

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, September 25, 2025 at 6:00 PM
Byxbe Campus Conference Room, 1610 State Route 521,
Delaware, Ohio 43015

ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of August 28, 2025 RPC Minutes
- Executive Committee Minutes of September 17, 2025
- Statement of Policy

CONSENT AGENDA (Final Plats)

		Township	Lots/Acres
33-19.7	Berlin Farm West, Section 7	Berlin	41 lots / 19.664 acres
29-16.2	The Villas at Old Harbor West, Section 2	Berlin	30 lots / 7.279 acres
03-23.3	Clarkshaw Crossing, Section 3	Liberty	24 lots / 46.135 acres

ZONING MAP/TEXT AMENDMENTS

30-25 ZON Trenton Twp. Zoning Commission – Zoning Resolution amendments

SUBDIVISION PROJECTS

Preliminary

		Township	Lots/Acres
16-25	Hollybrook	Concord	140 lots / 94.21 acres

OTHER BUSINESS

- Consideration for Approval: Amendment No. 1 to Lease Agreement
- Food System Capacity Building Project update

ADMINISTRATIVE BUSINESS

- **Call to Order**

Chairman Shafer called the meeting to order at 6:00 p.m.

- **Roll Call**

Representatives: Ric Irvine, Duane Matlack, Gary Merrell, Jeff Benton, Glynnis Dunfee, Mike Benedetti, Matt Shock, Joe Shafer, Mike Cannon, Staci Hood, Jeffrey Warner, Joe Proemm, James Hatten, Ed Snodgrass, Molly Drayer, Mike Dattilo, Doug Price. *Alternates:* Jeremy Williams, Chad Green, Bernie Cattrell. *Arrived after roll call:* Meghan Raehl (R) and Robin Duffee (R). *Staff:* Scott Sanders, Brad Fisher, Da-Wei Liou and Stephanie Matlack.

- **Approval of the RPC Minutes August 28, 2025**

Mr. Price made a motion to Approve the minutes from August 28th. Mr. Irvine seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- **September 17, 2025 Executive Committee Minutes**

- A. **Call to order**

Chairman Shafer called the meeting to order at 8:45 a.m. Present: Joe Shafer, Robin Duffee, Ed Snodgrass, and Tiffany Maag. Staff: Scott Sanders and Stephanie Matlack.

- B. **Approval of Executive Committee Minutes from August 20, 2025**

Ms. Maag made a motion to Approve the minutes as presented. Mr. Duffee seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- C. **New Business**

- 1. Financial / Activity Reports for August

REGIONAL PLANNING RECEIPTS		AUGUST	YTD TOTAL
General Fees (Lot Split)	(4201)	\$820.00	\$8,610.00
Fees A (Site Review)	(4202)	\$1,200.00	\$4,800.00
Insp. Fees (Lot Line Transfer)	(4203)	\$500.00	\$2,600.00
Membership Fees	(4204)		\$280,876.25
Planning Surcharge (Twp. Plan. Assist.)	(4205)	\$2,293.29	\$13,479.72
Assoc. Membership	(4206)		
General Sales	(4220)		
Charges for Serv. A (Prel. Appl.)	(4230)		\$57,971.52
Charges for Serv. B (Final. Appl.)	(4231)	\$1,030.00	\$71,722.17
Charges for Serv. C (Ext. Fee)	(4232)		\$2,100.00
Charges for Serv. D (Table Fee)	(4233)		
Charges for Serv. E (Appeal/Var.)	(4234)		\$3,511.06
Charges for Serv. F (Planned District Zoning)	(4235)	\$1,050.00	\$4,800.00
Charges for Serv. G (Easement / Plat Vacation)	(4236)		\$500.00

OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)	\$200.00	\$1,925.00
Soil & Water Fees	(4243)	\$600.00	\$4,400.00
Commissioner's fees	(4244)	\$9.00	\$1,779.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A	(4721)		
Other Misc. Revenue (GIS maps)	(4730)		
Misc. Non-Revenue Receipts	(4733)		
Sale of Fixed Assets	(4804)		
TOTAL RECEIPTS		\$7,702.29	\$459,074.72

Balance after receipts	\$1,157,301.89
Expenditures	<u>\$ 40,201.23</u>
End of August balance (carry forward)	\$1,117,100.66

Mr. Duffee made a motion to Approve the Financial report, subject to Audit. Mr. Snodgrass seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mr. Snodgrass asked about financial outlook. Mr. Sanders stated that through August, the Commission is at 78% of expected expenditures and 68% of expected revenues. He projects the carryforward to 2026 to be over \$1M.

