

Delaware County Regional Planning Commission

1610 State Route 521
P.O. Box 8006, Delaware, Ohio 43015
740-833-2260 www.dcrpc.org
Scott B. Sanders, AICP Executive Director



MINUTES

Thursday, December 21, 2023 at 6:00 PM
Byxbe Campus Conference Room, 1610 SR 521,
Delaware, Ohio 43015

ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of November 30, 2023 RPC Minutes
- Executive Committee Minutes of December 13, 2023
- Statement of Policy

CONSENT AGENDA (Final Plats)		Township	Lots/Acres
05-21	4910 Rutherford Road CAD	Concord	3 lots / 9.855 acres

ZONING MAP/TEXT AMENDMENTS

40-23 ZON	North Orange Development LLC - Orange Twp. - 8.77 acres - RCOD
41-23 ZON	Harlem Twp. Zoning Comm. - Zoning Resolution text amend. (Art. IX, XI, XIII, XXI, XXIII)
42-23 ZON	Northwest Building Resources Inc. - Concord Twp. - 6.061 acres - FR-1 to PC

SUBDIVISION PROJECTS		Township	Lots/Acres
<u>Preliminary / Final</u>			
19-23	Northstar Sec. 1 Golf Course, Lot 741, Div. #1	Berkshire	2 lots / 269.21 acres

OTHER BUSINESS

- Consideration for Approval: Application of Merit Compensation Policy for 2023

RPC STAFF AND MEMBER NEWS

- Executive Committee election reminder

ADMINISTRATIVE BUSINESS

- **Call to Order**
 Chairman Shafer called the meeting to order at 6:00 p.m.
- **Roll Call**
 Representatives: David Weade, Steve Lisano, Duane Matlack, Gary Merrell, Barb Lewis, Jeff Benton, Joe Shafer, David Willyerd, Robin Duffee, Joe Proemm, Ed Snodgrass, Mike Dattilo, and Doug Price. Alternates: David Lockhart, Glynnis Dunfee, David Setzer, and Mike Love. Staff: Scott Sanders, Brad Fisher, Da-Wei Liou and Stephanie Matlack.
- **Approval of the November 30, 2023 RPC Minutes**
Mr. Matlack made a motion to Approve the minutes from the November meeting, seconded by Mr. Snodgrass. VOTE: Unanimously For, 0 Opposed. Motion carried.
- **December 13, 2023 Executive Committee Minutes**

A. Call to order

Chairman Shafer called the meeting to order at 8:47 a.m. Present: Joe Shafer, Ed Snodgrass, Gary Merrell and Tiffany Maag. Robin Duffee was absent. Staff: Scott Sanders and Stephanie Matlack.

B. Approval of Executive Committee Minutes from November 22, 2023

Mr. Merrell made a motion to Approve the minutes from the November meeting, seconded by Ms. Maag. VOTE: Unanimously For, 0 Opposed. Motion carried.

C. New Business

1. Financial / Activity Reports for November

REGIONAL PLANNING RECEIPTS		November	YTD TOTAL
General Fees (Lot Split)	(4201)	\$615.00	\$19,780.00
Fees A (Site Review)	(4202)	\$300.00	\$5,100.00
Insp. Fees (Lot Line Transfer)	(4203)	\$200.00	\$4,800.00
Membership Fees	(4204)		\$212,918.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)	\$7,652.05	\$16,597.44
Assoc. Membership	(4206)		
General Sales	(4220)		\$234.50
Charges for Serv. A (Prel. Appl.)	(4230)	\$1,575.00	\$87,811.30
Charges for Serv. B (Final. Appl.)	(4231)	\$15,769.90	\$59,980.80
Charges for Serv. C (Ext. Fee)	(4232)		\$2,800.00
Charges for Serv. D (Table Fee)	(4233)		\$600.00
Charges for Serv. E (Appeal/Var.)	(4234)		\$2,700.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$1,500.00	\$4,200.00
OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)	\$1,350.00	\$17,890.00

Soil & Water Fees	(4243)	\$375.00	\$5,325.00
Commissioner’s fees	(4244)	\$33.00	\$1,191.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A	(4721)		
Other Misc. Revenue (GIS maps)	(4730)		\$499.34
Misc. Non-Revenue Receipts	(4733)		
Sale of Fixed Assets	(4804)		
TOTAL RECEIPTS		\$29,369.95	\$442,427.38

