

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, March 26, 2026 at 6:00 PM
Byxbe Campus Conference Room, 1610 State Route 521,
Delaware, Ohio 43015

ADMINISTRATIVE BUSINESS

- Call to order
- Roll Call
- Approval of February 26, 2026 RPC Minutes
- Executive Committee Minutes of March 18, 2026
- Statement of Policy

CONSENT AGENDA (Final Plats)

		Township	Lots/Acres
22-20	T Porshi	Orange	19 lots / 9.68 acres

ZONING MAP/TEXT AMENDMENTS

06-26 ZON	Harlem Twp. Zoning Commission - Zoning Resolution amendments (Articles 4, 31-36)
07-26 ZON	Concord Twp. Zoning Commission - Comprehensive Plan update
08-26 ZON	Harlem Twp. Zoning Commission - Zoning Resolution amendment (Art. 34)
09-26 ZON	Troy Twp. Zoning Commission - Zoning Resolution amendments (Articles 8 & 15)

OTHER BUSINESS

- Consideration for Approval: Contract for the Scioto Twp. Comprehensive Plan update

ADMINISTRATIVE BUSINESS

- **Call to Order**

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

- **Roll Call**

Representatives: David Weade, Don Sutton, Sebastien Bernaert, Duane Matlack, Glynnis Dunfee, Mike Benedetti, Joe Shafer, Mike Cannon, David Willyerd, Staci Hood, Jenna Rodman, Robin Duffee, Joe Proemm, Randy Leienberger, Bill Zieber, Dan Boysel, Ryan Stoner, Kent Manley, Mike Dattilo, and Doug Price. *Alternates:* Dean Mosier, Chadwick Smith, Chad Green, and Jeff Kinnell. *Staff:* Brad Fisher and Stephanie Matlack.

- **Approval of the RPC Minutes February 26, 2026**

Mr. Price made a motion to Approve the February 26th RPC meeting minutes. Mr. Matlack seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

- **March 18, 2026 Executive Committee Minutes**

A. Call to order

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

B. Position Elections

1. Chair, Vice-Chair, 2nd Vice-Chair

Mr. Duffee made a motion to elect Mr. Shafer as Chair, seconded by Mr. Merrell. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mr. Merrell made a motion to elect Mr. Duffee as Vice-Chair, seconded by Ms. Maag. VOTE: Unanimously For, 0 Opposed. Motion carried.

Mr. Shafer made a motion to elect Ms. Maag as 2nd Vice-Chair, seconded by Ms. Holt. VOTE: Unanimously For, 0 Opposed. Motion carried.

Ms. Holt will serve as Member-At-Large. Mr. Merrell will serve as Commissioner member.

C. Approval of Executive Committee Minutes from February 18, 2026

Mr. Merrell made a motion to Approve the minutes from the February 18th meeting, seconded by Mr. Duffee. *VOTE: Majority For, 0 Opposed, 1 Abstained (Ms. Holt). Motion carried.*

D. New Business

1. Financial / Activity Reports for February

Unpaid dues as of 03/16/26: Liberty, Orange, Radnor, Scioto, Sunbury. Reminder memo sent

3/16/26.

REGIONAL PLANNING RECEIPTS		FEBRUARY	YTD TOTAL
General Fees (Lot Split)	(4201)	\$205.00	\$1,977.00
Fees A (Site Review)	(4202)		
Insp. Fees (Lot Line Transfer)	(4203)	\$100.00	\$600.00
Membership Fees	(4204)	\$12,342.00	\$228,682.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)	\$904.55	\$980.91
Assoc. Membership	(4206)		
General Sales	(4220)		
Charges for Serv. A (Prel. Appl.)	(4230)	\$7,690.00	\$17,820.00
Charges for Serv. B (Final. Appl.)	(4231)	\$8,040.00	\$20,824.73
Charges for Serv. C (Ext. Fee)	(4232)	\$300.00	\$1,200.00
Charges for Serv. D (Table Fee)	(4233)		
Charges for Serv. E (Appeal/Var.)	(4234)		\$1,500.00
Charges for Serv. F (Planned District Zoning)	(4235)	\$250.00	\$250.00
Charges for Serv. G (Easement / Plat Vacation)	(4236)	\$500.00	\$500.00
OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)	\$350.00	\$1,050.00
Soil & Water Fees	(4243)	\$400.00	\$800.00
Commissioner's fees	(4244)	\$258.00	\$372.00
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		\$31,339.55	\$276,556.64