2. RPC Preliminary Agenda September

- | | | |
|---|-----------------|------------------------|
| a) Sketch Plans | <u>Township</u> | <u>Lots/Acres</u> |
| • Estates at Bunty CAD | Concord | 4 lots / 13.109 acres |
| • Swierz CAD | Thompson | 3 lots / 10.8 acres |
| b) Zoning Map / Text Amendments | | |
| • Trenton Twp. Zoning Commission – Zoning Resolution amendments | | |
| c) Subdivision Projects | <u>Township</u> | <u>Lots/Acres</u> |
| Preliminary | | |
| • Hollybrook | Concord | 140 lots / 94.21 acres |
| Final | | |
| • Berlin Farm West, Section 7 | Berlin | 41 lots / 19.664 acres |
| • The Villas at Old Harbor West, Section 2 | Berlin | 30 lots / 7.279 acres |
| • Clarkshaw Crossing, Section 3 | Liberty | 24 lots / 46.135 acres |

3. Director's Report

Development Team Meetings

Hosted/scheduled by DCRPC, these meetings are generally quarterly and include RPC, DCEO, DCRSD,

Building Safety, and Economic Development. Departments discuss project status throughout the County. **The group met on September 10th.**

The Partnership for a Healthy Delaware County and Health Behaviors Collaborative (Delaware Public Health District)

A group of agency directors, organizations, businesses, and residents representing multiple sectors of the county that assesses the health of the community and will develop an action plan to improve population health and drive policies, systems, and environmental change. The Collaborative acts as a subcommittee and is responsible for four strategies that fall within the Health Behaviors priority area of the 2023–2028 Health Improvement Plan. **Brad attended the Q3 meeting on September 4th.**

Transportation Advisory Committee

Hosted by MORPC, these are monthly in-person meetings. **Scott attended on September 3rd.**

MORPC's Summit on Sustainability

The Summit on Sustainability is MORPC's signature conference, bringing together more than 600 community leaders to explore and share sustainable ideas and solutions. This year's theme, Growing Better Together, will drive the conference's program, examining best practices in sustainability from across the Central Ohio region, and will bring in top-notch speakers to share stories and ideas for collaborative sustainability. **Brad and Scott will be attending this summit on September 30th.**

DCRPC–Managed Projects

Berkshire Township Zoning Project

Township is working with an external consultant to study certain parts of its Zoning Resolution. Staff is coordinating with consultant and providing GIS information and background material.

Radnor Township Comprehensive Plan

Brad has recently begun working with Radnor Township on creating their first Comprehensive Plan. A Community Survey will be created and made live in the next few weeks. Brad will meet with the Steering Committee monthly for approximately 8 months, or until the Plan is completed and adopted. **The next scheduled Steering Committee meeting is October 1st.**

Concord Township Comprehensive Plan

Staff is working with the Zoning Commission on various updates in existing sections of the Zoning Resolution. **Scott met with Steering Committee on September 3rd – full draft with changes presented to group on web.**

Food System Capacity Building Project

Collaboration between the Delaware Public Health District, DCRPC, the United Way of Delaware County, and the Delaware County Hunger Alliance (DCHA) to address food insecurity and promote healthy eating for residents within Delaware County. Staff has been contracted with Public Health for one year to complete this project, meeting with members of Public Health approximately twice a month and with the Steering Committee monthly. **Brad has completed the four scheduled Community Conversation meetings and attended the Hunger Alliance meeting on September 12th. Brad and Abbey from Public Health are working on the final deliverables for this grant funded project; a project summary for the Community Conversation meetings and Policy Brief that will focus on food access related to transportation needs in Delaware County.**

Delaware County Township Association

Meets quarterly at various locations. Each one includes several speakers and provides a number of townships the opportunity to share updates. **Scott attended on September 11th at Kingston Township.**

Economic Development

Met with Econ. Dev. team and Montrose to discuss our mapping tool that helps identify industrial and commercial sites that can be marketed more aggressively by the County. All such focus areas will be discussed with the local township, village, or city.

4. Office space lease renewal

Mr. Sanders explained that he received the office space lease renewal. The lease amounts are as follows: \$9,052 for the period of 11/1/25-10/31/26 and \$9,344 for 11/1/26 - 10/31/27.

Mr. Snodgrass made a motion to recommend Approval of the lease renewal as presented. Ms. Maag seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

5. Consideration for Approval: contract for planning services with Radnor Twp. to update their Comprehensive Plan

Ms. Maag made a motion to Approve the contract for planning services with Radnor Twp. to update their Comprehensive Plan. Mr. Snodgrass seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

D. Adjourn

Having no further business, Mr. Duffee made a motion to adjourn the meeting at 9:35 a.m. Mr. Snodgrass seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, October 22, 2025 at 8:45 a.m. at 1610 State Route 521, West Conference Room, 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)