Balance after receipts	\$1,102,289.71
Expenditures	- \$ 42,259.68
End of November balance (carry forward)	\$1,060,030.03

Mrs. Maag made a motion to Approve the Financial reports as presented, subject to Audit. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

2. RPC Preliminary Agenda December

- a) Sketch Plans

	<u>Township</u>	<u>Lots/Acres</u>
▪ Berlin Estates	Berlin	6 lots / 7.604 acres
▪ Chick-fil-A	Orange	1 lot / 1.68 acres

- b) Zoning Map / Text Amendments
 - North Orange Development LLC - Orange Twp. - 8.77 acres from PC to RCOD
 - Harlem Twp. Zoning Commission - Zoning Resolution text amendments (Art. IX, XI, XIII, XXI, XXIII)
 - Northwest Building Resources Inc. - Concord Twp. - 6.061 acres - FR-1 to PC

- c) Subdivision Projects

	<u>Township</u>	<u>Lots/Acres</u>
Consent:		
▪ 4910 Rutherford Road CAD	Concord	3 lots / 9.855 acres
Preliminary/Final:		
▪ Northstar, Sec. 1 Golf Course, Lot 741, Div. #1	Berkshire	2 lots / 269.21 acres

3. Director’s Report

Transportation Advisory Committee

Hosted by MORPC, these are monthly in-person meetings. **Attended on December 6.**

DCRPC-Managed Projects

Harlem Township Zoning Resolution

Staff is working with the Zoning Commission on various updates in existing sections of the Zoning Resolution. **Met with Zoning Commission on December 11, initiated several Article amendments.**

Village of Ostrander Comprehensive Plan

Staff is working on a new Comp Plan. (Brad) Plan was officially adopted on December 5.

Liberty Township Comprehensive Plan

Staff is working on an update to the Comp Plan. Planning to meet with Steering Committee on December 14.

Berlin Township Zoning Resolution

Staff is working on an update to the Zoning Resolution. Continued work, major full draft submitted on December 11.

Troy Township Comprehensive Plan

Staff is working on an update to the Comp Plan. Brad met with Steering Committee on December 4, Tiffany Maag and Mike Love attended as well. Survey is out and have received several responses.

Project-specific/other meetings

County Engineer Annual Trustee meeting: Brad and I attended on November 29.

Delaware County Transit Strategic Plan: Steering Committee meeting this afternoon (Dec. 13)

Econ Strategic Plan Rollout: Brad and I attended on December 4.

County Planning Directors Association of Ohio: Met during CCAO on December 7.

Orange Township Active Transportation Plan: Brad attended the “final” stakeholder meeting on December 11.

At 9:25 a.m., Mr. Merrell made a motion to go into Executive Session per ORC 121.22 (G) (1) for the consideration of compensation of a public employee. Ms. Maag seconded the motion. Motion carried.

At 10:10 a.m. Mr. Snodgrass made a motion to return to regular session, seconded by Ms. Maag. Motion carried.

D. Old Business

1. Consideration for Recommendation of Approval – Merit Compensation policy to apply for 2023

Ms. Maag made a motion to recommend Approval of applying the Merit Compensation Policy for 2023 including compensating Mr. Sanders for his work on Planning Contracts in the amount of \$2,176.00. Mr. Snodgrass seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

E. Adjourn

Having no further business, Mr. Merrell made a motion to adjourn the meeting at 10:13 a.m. Mr. Snodgrass seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, January 17, 2024 at 8:45 a.m. at 1610 State Route 521, Delaware, Ohio, 43015.

- **Statement of Policy**

As is the adopted policy of the Regional Planning Commission, all applicants will be granted an opportunity to make their formal presentation. The audience will then be granted an opportunity to comment followed by questions from the Commission. This policy was adopted by the Regional Planning Commission to provide for the orderly discussion of business scheduled for consideration. The Chairperson may limit repetitive debate.