Balance after receipts	\$1,255,968.73
Expenditures	- \$ 54,707.01
End of February balance (carry forward)	\$1,201,261.72

Ms. Maag made a motion to Approve the Financial Report, subject to audit. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

2. RPC Preliminary Agenda March

a) Sketch Plans

	Township	Lots/Acres
• Covas Subd., Lot 496, Div.#1	Berlin	2 lots / 3.108 acres
• Roloson Field (CAD)	Berlin	3 lots / 3.38 acres
• Jai Enclave CAD	Orange	4 lots / 3.943 acres
• Lane Road CAD	Porter	4 lots / 9.29 acres

b) Zoning Map / Text Amendments

- Harlem Twp. Zoning Commission – Text amendments (Articles 4, 31-36)
- Concord Twp. Zoning Commission – Comprehensive Plan update
- Harlem Twp. Zoning Commission – Text amendments (Art. XXXIV)
- Troy Twp. Zoning Commission – Text amendments (Articles 8 & 15)

c) Subdivision Projects

Final

- Porshi

Township

Orange

Lots/Acres

19 lots / 9.68 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 most recent meeting was held on March 11th.**

Transportation Advisory Committee

Hosted by MORPC, these are monthly in-person meetings.

Central Ohio GIS Users Group

Hosted by MORPC, these are hybrid meetings that occur quarterly. GIS tips, tools, projects, data, maps and apps are shared by various agencies. **Brad and Da-Wei attended the March 4th meeting.**

DCRPC-Managed Projects

Radnor Township Comprehensive Plan

Staff is meeting monthly with the Radnor Township Comprehensive Steering Committee to create Radnor's first Comprehensive Plan. Once the Plan is adopted the Township plans on adopting their own Zoning Resolution. **Brad will be presenting current chapters to the Steering Committee on March 25th, with Soil and Water presenting as a special guest.**

Concord Township Comprehensive Plan

Staff is working with the Zoning Commission on various updates in existing sections of the Zoning Resolution. **Attended Zoning Commission on March 10, moving to Trustees.**

Project-specific/other meetings

Sunbury Parkway: Interchange work is well underway. Link below has changed to the project link.

<https://www.transportation.ohio.gov/projects/projects/90200>

US 23 Connect: The U.S. 23 Corridor Action Plan was completed in January, 2025. It explains the outcome of the 2024 Preliminary Feasibility Study and details the proposed improvement areas.

<https://publicinput.com/23connect>

Additionally, the state legislature has directed ODOT to study a connection between U.S. 23 and Interstate 71. That information can be found here. <https://publicinput.com/23-71study>

Ohio Township Association – Zoning Roundtable

This is an interactive roundtable discussion designed specifically for township zoning personnel. This session provides an opportunity to share experiences, explore solutions, and discuss emerging trends in zoning and land use. **Brad will be attending this meeting on March 17th.**

Community Development Block Grant (CDBG) Meeting

This meeting is part of the planning process for the 2025–2029 Five-Year Consolidated Plan, which outlines

the use of CDBG funds for community development projects, including housing, public facilities, and infrastructure to benefit low- and moderate-income residents. Plan Link:

<https://economicdevelopment.co.delaware.oh.us/wp-content/uploads/sites/28/2025/12/DRAFT-Consolidated-CDBG-Plan-2025-2029.pdf> Scott and Brad attended this meeting on March 9th.

Ohio Public Works Commission (OPWC) work on Round 40. Slate was revised and completed March 5th.

4. Consideration for Recommendation of Approval: Contract for Scioto Twp. Comprehensive Plan update

Ms. Holt made a motion to recommend Approval of the Contract for Scioto Twp. Comprehensive Plan Update. Mr. Duffee seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

5. Consideration for Approval: Designating Ms. Matlack the ability to approve available time off requests for the Director.

Ms. Maag made a motion to Approve Ms. Matlack the ability to approve available request for leave for the Director. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

D. Old Business

1. Meeting start time discussion

Mr. Merrell made a motion to change the Executive Committee meeting start time to 9:00 a.m. moving forward. Ms. Maag 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 9:47 a.m. Mr. Duffee seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be Wednesday, April 22, 2026 at 9:00 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)

22-20 T Porshi – Orange Twp. - 19 lots / 9.68 acres

Conditions

Applicant: Porshi Development / **Engineer:** EDB International Inc.