33-19.7 Berlin Farm West, Section 7 – Berlin Twp. - 41 lots / 19.664 acres

Conditions

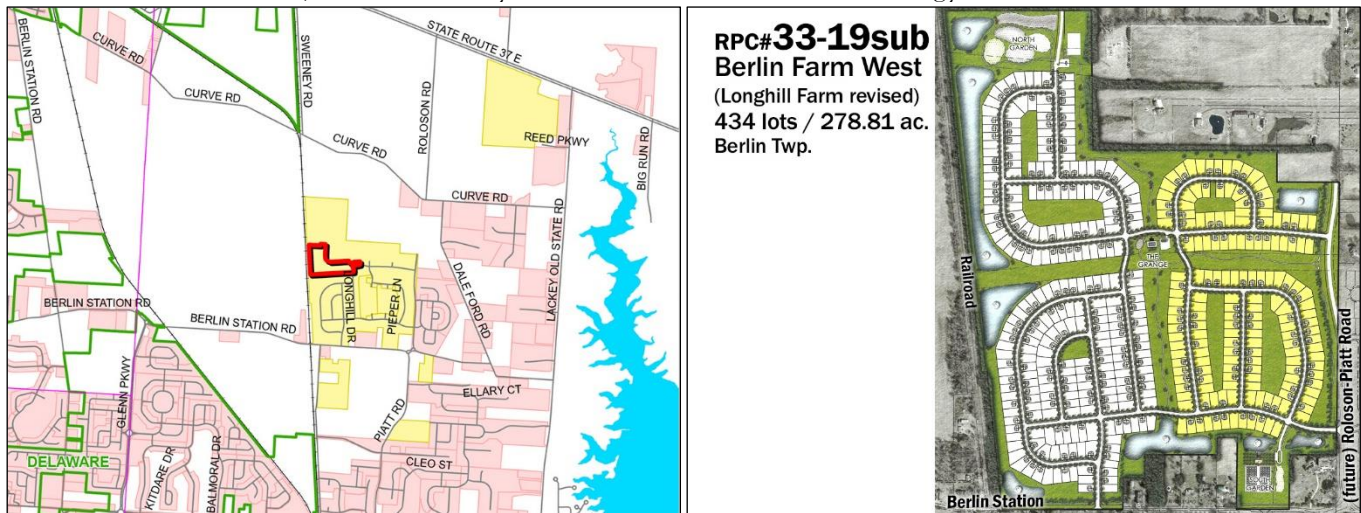
Applicant: M/I Homes / **Engineer:** EMH & T

Subdivision Type: Planned Single Family Residential

Location: North of Berlin Station Rd., east of the railroad, south of Curve Rd.

Zoned: R-3/PRD / **Preliminary Approval:** 06/30/22

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



Staff Comments

Berlin Farm West, Section 7 is located in the northwest corner of this subdivision and the proposed road network will provide access to Section 8. Section 7 will include 41 single-family lots and open space that will provide a buffer from the railroad tracks to the west. Draft plats for Sections 8-10 are currently under review and the Roloson-Piatt Road extension has been constructed to the northern terminus of this development. Preliminary approval was granted on June 30, 2022 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 Berlin Farm West, Section 7 to the DCRPC.

Commission / Public Comments

Mr. Irvine made a motion for Final Approval of Berlin Farm West, Section 7. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

29-16.2 The Villas at Old Harbor West, Section 2 - Berlin Twp. - 30 lots / 7.279 acres

Conditions

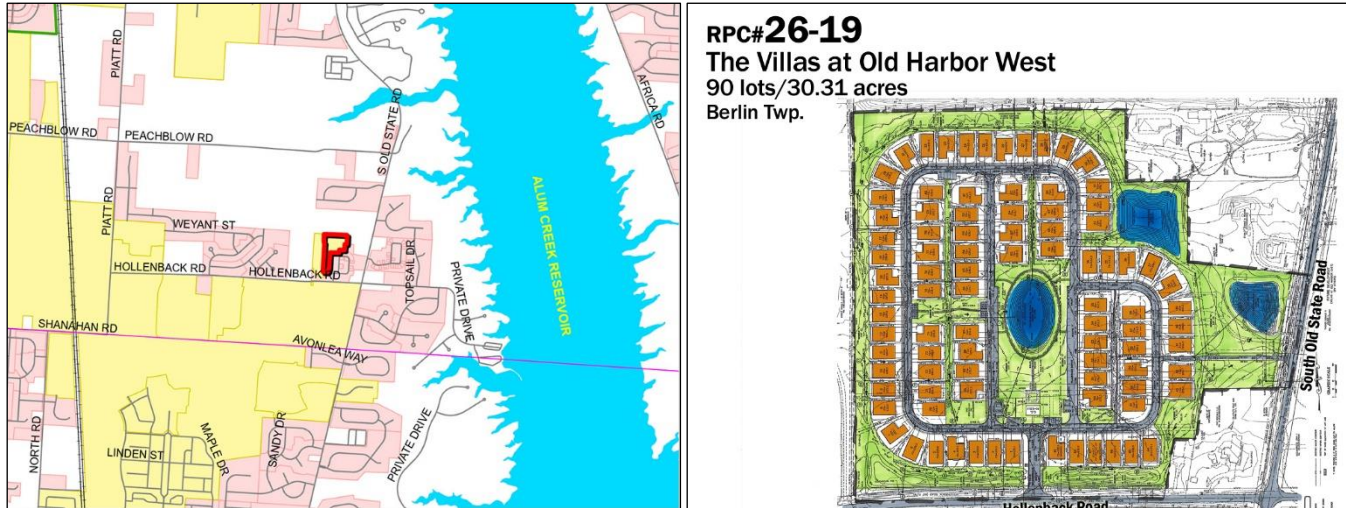
Applicant: Zenios Zenios / **Engineer:** Advanced Civil Design