CONSENT AGENDA (Final Plats)

05-21 4910 Rutherford Road CAD – Concord Twp. - 3 lots / 9.855 acres

Conditions

Applicant: Nicholas Petitti / **Engineer:** Kimley-Horn
Subdivision Type: Single-Family Residential, CAD
Location: 4910 Rutherford Rd.
Zoned: Farm Residential (FR-1)
Preliminary Approval: 02/25/21
Utilities: Del-Co Water, private on-lot treatment systems
School District: Buckeye Valley

Staff Comments

4910 Rutherford Road CAD is a three lot Common Access Driveway subdivision located on the north side of Rutherford Road, west of Steitz Rd. Preliminary approval was granted on February 25, 2021 and the applicant is now requesting Final Plat approval.

The applicant has presented to the RPC Office a Final Plat (mylar) signed by the various County agencies, a requirement for Final approval.

Staff Recommendation

Staff recommends *Final Approval* of 4910 Rutherford Road CAD to the DCRPC.

Commission / Public Comments

Mr. Merrell made a motion for Final Approval of 4910 Rutherford Road CAD. Mr. Weade seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

ZONING MAP/TEXT AMENDMENTS

40-23 ZON North Orange Development LLC – Orange Twp. – 8.77acres - RCOD

Request

The applicant, North Orange Development LLC, is requesting the RCOD to 8.77-acres to allow the construction of Lewis Center Self Storage.

Conditions

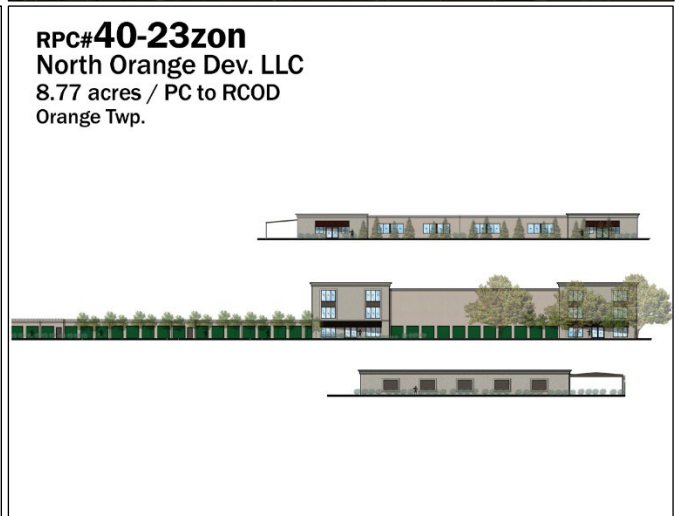
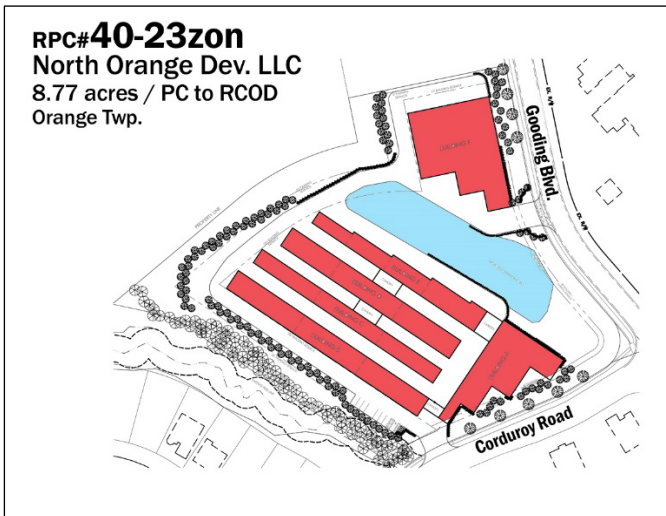
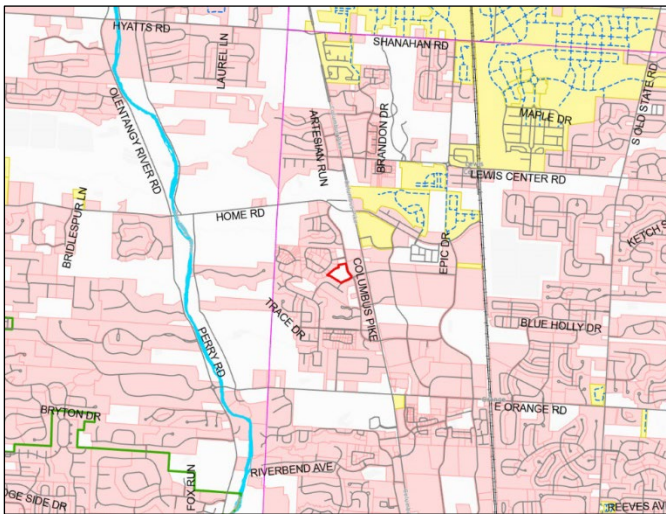
Location: West side of Gooding Blvd., north of Corduroy Rd.