Preliminary Approval: 10/29/20

Staff Comments

The applicant has requested a 30-day tabling of the Porshi final plat in order to complete required testing by the Delaware County Regional Sewer District.

Staff Recommendation

Staff recommends *Approval* of a 30-day tabling of **Porshi** to the DCRPC.

Commission / Public Comments

Mr. Price made a motion to Approve a 30-day tabling of Porshi. Mr. Boyzel seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

ZONING MAP/TEXT AMENDMENTS

06-26 ZON Harlem Twp. Zoning Commission – Zoning Resolution amendments (Articles 4, 31-36)

Request

On 03/02/26, the Harlem Township Zoning Commission initiated a number of changes to the Harlem Twp. Zoning Resolution.

Summary

Minor updates include the following:

- Redefine Net Developable Area (Acreage): added “recorded” easements “and currently existing utilities.”
- Redefine Barn: strike “accessory” and leave it as just a structure.
- Modify the Procedures to Apply for a **Mixed-Use Overlay District** and **Conservation Subdivision-Condition of Approval**: replace “unless such property is located in a joint economic development district...” with “enter into a development agreement with the Township containing terms satisfactory to the Township (the “Economic Development Agreement”) and describe the Economic Development Agreement terms. This appears to provide more flexibility for the Township to negotiate such agreements rather than limit such agreements to a specific type of district.
- Remove redundancy and inconsistency of the individual Net Developable Area (Acreage) from multiple sections and direct to Section 4.01 for a single consistent definition.

Staff Recommendation

Staff recommends *Approval* of the text amendments in Articles 4 and 31 through 36 of the Harlem Township Zoning Resolution, to the DCRPC, Harlem Twp. Zoning Commission and Harlem Twp.

Trustees.

Commission / Public Comments

Mr. Price made a motion to recommend Approval of the text amendments in Articles 4 and 31 through 36 of the Harlem Township Zoning Resolution. Mr. Weade seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Harlem Twp.). Motion carried.

07-26 ZON Concord Twp. Zoning Commission – Comprehensive Plan update

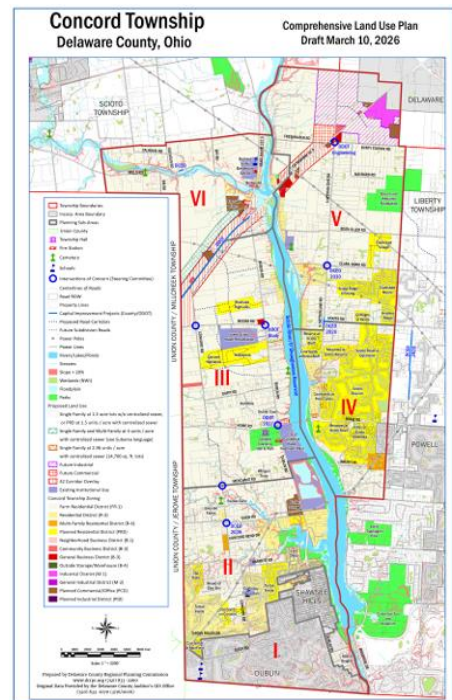
Request

On 03/10/26, the Concord Township Zoning Commission recommended approval of an updated Comprehensive Plan to the Township Trustees.

Summary

Staff most recently completed an update to Concord Township’s Comprehensive Plan in 2015, with adoption in 2016. The Zoning Commission and Trustees made minor changes to the document in 2018 and 2021. Staff began a process in January 2025, utilizing a Steering Committee with a broad township representation. In addition to significant updates to background information, the following items were completed:

- Updated existing development information, recently completed roads, and preliminary and platted subdivisions and projects;
- Added future ODOT and DCEO road projects;
- Highlighted other intersections that the Steering Committee wanted to emphasize;
- Updated zoning district information;
- Realigned “proposed roads” based on existing plans;
- Removal of significant proposed areas of Mixed Use and Commercial uses where the City of Columbus is now building the water treatment plant;
- Removal of the single/multi-family recommended use between Merchant and Cook based on Steering Committee and community input (now max PRD at 1.5 units/acre);
- Removal of the single/multi-family recommended use on 20-acre parcel north of Dublin Storage LLC based on Steering Committee and community input (now max PRD at 1.5 units/acre);
- Increased the width of the commercial corridor along 42 to approximately 600 feet as well as additional land west of Concord, north of Moore;
- Multi-family language added as part of the U.S. 42 commercial corridor and targeted to existing highway intersections;
- New General Recommendations section starting on Page 75-77 sorted by subcommittee, and Page 90-92 sorted by topic;
- Added general information about Jerome Township and Millcreek Township comprehensive plans in



areas directly west of the Township.