Subdivision Type: Planned Single Family Residential

Location: North of Hollenback Rd., west of S. Old State Rd.

Zoned: Transitional Planned Unit Development (TPUD) / **Preliminary Approval:** 10/23/19

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



Staff Comments

The Villas at Old Harbor West, Section 2 is located at the northwest corner of Hollenback Road and S. Old State Road. This section will include 30 single-family detached condominium units and four open space areas. Section 3 will be the final section of this development; however, no draft plat has been submitted to date. Preliminary approval was granted on October 23, 2019 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 The Villas at Old Harbor West, Section 2 to the DCRPC.

Commission / Public Comments

Mr. Irvine made a motion for Final Approval of The Villas at Old Harbor West, Section 2. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

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03-23.3 Clarkshaw Crossing, Section 3 – Liberty Twp. - 24 lots / 46.135 acres

**Conditions**

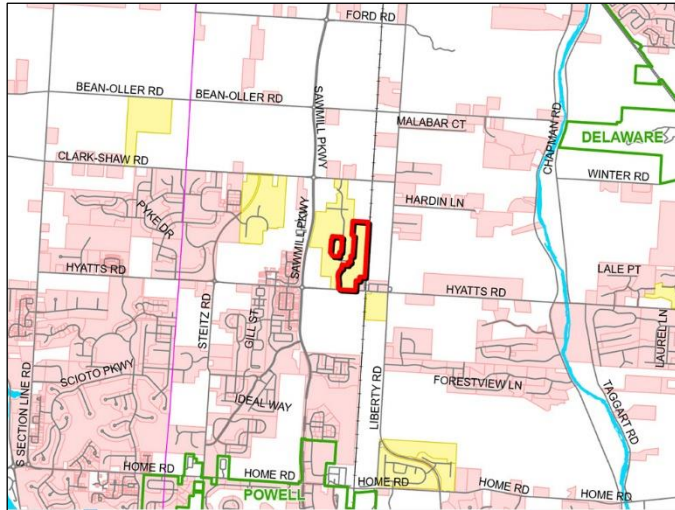
**Applicant:** M/I Homes / **Engineer:** EMH & T

**Subdivision Type:** Planned Single Family Residential

**Location:** North of Hyatts Rd., east of Sawmill Parkway

**Zoned:** POD 18D / **Preliminary Approval:** 01/26/23

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



**RPC#03-23sub**  
**Clarkshaw Crossing**  
254 lots / 132.5 ac.  
136 Multi-family units  
Liberty Twp.



**Staff Comments**

Clarkshaw Crossing, Section 3 is centrally located within the Clarkshaw Crossing development. This section will include 24 single-family lots, a central greenspace, four other open space lots to the east and a large area designated for future multi-family development. Final Engineer for section 4 is currently under review and section 5 will complete the platting process for this development. Preliminary approval was granted on January 26, 2023, 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 **Clarkshaw Crossing, Section 3** to the DCRPC.