Present Zoning: Planned Commercial PC

Present Use(s): vacant / **Proposed Use(s):** self-storage facility

School District: Olentangy / **Utilities Available:** Del-Co Water and central sanitary sewer

Critical Resources: none / **Soils:** GwC2, GwB



Staff Comments

The request is to apply the Route 23 Corridor Overlay District (RCOD) to the 8.77-acre site. Staff provided an administrative review to the township on December 4, 2023. A summary of the proposal is in the paragraph below. In order to formally adopt the overlay, the Orange Township Board of Trustees must approve the application and development plan, which will remove the underlying zoning district.

Project Overview

The Development Plan indicates there will be six total storage buildings (A-F), 9 total parking spaces, a stormwater pond along the Gooding Boulevard frontage, one access point along Gooding Boulevard and one along Corduroy Road and landscaping along most of the perimeter with a private drive that services the site. These buildings have different letters and/or numbers depending which plan sheets submitted you look at. For the purposes of this review, staff is using the building letters identified on the plan sheets A4.01-A4.03. Building F serves as a frontage building along Gooding Boulevard and includes two customer doors with windows above and a mix of architectural elements (however there is a 110 foot stretch of blank wall where the storage units are). The building height is between 32 and 36 feet. All other buildings will be single story, with building A fronting on Corduroy Road and having a similar façade as building F and all other buildings constructed as typical storage unit buildings. The applicant did not identify how many storage units are proposed or what the second or third story of building F will be used for, if other than a storage use. Sheet 1/8 indicates that there will be 56% impervious surface, however no plan sheets clearly identify what land area will be unimproved.

The site is located between new homes in the Grand Pointe subdivision to the south, condominiums in the Village at North Falls to the west, commercial/office uses to the north and The Inn at Olentangy facility to the east. This proposal would place a warehousing use in the middle of a residential and low-impact commercial area. More critically, the site is located in the Commercial - Office Subarea of the RCOD overlay, which does not allow for industrial uses. The proposed use is self-storage, which is classified as NAICS code 531130 and considered an industrial use. The RCOD allows for warehousing in the Advanced Manufacturing - Logistics - R&D district and the Orange Township Zoning Resolution allows for this use in the Industrial and Planned Industrial districts. Staff notes that there is a substantial amount of land in the RCOD that is included in the Advanced Manufacturing - Logistics - R&D district that allows for this use and may be more appropriate for this type of use. ***Staff is recommending denial to the Zoning Commission.***

There is no formal action required of the RPC – the Township Zoning Commission held its first workshop on the matter on December 20, 2023.

41-23 ZON **Harlem Twp. Zoning Commission – Zoning Resolution text amendments (Art. IX, XI, XIII, XXI, XXIII)**

Request

Harlem Township has been working with RPC staff for several months on numerous amendments to existing sections of its Zoning Resolution. Work is ongoing, but on December 11th, the Zoning Commission voted to initiate the following (summarized) to be reviewed at a Hearing in January, 2024:

Article IX – Low Density Residential: This is a set of regulations that only applies to the old plats of Center Village and the Village of Harlem. These amendments clarify the areas where this article applies and updates some lot and development standards. It also clarifies that this district is not intended to be applied elsewhere.

Article XI – Planned Residential District: These amendments provide additional development standards that were previously missing and brings other requirements up to date. It also moved the process for rezoning and Development Plan requirements to a new Article (XXIII).

Article XIII – Planned Residential Conservation District: This district is an existing low-density overlay. These amendments reorganize the Development Standards to make them more consistent with a higher-density conservation district that was recently adopted within the township. It also clarifies the Open Space section and makes it more consistent with other districts. It also references the new process for rezoning that was created for that other district, so that both Conservation districts utilize the same process and Development Plan requirements.