- Generally acknowledges the right of landowners to create 1.5-acre lots when utilities can support it, and Planned Residential Districts at 1.5 units per gross acre with a successful rezoning process;
- Staff also updated the overall [County background document](#), which will be referenced as an Appendix in the plan.

The full draft is available at <https://regionalplanning.co.delaware.oh.us/wp-content/uploads/sites/17/2026/03/Concord-Comp-Plan-2026-3.11.26.pdf>

Staff Recommendation

Staff recommends Approval of the amendments to the Concord Township Comprehensive Plan, to the DCRPC, Concord Twp. Zoning Commission and Concord Twp. Trustees.

Commission / Public Comments

Mr. Matlack made a motion to recommend Approval of the amendments to the Concord Township Comprehensive Plan. Mr. Price seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

08-26 ZON Harlem Twp. Zoning Commission – Zoning Resolution amendment (Art. 34)

Request

On 03/09/26, the Harlem Township Zoning Commission initiated one change to the Harlem Twp. Zoning Resolution.

Summary

- Add “Legal non-conforming AR-1 lots having less than 300 feet of road frontage, but not less than 235 feet of road frontage can request to be rezoned to FR-1.”
 - Staff understands that the purpose of this amendment is to avoid the appearance that rezoning such non-conforming lots causes a legal issue by changing or improving an existing non-conforming situation. Such rezonings are typically performed to allow the eventual subdivision of the lot, which results in two or more legal lots.
 - Staff notes that the current code requires lots 5 acres or larger to have 300 feet of frontage and lots that are 2 acres in size but less than 3 acres in size to have 175 feet of frontage. This modification would allow for a flag lot with the minimum required 60 feet of frontage at the right-of-way to be split, if rezoned to FR-1.

Staff Recommendation

Staff recommends Approval of the text amendments to Article 34 of the Harlem Township Zoning Resolution, to the DCRPC, Harlem Twp. Zoning Commission and Harlem Twp. Trustees.

Commission / Public Comments

Mr. Price made a motion to recommend Approval of the text amendments to Article 34 of the Harlem Township Zoning Resolution, seconded by Mr. Matlack. VOTE: Unanimously For, 0 Opposed. Motion

carried.

09-26 ZON Troy Twp. Zoning Commission – Zoning Resolution amendments (Articles VIII & XV)

Request

On 03/13/26, the Troy Township Zoning Commission initiated changes to Articles VIII and XV of the Troy Twp. Zoning Resolution.

Summary

- Slightly modify FR-1 rear yard setback language; change from “...patio or other accouterments...” to “...patio or other subordinate structure...” Besides being misspelled, “accouterments” is not a term in common use to the point that it should be used in a Zoning Resolution.
- Change the PCD minimum tract size language; change from “10 acres, or as approved on the final development plan” to “as approved per the development plan.” This will assist smaller developments that are expected in a growing area.

Staff Recommendation

Staff recommends Approval of the text amendments to Articles VIII and XV of the Troy Township Zoning Resolution, to the DCRPC, Troy Twp. Zoning Commission and Troy Twp. Trustees.

Commission / Public Comments

Mr. Matlack made a motion to recommend Approval of the text amendments to Articles VIII and XV of the Troy Township Zoning Resolution. Mr. Boyssel seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Troy Twp.). Motion carried.

OTHER BUSINESS

- Consideration for Approval: Contract for the Scioto Twp. Comprehensive Plan update.

Mr. Price made a motion to Approve the Contract for the Scioto Twp. Comprehensive Plan update, seconded by Mr. Cannon. VOTE: Unanimously For, 0 Opposed. Motion carried.

Having no further business, Mr. Boyssel made a motion to adjourn the meeting at 6:08 p.m. Mr. Duffee seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next meeting of the Delaware County Regional Planning Commission will be Thursday, April 30, 2026, 6:00 PM at the Byxbe Campus Conference Room, 1610 State Route 521, Delaware, Ohio 43015.