**Commission / Public Comments**

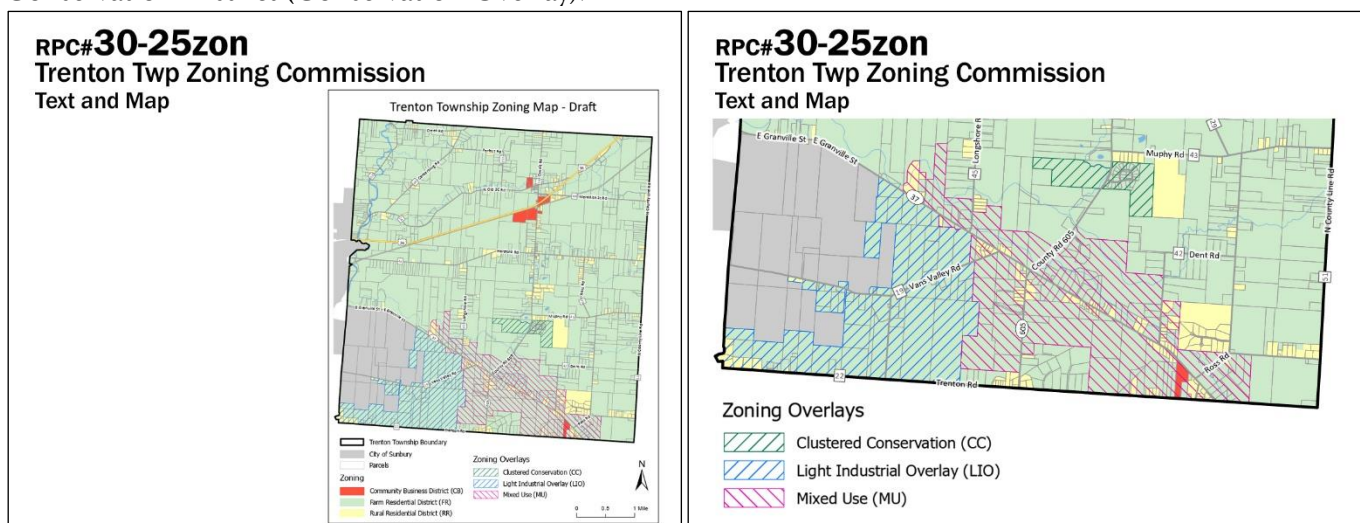
*Mr. Irvine made a motion for Final Approval of Clarkshaw Crossing, Section 3. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

## ZONING MAP/TEXT AMENDMENTS

### 30-25 ZON Trenton Twp. Zoning Commission – Zoning Resolution amendments

#### Introduction

The Trenton Township Zoning Commission has initiated the consideration of a new version of their Zoning Resolution utilizing a new model. The Commission met on September 22, 2025 for review. The draft includes a reorganization of all districts, the relocation of administration sections, rezoning processes, development plan elements, the creation of a use table covering all districts, and other details. The most significant additions are two new overlays (Mixed Use and Light Industrial) and the reworking of the existing Planned Residential Conservation District (Conservation Overlay).



#### Comprehensive Plan

As noted in the Introduction, the new Resolution includes new overlays for Mixed Use and Light Industrial. These are apparently being added in response to growing development pressures from the west (Sunbury and Galena), from the south (Harlem Township), and also from activity in Licking County to the east. Johnstown is roughly 3.4 miles east of the county/township line. Staff discovered a Comprehensive Plan on Trenton Township's website with a 2025 date. The document appears to be a draft, with "Exhibit X" referenced throughout, was not reviewed by the RPC, and does not include adoption information. However, the draft does include a **Future Land Use Map** with Light Industrial and Mixed Use areas that correspond to the proposed overlay areas in this Zoning Resolution draft.

#### General Description

- The majority of the township is zoned Farm Residential (FR), and the next most-used district is Rural Residential (RR); these district standards generally remain unchanged, such as lot size and setbacks. However, some additions include:
  - An updated **Development Standards** table:
  - **Example lot layout renderings**
    - Some of these images could be reduced in size and text could be moved from the following page to fill the space (ex. page 68).
  - Agricultural lot and home lot example images:
    - It's unclear to staff what some images represent (ex: Sec. 9.02(b)). Some images are not clear

and may require labels with additional information.

- **General Development Regulations** table (Ex: accessory structures, fences, parking, etc.).
- **Minimum Gross Floor Area** (GFA) rather than simple square footage: 1,400 S.F. < 2 stories, 1,800 S.F. =/> 2 stories.
- **Supplementary District Regulations** Article has been removed and those section items have been added to specific districts and/or the General Development Standards.
- The **Community Facilities District (CF)** was removed. There is only one property in the Township that is zoned CF, which is a nursing home and rehabilitation center. This property, among a few others, will become Community Business (CB).