Article XXI – General Development Standards: This is the existing Article that covers standards that apply to any development within the township. The proposed amendments simply move the Limited Home Occupation and External Impacts (Hazards, Pollution, Vibrations, etc.) sections to this one location for consistency.

Article XXIII – Procedure for Rezoning to a Planned District: This is a new Article that separated the rezoning process and submission requirements from the PRD language into its own Article. The intent is to point all Planned Districts toward this procedure document.

Staff Recommendations

Staff recommends **Conditional Approval** of the text amendments to Articles IX, XI, XIII, XXI, XXIII to the Harlem Township Zoning Resolution to the DCRPC, Harlem Twp. Zoning Commission and Harlem Twp. Trustees, *subject to:*

- 1.) *Legal review by the County Prosecutor’s office or legal counsel.*

Commission / Public Comments

Mr. Price made a motion for Conditional Approval of the text amendments to Articles IX, XI, XIII, XXI, XXIII to the Harlem Township Zoning Resolution, subject to staff recommendations. Mr. Weade seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

42-23 ZON Northwest Building Resources Inc. - Concord Twp. – 6.061 acres - FR-1 to PC

Request

The applicant, Northwest Building Resources Inc., is requesting a 6.061-acre rezoning from FR-1 to PC to allow the expansion of self-storage units for Northwest Storage and addition of a warehousing/office for Northwest Building Resources Inc.

Conditions

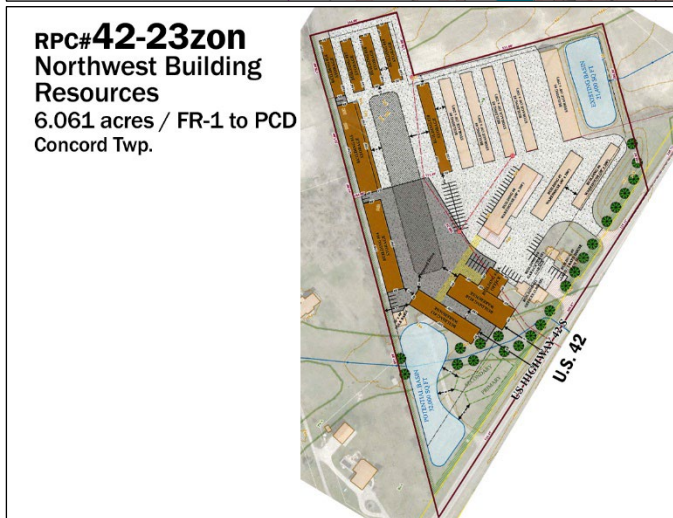
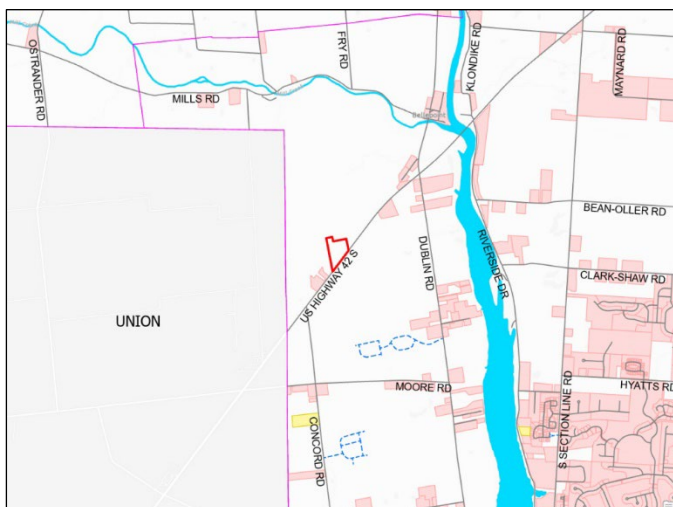
Location: west side of US 42, northeast of Concord Rd.

