

BROWN TOWNSHIP ZONING COMMISSION

Meeting Minutes
Thursday, June 4, 2026
7 PM
Brown Township Hall

Commission Members Present

- Kyle Vanderhoff, Chair
- Ian Capwell
- Aaron Heydinger

Commission Members Absent

- Jeremy Williams, Vice Chair
- Nick Creedon
- Stan Bean, Alternate
- Marc Gaskell, Alternate

Staff Present

- J-Sebastien Bernaert, Zoning Inspector
- Ellen Andres, Zoning Secretary

Call to Order

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

Pledge of Allegiance

Minutes

The Commission was unable to review the meeting minutes from the March 5, 2026, and May 7, 2026, meetings.

New Zoning Secretary Introduction

Ellen Andres was introduced as the new Brown Township Zoning Secretary.

Zoning Inspector Report

J-Sebastien Bernaert, Zoning Inspector, reported that the updated fee schedule had been approved by the Brown Township Board of Trustees.

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Mr. Bernaert also shared that Brad Ebersole, Township Trustee, has been in communication with the City of Delaware regarding a potential annexation.

Additionally, Mr. Bernaert reported that he has been working on updates to the Brown Township Zoning Resolution.

Adoption of a Statement of Policy

Chair Vanderhoff opened the floor for discussion on adopting a Statement of Policy governing public participation during Commission meetings.

Motion: Kyle Vanderhoff moved to adopt the following Statement of Policy:

"As is the adopted policy of the Zoning Commission, all applicants will be granted an opportunity to make their formal presentation. The audience may then be granted an opportunity to comment, followed by the applicant's response and questions from the Commission. The Chairperson may limit repetitive debate and reserves the following rights: to limit comments to items on the agenda, to limit public comment to five minutes per person, to restrict the number of times a member of the public is permitted to speak, and to enact any other reasonable ad hoc protocols or measures necessary to maintain a fair, safe, and orderly meeting. This policy was adopted by the Commission to provide for the respectful, constructive, and efficient discussion of business scheduled for consideration and to allow for proper due process as required by law."

The motion was seconded by Aaron Heydinger.

Following the discussion, a roll call vote was taken.

Vote:

- **In Favor:** Kyle Vanderhoff, Ian Capwell, Aaron Heydinger
- **Absent:** Jeremy Williams, Nick Creedon, Stan Bean, Marc Gaskell

Motion carried.

Zoning Resolution Revision

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Discussion regarding revisions to the Brown Township Zoning Resolution was tabled until the next regular meeting.

Comprehensive Plan Update

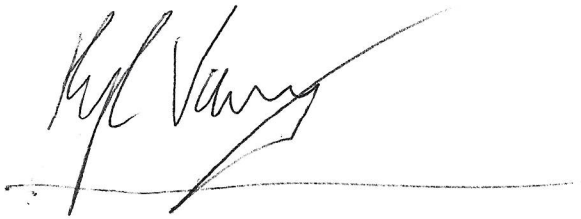
Other Business

No additional business was brought before the Commission.

Adjournment

Kyle Vanderhoff moved to adjourn the meeting at 8:41 p.m. The motion was seconded by Ian Capwell.

Upon a voice vote, all members present voted "Aye." The motion carried, and the meeting was adjourned at 8:41 p.m.

A handwritten signature in black ink, appearing to read "Kyle Vanderhoff", written over a horizontal line.

Kyle Vanderhoff 7-2-26
Board Chair