### Specific Comments

- **Sec. 3.12 Planned District Pre-Application Meeting:** This section needs some sort of introductory language identifying it and the following Planned District sections. It appears to be written to address a Planned District application and doesn't mention involvement in the Overlay application process.
- **Sec. 3.12/3.13 Planned Districts:** The review of the Regional Planning Commission staff is mentioned as an optional part of the Pre-Application meeting, but is not mentioned at the Formal Application stage. Staff would appreciate being included at both steps. The application of Overlay standards has a regional impact in the same way that Planned Districts do.
- **Sec. 3.13 Formal Planned District Application:** The start of this paragraph ("after the conclusion") suggests an immediate application. Staff recommends "After completion..." Also, "an ... owner may file" should be "an ... owner shall file." Also, the sentence "The Zoning Inspector shall transmit..." is covered at the beginning of Sec. 3.14, and can be removed here.
- **Sec. 3.13** also references the "Delaware County Planning Commission" in two locations and suggests that it would send a letter related to proposed streets. This should reference the County Engineer's office. This section also references ODOT District 5 and should be ODOT District 6.
- **Sec. 3.18 Amendment of a Planned District:** This sends Minor Amendments for Clustered Conservation to the BZA, which may not be knowledgeable of the development plan. Staff suggests having a BZA process for single-lot requests like in straight zoning districts but require larger changes to go to the ZC. Language should define what a Minor amendment is for CC similar to the way it is defined for the MU and LIO overlays.
- **Sec. 5.02** – reference to "may file a complaint" should be "shall file a complaint."
- **"Target Areas"** with example images are added to FR, RR and CB districts. These photos are not useful and should be removed as the Zoning Resolution is not making recommendations as with a Comprehensive Plan. Also, if the images are intended to show what permitted uses look like, those are already listed in the Permitted Uses table in Sec. 8.02.
- **Sec. 7.05** – Move **"Encroachment Elements"** label so that it is in line with "Building Envelope."
- **Sec. 7.08** – This is an awkward place for this language. It would fit better within those two districts.
- **Sec. 8.02 Use Table:** Staff recommends reorganizing these items by grouping 1.) Residential uses, 2.) Residential Facilities like Life Care Centers, and 3.) all other uses. Currently, the various "Dwelling" types and residential facilities are difficult to find.
- **Sec. 9.02(d) and 9.03(d)** – Maximum Height should say Maximum **Building** Height.
- **Sec. 9.02(e) and 9.03(e)** – Not sure the purpose of this graphic. Is it an example of something an owner should provide for zoning approval? Where is it referenced? Why are the yard areas unnecessarily large? This would be a good opportunity to label the actual dimensions allowed in each district.
- **Temporary Structures within certain districts:** This section appears in several districts and relates to

buildings during construction. They are also covered under 17.02 and would save some space if this common language were moved to 17.02.

- The “**Establishment**” section of the **Overlay Districts** reference the “Zoning Map, which is incorporated herein.” A draft map is included, but staff recommends specific exhibits for each overlay be included within the text. This would be consistent with all the other overlays throughout the County.
- **Clustered Conservation Overlay (CC)** replaces the Planned Residential Conservation District (PRCD).
  - As defined by the map, **this district only applies to the existing PRCD area** (Current and future section of Greyland Estates and the 75 acres directly west). If this is the intent, why? Include all the township.
  - 10.03 (and elsewhere) should reference “**Board**” of Township Trustees so that “**approves**” is correct.
  - The **Use Table** (8.02) does not include any **Residential** uses in this district, but does include Equipment Repair, Small and Large Home Daycare, Kennel, Personal Services, and more. Is this a typo?
  - **Net Developable Acreage** is defined, but includes the phrase “**such as** steep slopes, floodplains, etc.” which is too general. Should define NDA.
  - “**Subdivision Standards**” includes the phrase “as otherwise approved per the development plan.” Is the intent to be more stringent than the current subdivision standards? Staff doesn’t think this phrase is necessary.
  - **Density is being increased** to 1 unit per NDA without sewer and 3 units per NDA with sewer. This appears to be a significant departure from the existing code. Lot size without sewer is allowed at 1 acre which is often difficult to achieve with on-site treatment. Is this the intent?
  - **Common Wall Dwelling Units** are included in Figure 10.05(l) but that use isn’t allowed in this district.
  - **10.05(m) Signs**: “All signs shall be *under* the following regulations.” Recommend rewording.
  - **10.05(m)(2)(iii)**: allows “One Large Temporary Signs.” Should say Sign (single).
  - **The sign photo on page 86** appears next to the Large Temporary Sign regulations but appears to be a Small Temporary Sign. Also, it does not help define what either sign size is and appears to be a typical real estate “For Sale” sign that should be allowed without regulation.
  - **10.05(m)(4)(i)** references Wall Signs as a potential Subdivision Identification sign. Such subdivision entry signs should be limited to ground-mounted signs.
- **Page 81** has a picture next to **Building Colors** where the caption is in the wrong place.
- **Mixed-Use Overlay** was added and is applicable to certain properties in the southern portion of the Township.
  - “**Mixed-Use**” and “**Multi-Use**” are both used but do not appear to be unique.
  - **Maximum density** that is devoted to single-family or duplexes are limited to two (2) units per gross acre. However, One Unit Dwellings are not permitted based on the Use Table.
  - **Townhomes and Multi-Family** buildings are allowed at a maximum of eight (8) units per gross acre. Residential uses are limited to floors 2 through 4.
  - A table is included to show an example of “**site and building footprint**”; Staff is unclear if this is helpful as it just gives an example of a 2-acre lot with a 4-story building. That being said, the example generates 42 multi-family units on a two-acre site representing 21 units per acre where the maximum is 8 units per acre.
  - Other than a prohibition of residential uses on the ground floor, there is no requirement that a mix of uses is required to utilize this District. What would limit a developer from proposing an

apartment community at 8 units per acre with minimal community and retail uses on the ground floor(s)?