Present Zoning: Farm Residential (FR-1) / **Proposed Zoning:** Planned Commercial (PC)

Present Use(s): storage facility / **Proposed Use(s):** storage facility, warehouse, office

School District: Buckeye Valley / **Utilities Available:** Del-Co Water and private on-lot treatment systems

Critical Resources: none / **Soils:** BoA, GwB, BoB



Introduction

The request is to rezone two parcels from Farm Residential (FR-1) to Planned Commercial and Office (PC) to allow for the expansion of an existing self-storage facility. These parcels include a 0.997-acre parcel to the northwest that is vacant agricultural land and a 5.06-acre parcel to the west that is currently developed with a single-family home and pole barn. The existing home and barn are proposed to be removed with this new self-storage development. All surrounding lots are zoned FR-1 and generally agricultural and/or unimproved to

the north, east and south, with single-family homes to the west.

If approved, the total size acreage will be 16.048-acres and include 17 storage and warehousing buildings, a pole barn, two office buildings, one single-family home that has two beds and two baths, two points of access to US-42, two stormwater ponds, 81 striped parking spaces, centrally located outdoor storage, parking and equipment storage area, gravel surfaced drive and parking area and tree plantings along the US-42 road frontage. The storage and warehouse buildings range in size from 4,320 to 12,000 square feet. Page 18 of the development text identifies the use and dimensions of all buildings on site. The site will be graded in one phase and buildings will be constructed over time, as demand arises.

History

The original development site was rezoned to Planned Commercial (PCD) in 2000 and additional acreage was rezoned to PCD in 2006, all to allow for the current wholesale business, warehouse and self-storage use. The previous rezonings included 7 total storage unit buildings, a construction wholesale warehouse and a single-family home that was converted to an office. RPC made a recommendation with the 2006 rezoning request for conditional approval, requiring the applicant to file a subdivision plat pursuant to Section 19.06(g) of the PCD zoning code. The site was never platted as required.

Comprehensive Plan

Concord Township's 2021 Comprehensive Plan includes the site in subarea VI – Mill Creek Valley and is recommended for residential uses. The US-42 Corridor Subarea encompasses land area 300 feet off of US-42 and recommends non-residential uses. However, uses within this zone are only recommended once public sanitary sewer is available and there are currently no plans for sewer expansion in this area. The Plan recommends careful planning of commercial or industrial development along US-42 to prevent impacting traffic movement in the corridor. However, this is an expansion of an approved commercial use and mini-storage units do not have a heavy impact on the transportation system, or on adjacent residential uses, if designed properly.

Issues

Proposed permitted uses:

Wholesale business, storage and warehousing, office and one single-family home. The specific area to be rezoned will include seven storage and warehouse buildings, an office building, septic system and a 32,000 square foot stormwater pond. Hours of operation are Monday-Friday, 7:30am to 4:30pm, by appointment on Saturday and closed Sunday and there will be 10 full-time employees.

Traffic and access:

Two existing points of ingress/egress along US-42. The applicant indicated that a Trip Generation Memo is being reviewed by ODOT.

Drainage:

There is an existing 21,400 square foot stormwater basin and a proposed 32,000 square foot basin. The site is relatively flat and the development plan shows the site draining east and south, under US-42.

The DCEO requires drainage plans to be submitted to DSWCD to ensure drainage is adequately addressed. Additionally, commercial plans must be submitted to DCEO prior to construction and the development must comply with current County drainage standards.

Signage:

Two existing signs are to remain. Unless these signs were approved with the 2006 rezoning, it's unclear if they meet all sign requirements found in Section 22 of the Zoning Resolution. Additional sign details may be necessary.

Lighting:

No lighting plan was submitted.

Sanitary Treatment:

Onsite wastewater treatment is proposed.

Landscaping:

22 trees are proposed to be planted along US-42 frontage as shown on the development plan.

Divergences

Four divergences are requested:

1. Section 19.03 – Permitted uses – Multi-family residences are permitted; however, single-family residences are not identified as a permitted use and one single-family residence is proposed. The applicant indicated that the existing residence will be more in line with a “security dwelling” that is permitted in many industrial districts as opposed to a standard single-family home. The residence is only leased to employees that work on the property and will not be marketed or sold.

***Staff Comment:** Staff has no concern with this request.*

2. Section 21.01 – Parking – All common parking areas and adjacent aisles or driveways shall be paved with asphaltic material or concrete – Gravel material is proposed. The apron for both access points is paved with concrete and a portion of the front parking area is paved.

