarding time and location.

Old Business

Ms. Sheets distributed packets for the members to update their Brown Zoning Resolution with the additions to Articles 4 and replacement Articles 7 and 14, as well as updated cover and index pages.

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The BTZC members continued their discussion of the advantages of digitalizing the zoning application processes. Mr. Heydinger provided the Delaware County Engineer's (DCEO) Electronic Review Submission Coversheet as one example of a form used for digitalized forms. The members included desirable elements to include digitalized user-friendly forms and applications that could be paid on-line. Specific criteria including costs would be needed for a proposal to recommend to the Trustees. Mr. Vanderhoff will continue investigating approaches to digitalize the zoning processes.

Overlays: The members continued the discussion of Zoning Overlays. Two other Delaware County Townships, Trenton and Liberty, have been developing overlays, and are possible resources. The members are interested in both the mixed-use and residential overlay.

They considered the size of tract required to utilize an overlay. Some of the possible strategies identified included increasing density allowed through smaller minimum lot size with consideration of the discussion in the current Brown Comprehensive Plan. Other elements could be septic systems better able to accommodate more usage and flag lots accessing space beyond frontage. Although not allowed in the current Zoning Resolution, flag lots within the overlay area could be considered. Open space and the use of combined systems to allow dual use of open space such as allowing native grassland and wildflowers along trails that weave around leech fields s another consideration.

The members discussed creating a new section for overlays. Possible titles for the Brown overlays were also discussed. Mr. Vanderhoff recommends first selecting a starting point and developing a template that can be used for both types of overlays. He has started a possible template based on the Harlem mixed use model and utilizing portions of existing Brown articles and will continue work on this approach. Mr. Heydinger will check on the Liberty township work and send material to the members. Mr. Creedon will explore how to utilize Google Drive to create folders for the work.

The members will continue discussion at the next meeting to identify concepts to be included in Zoning Resolution language, including definitions, permitted uses and procedures.

Adjournment

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



Vickie Sheets
Brown Township Zoning Secretary



Kyle Vanderhoff
BTZC Chair