- **Perimeter Fence** graphics in 11.05(j), 12.05(m) and 17.08 are not necessary and includes a dimension for Decorative Height which is not regulated anywhere else.
- Table 11.05(c)(1) **Parking** – Recreational Uses has no minimum or maximum parking spaces.
- Consider adding a title to **Fig. 11.05(j)**.
- **Light Industrial Overlay (LIO)** replaces the Limited Industrial District (LI) and is applicable to properties in the southwest portion of the Township as shown on the new zoning map (see previous comments). Most of this adjacent land to the west has been incorporated into the City of Sunbury.
- **Section 12.03** starts with (d).
- Spacing on pages **128-130** is odd.
- Shift the information on page **139 up to 138** and delete the blank page.
- **Accessory Dwelling Units.** This text allows Accessory Dwelling Units as a Permitted Use in the Conservation and Mixed Use districts and a Conditional Use in the FR and RR districts.
  - Staff recommends treating Accessory Suite (attached) differently than Detached ADUs. An attached unit is much less impacting to the surrounding area.
  - In the draft, neither attached nor detached units count towards the density limitations. This would really only apply to the CC district and such detached units should count toward that density, if they remain a Permitted Use rather than Conditional.
  - Staff isn't sure how ADUs can be a Permitted Use in the Mixed Use overlay since single-family dwellings are not Permitted in that district.
  - Sec. 17.01(a): applicability notes that the standards apply to districts where ADUs are listed as a Permitted Accessory Use. This should say "Permitted or Conditional Use" which is consistent with the 8.02 Use Table.
  - Consider enlarging the example ADU images on page 152.
- **Sec. 17.03(d)(2)** refers to the "Location and Design Manual...of the Delaware County Planning Commission." This should reference the Delaware County Engineer.
- Add a **title to the graphic** on page 185.
- **Definitions:** The following words are defined but do not appear in the draft text: Net Acre, Archeology, Commercial Bakery, Retail Bakery, Large Beverage Production, Small Beverage Production, Columbarium, Crematorium, Environmentally Significant Resources, Equestrian Center, Feathered Flag (only appears in another definition and is more of a regulation), Food Tent, Mausoleum, Ghost Mural, New Residential Major Subdivision, New Site, Overlay Zone, Pennant, Asphalt Plants, Concrete Plants, Residential-Office-Administration-Business-and Medical, Residential-Retail, Self Service Storage Facility, Start of Construction, Substantial Improvement/Alteration, Substantially Complete, Tiny Home Permanent and Portable and Township, Decorative Wall, Retaining Wall, Wallscape, and Water and Wastewater Services.
- **Definitions:** The following words include information within the definition that could be construed as a regulation and those details should be copied within the document: Commercial Recreational Facility Small, Fence Height, Boutique Hotel, Large and Small Office Administrative..., Billboard, Pylon Sign, Wall Sign.
- **Definitions:** Staff is unsure the photos that accompany the Maker Space definitions are helpful and necessary. The Graphic that accompanies the ADU definition is repeated within the document and is sufficient in the previous location. The graphic that relates to the Building Envelope is in the wrong

location.

#### Format comments

- Draft lacks a **cover** and **Township identification** and adoption information.
- **Table of Contents** includes only major Articles (Chapters) and should include subheads.
- **Spaces before and after the numbered items** (17.13 for example) are not consistent. Also, additional spaces would help throughout.
- Pages include a page number and link to the first page. Including the **article/chapter name in the footer** would be helpful.
- “**Articles**” have been changed to “**Chapters**.” This appears to be more in line with municipal codes. Townships in Delaware County use “Articles” and staff found that numerous townships in surrounding areas do the same. Introducing such a change will create inconsistency and could cause confusion, especially since DCRPC staff assists townships in a number of ways. Staff requests that Articles be used.
- Check the **type size and formatting of all tables**. For example, Table 15.08 appears to be different than Table 15.07. Also, most tables have grey header backgrounds but some do not. Some are labeled as Figure and some are Table and some aren’t individually labeled.
- There are 30 instances where “**This area is intentionally left blank**” is on a page where there are other elements on the page. Some occurrences would be unnecessary if the information on the following page, typically a table, were reformatted to fit on the previous page. Consider removing this statement if the page is not entirely blank.
- Start all **Articles/Chapters** on the right-hand side.

#### Staff Recommendation

Staff recommends Conditional Approval of the text amendments to the Trenton Township Zoning Resolution, to the DCRPC, Trenton Twp. Zoning Commission and Trenton Twp. Trustees, *subject to staff comments*.

#### Commission / Public Comments

Mr. Dattilo explained that they have been working on these revisions for some time due to the projected growth from Intel. He appreciated the staff review.