***Staff Comment:** Staff has no concern with this request, provided dust from the gravel is managed and does not negatively impact the residential properties to the west. Dust control should be indicated in the development text.*

3. Section 21.08 – Building setback – Buildings must be setback a minimum of 130 feet from the US-42 centerline. This request only impacts existing structures and does not impact any proposed structures. The intent is to legitimize these existing structures.

***Staff Comment:** Staff does not support this request. If this divergence is approved, these buildings may be able to be expanded on and/or removed and reconstructed in the same location. Existing buildings are already considered legal non-conforming structures. Any changes to these building should meet the required setbacks from US-42.*

4. Section 23.03(B) – Interior Landscaping – Requires interior landscaping for a business zone that contains more than 6,000 square feet of area or 20 or more vehicular parking spaces. The intent is to legitimize the existing conditions on the property and to permit the standard gravel parking area for this type of facility and use.

***Staff Comment:** Staff does not support this request. With 81 parking spaces and 145,964 square feet of development, there is no clear hardship why this standard should not be met.*

5. **Required but not requested:** Section 19.06(g) – Plat required – No use shall be established or changed, and no structure shall be constructed or altered until the plat has been recorded.

Staff Comment: Staff prefers to see the overall site platted but understands that the existing business has not been platted and that no easements are intended to be created on the site.

6. **Required but not requested:** Section 23.03(A.1) – Perimeter requirements – When a commercial use adjoins a residential zone, there must be a 10-foot-wide green space buffer that is landscaped with 1 tree/40 feet of lineal boundary, continuous 6-foot-high planting, hedge, fence, wall or earth mound. Additionally, Section 23.03(A.6) requires a Driveway Intersection Triangle be submitted to ensure landscaping that is proposed and/or required where a driveway intersects with a street does not constitute a driving hazard.

Staff Comment: Staff would not support this request. A landscape plan that meets all applicable requirements of section 23.03 should be submitted to the Township prior to zoning approval. Being that all surrounding land is zoned FR-1 (a “residential zone”), the Township may determine that the perimeter requirements are applicable to the west, north and east.

Staff Recommendations

Staff recommends **Conditional Approval** of the rezoning request by Northwest Building Resources Inc. from FR-1 to PCD to the DCRPC, Concord Twp. Zoning Commission and Concord Twp. Trustees, *subject to:*

- 1.) A complete landscaping plan that meets all zoning requirements must be submitted to the Township prior to zoning approval;
- 2.) The development plan and text must be submitted to the Concord Township Fire Department for review and approval;
- 3.) On-site wastewater treatment must be reviewed and approved by Delaware County Public Health prior to zoning approval; and
- 4.) All other zoning requirements being met.

Commission / Public Comments

Mr. Joe Clase, Plan 4 Land, was present. He stated that this plan was submitted prior to the adoption of the new landscape regulations but would work with Concord Township Zoning to resolve any issues. They have also worked with the neighbors regarding the landscaping.

Mr. Matlack made a motion to recommend Conditional Approval of the rezoning request by Northwest Building Resources Inc., subject to staff recommendations #1-4. Mr. Snodgrass seconded the motion. VOTE: Majority For, 1 Opposed (Berkshire Twp.). Motion carried.

SUBDIVISION PROJECTS

Preliminary/Final

19-23 Northstar Sec. 1 Golf Course, Lot 741, Div. #1 – Berkshire Twp. - 2 lots / 269.21 acres

Conditions

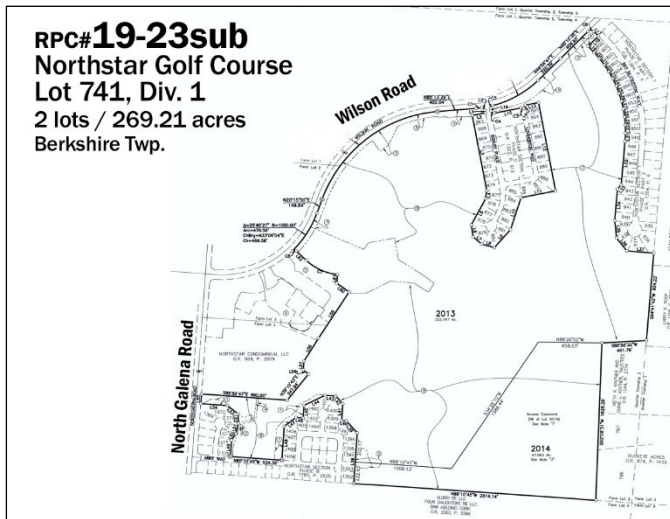
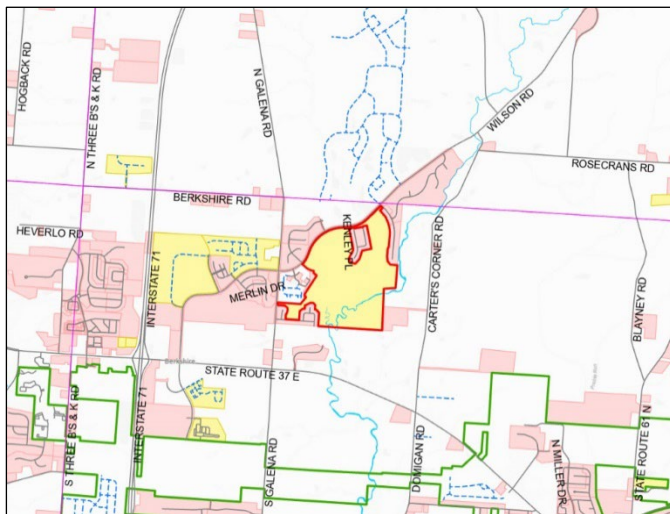
Applicant: Northstar Residential Development / **Engineer:** Terrain Evolution

Subdivision Type: Planned Residential Community/Golf Course

Location: south east of Wilson Rd., east of N. Galena Rd.

Zoned: Planned Residential (PRD) / **Utilities:** Del-Co Water, central sanitary sewer

School District: Big Walnut



Staff Comments

Northstar Sec. 1 Golf Course, Lot 741, Div. #1 is requesting a combined Preliminary and Final plat approval. The site is 269.21-acres in size. The 222.147-acre lot includes the existing Northstar Golf Club and sanitary sewer pump station. The 47.063-acre lot is vacant, unimproved land and note “J” on the plat states that this lot is non-buildable until such time as adequate public vehicular access can be provided.

The applicant has presented to the RPC Office a Final Plat (mylar) signed by the various County agencies, a requirement for Final approval.

Staff Recommendation

Staff recommends *Preliminary and Final Approval* of Northstar Sec. 1 Golf Course, Lot 741, Div. #1 to the DCRPC.

Commission / Public Comments

Mr. Mike Williams, Terrain Evolution, was present.

Mr. Merrell made a motion for Preliminary and Final Approval of Northstar Sec. 1 Golf Course, Lot 741, Div. #1. Mr. Matlack seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Berkshire Twp.). Motion carried.

OTHER BUSINESS

- Consideration for Approval: Application of Merit Compensation Policy for 2023

The Executive Committee recommended Approval of applying the existing Merit Compensation Policy for 2023 including compensating Mr. Sanders for his work on Planning Contracts in the amount of \$2,176.

Ms. Lewis made a motion to Approve applying the Merit Compensation Policy for 2023 and compensating Mr. Sanders for his work on Planning Contracts in the amount of \$2,176.00. Mr. Weade seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

RPC STAFF AND MEMBER NEWS

- Executive Committee election reminder

By-Laws, Article V, Section 2:

- All interested members shall contact the Executive Director or the Chairperson in writing to express their desire to serve by submitting a short biography, including information as to why they are interested in serving, by February 10th. The names and biographies of all interested candidates will be forwarded to the Commission for consideration prior to the regular February meeting.*
- At the regular February meeting, a ballot vote will take place by qualified voting members. Except for extenuating circumstances, all candidates shall be present to accept the vote. In case of a tie, a second ballot vote will be taken for the tied candidates only.*

Having no further business, Mr. Merrell made a motion to adjourn the meeting at 6:25 p.m. Ms. Lewis seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

*The next meeting of the Delaware County Regional Planning Commission will be Thursday,
January 25, 2024, 6:00 PM at the Byxbe Campus Conference Room, 1610 SR 521,
Delaware, Ohio 43015.*

Joe Shafer, Chairman

Stephanie Matlack, Executive Administrative Assistant