*Mr. Price made a motion recommend Conditional Approval of the text amendments to the Trenton Twp. Zoning Resolution, subject to staff comments. Mr. Irvine seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Trenton Twp.). Motion carried.*

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## SUBDIVISION PROJECTS

### Preliminary

16-25                      Hollybrook – Concord Twp. - 140 lots / 94.21 acres

### Conditions

**Applicant:** Pinebrook Ltd. / **Engineer:** Kimley-Horn

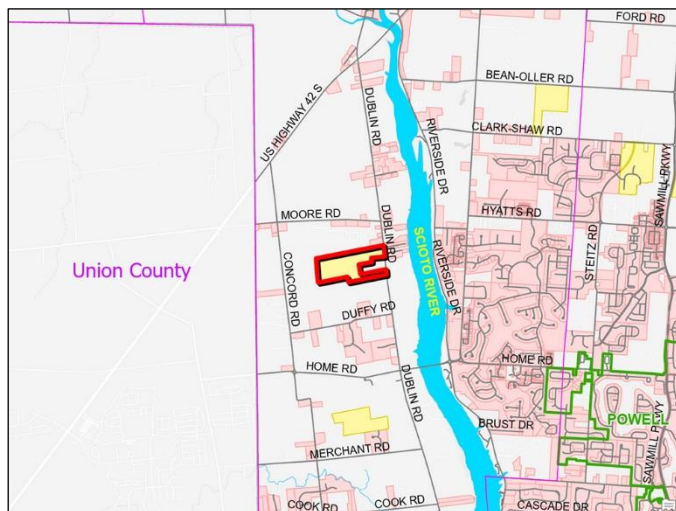
**Subdivision Type:** Single Family Residential

**Location:** west side of Dublin Rd., between Duffy Rd. and Moore Rd.

**Current Land Use:** Vacant

**Zoned:** Planned Residential / **Zoning Approval:** 07/18/24

**Utilities:** Del-Co water and central sanitary sewer / **School District:** Buckeye Valley



### Staff Comments

This is the preliminary plan for the Hollybrook residential subdivision. The proposed development consists of 140 single-family lots, located south of Moore Road with primary access from Dublin Road in Concord Township. The development will be developed in three phases: phase one with 30 lots and phases two and three with 55 lots each.

The main entrance to Hollybrook is through Farneman Hill Street, a no-load street that is accessed from Dublin Road. There is an emergency access drive that will connect the northeast internal cul-de-sac to Dublin Road and there is another no-load street (Farneman Ridge Drive) in phase three that will provide connections to future development. These no-load streets will start a network of arterial no-load streets, based on future traffic projections, that will break up this large block of land.

Open Spaces in the development consist of seven reserves totaling 40.55-acres. Reserves A, western and southeastern portions of B, D, and E provide grass and landscaped areas. The northeastern portion of reserve B includes a detention basin and an emergency access drive. Reserve C is a central green that includes a tot lot and pavilion. There will be two monument-style signs, one at each of the no-load roadway entrances.

The smaller typical lot dimensions are 73' wide by 135' deep, with a buildable area that is 9,855 square feet; larger typical lots are generally 85-95' wide by 145' deep, with a buildable area that is 12,324-13,775 square feet. The development also includes a sidewalk on both sides of each street, a multi-use path along Dublin Road and other walkways and paths that connect throughout the development, ranging in width from 5-10 feet.

*A technical review was held on September 16, 2025, after which the applicant has addressed all of the required changes.*

#### **Staff Recommendation**

Staff recommends *Preliminary Approval* of **Hollybrook** to the DCRPC.

#### **Commission / Public Comments**

*Mr. Matlack made a motion for Preliminary Approval of Hollybrook. Mr. Price seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Concord Twp.). Motion carried.*

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#### **OTHER BUSINESS**

- **Consideration for Approval: Amendment No. 1 to Lease Agreement (second two-year lease).**

“Amendment No. 1” to the office space lease in the Byxbe Building between the DCRPC and the County Commissioners extends the original two-year lease by two additional years. It includes annual amounts as follows: \$9,052 for the period 11/1/25 through 10/31/26 and \$9,344 for 11/1/26 through 10/31/27 and a share of the utilities for the same period. This is consistent with the original agreement and projected annual increases. The Executive Committee recommends approval to the full Commission.

*Mr. Cattrell made a motion to Approve Amendment No. 1 to the Lease Agreement. Mr. Setzer seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

- **Food System Capacity Building Project**

Mr. Fisher explained that there are materials available (on the welcome table) explaining the project along with a short survey. The survey is focused on transportation issues and how public transportation could improve food insecurities. They are making available approximately 60 foldable carts to aide in carrying groceries on the public transportation vehicles.

*Having no further business, Mr. Price made a motion to adjourn the meeting at 6:15 p.m. Mr. Irvine seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.*

*The next meeting of the Delaware County Regional Planning Commission will be Thursday, October 30, 2025, 6:00 PM at the Byxbe Campus Conference Room, 1610 State Route 521, Delaware, Ohio 43015.*

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*Joe Shafer, Chairman*

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*Stephanie Matlack, Executive Administrative Assistant*