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, November 19, 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 October 29, 2026 RPC Minutes**
- **Executive Committee Minutes of November 10, 2026**
- **Statement of Policy**

CONSENT AGENDA (Final Plats)		**Township**	**Lots/Acres**
07-25.1	Estates at Berlin, Section 1	Berlin	25 lots / 19.956 acres
07-25.2	Estates at Berlin, Section 2	Berlin	19 lots / 9.324 acres
15-24.2	Courtyards at Evans Farm, Section 2	Orange	36 lots / 9.209 acres

ZONING MAP/TEXT AMENDMENTS

29-26 ZON	The Camber Company – Berkshire Twp. – 31.04 acres – A-1 to PRD
30-26 ZON	Harlem Twp. Zoning Commission – Zoning Resolution amendments (Arts. IV and XXI)
31-26 ZON	Brown Twp. Zoning Commission – Zoning Resolution amendments
32-26 ZON	Parna Properties 8321 LLC – Orange Twp. – 3.816 acres – FR-1 to PUD (Jai Enclave)

OTHER BUSINESS

- Consideration for Approval - 2027 Budget
- Consideration for Approval - 2027 DCRPC Meeting schedule

POLICY / EDUCATION DISCUSSION

RPC STAFF AND MEMBER NEWS

ADMINISTRATIVE BUSINESS

- **Call to Order**
  Chairman Shafer called the meeting to order at 6:00 p.m.

- **Roll Call**
  Representatives: David Weade, Sebastien Bernaert, Duane Matlack, Gary Merrell, Barb Lewis, Jeff Benton, Glynnis Dunfee, Tiffany Maag, Mike Benedetti, Matt Shock, Joe Shafer, Staci Hood, Robin Duffee, Joe Proemm, Bill Zieber, Kent Manley, Mike Dattilo, and Doug Price. *Alternates:* Dean Mosier and Tiffany Jenkins. *Arrived after roll call*: Mike Cannon (R). *Staff*: Scott Sanders, Brad Fisher, Da-Wei Liou and Stephanie Matlack.

- **Approval of the RPC Minutes October 29, 2026**
  Mr. Shock made a motion to Approve the October 29th minutes, seconded by Mr. Duffee. VOTE: Unanimously For, 0 Opposed. Motion carried.

- **November 10, 2026 Executive Committee Minutes**

A. Call to order
Chairman called the meeting to order at 10:32 a.m. Present: Joe Shafer, Robin Duffee, Gary Merrell, Tiffany Maag and Sarah Holt. Staff: Scott Sanders and Stephanie Matlack.

B. Approval of Executive Committee Minutes of October 21, 2026
Mr. Duffee made a motion to Approve the minutes from the October meeting. Mr. Merrell seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

C. New Business

1. Financial / Activity Reports for October

REGIONAL PLANNING RECEIPTS		OCTOBER	YTD TOTAL
General Fees (Lot Split)	(4201)	$615.00	$13,252.00
Fees A (Site Review)	(4202)	$3,000.00	$12,600.00
Insp. Fees (Lot Line Transfer)	(4203)	$100.00	$2,600.00
Membership Fees	(4204)		$288,057.00
Planning Surcharge (Twp. Plan. Assist.)	(4205)	$3,833.13	$30,234.54
Assoc. Membership	(4206)		
General Sales	(4220)		
Charges for Serv. A (Prel. Appl.)	(4230)	$1,030.00	$54,253.17
Charges for Serv. B (Final. Appl.)	(4231)	$16,250.00	$108,397.96
Charges for Serv. C (Ext. Fee)	(4232)		$1,500.00
Charges for Serv. D (Table Fee)	(4233)		$600.00
Charges for Serv. E (Appeal/Var.)	(4234)		$2,500.00
Charges for Serv. F (Planned District Zoning)	(4235)	$500.00	$5,000.00
Charges for Serv. G (Easement / Plat Vacation)	(4236)		$500.00

OTHER DEPT. RECEIPTS			
Health Dept. Fees	(4242)	$525.00	$4,075.00
Soil & Water Fees	(4243)	$1,400.00	$7,900.00
Commissioner's fees	(4244)	$375.00	$2,127.00
MISCELLANEOUS REVENUE			
Other Reimbursements	(4720)		
Other Reimbursements A	(4721)		
Other Misc. Revenue (GIS maps)	(4730)		$4.00
Misc. Non-Revenue Receipts	(4733)		
Sale of Fixed Assets	(4804)		
TOTAL RECEIPTS		**$27,628.13**	**$533,600.67**

Balance after receipts		**$1,142,852.58**
Expenditures	-	**$ 66,845.00**
End of October balance (carry forward)		**$1,076,007.58**

2. RPC Preliminary Agenda November
   a) Sketch Plans

	Township	Lots/Acres
• Evans Farm, Section 7	Orange	173 lots / 55.11 acres
• Evans Farm Estates	Orange	54 lots / 25.51 acres

   b) Zoning Map / Text Amendments
      - The Camber Company – Berkshire Twp. – 31.04 acres – A-1 to PRD
      - Brown Twp. Zoning Commission – text amendments
      - Harlem Twp. Zoning Commission – text amendments (Articles IV and XXI)
      - Parna Properties 8321 LLC – Orange Twp. – 3.816 acres – FR-1 to PUD

   c) Subdivision Projects

Final	Township	Lots/Acres
• Estates at Berlin, Section 1	Berlin	25 lots / 19.956 acres
• Estates at Berlin, Section 2	Berlin	19 lots / 9.324 acres
• Courtyards at Evans Farm, Section 2	Orange	36 lots / 9.209 acres

3. Director's Report

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 to assess the health of the community and develop an action plan to improve 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 third CHIP Planning meeting on November 5th to discuss the Built Environment section of the CHIP.**

DPHD Microgrant
The Delaware Public Health District (DPHD) Community Health Division is making up to $20,000 in reimbursable grant funding available to support local projects that promote healthy lifestyles and help

reduce chronic disease in Delaware County. The Healthy Active Lifestyles Grant will fund projects that improve access to healthy food, encourage healthy eating, and expand opportunities for and participation in physical activity. **Brad is part of the Microgrant review committee this year. The committee reviewed the first 7 applications on November 6th.**

Summit on Sustainability
The Summit on Sustainability is MORPC's signature conference, bringing together over 600 community leaders to explore and share sustainable ideas and solutions. The Summit on Sustainability program was developed around the theme "The Common Thread" and looked at best practices across Central Ohio, bringing in top-notch speakers to share stories and ideas related to all areas of sustainability. **Brad attended this summit on October 28th.**

Esri Planning Directors Summit
Scott attended this event in Chicago on November 3 and 4. This was an invitation event that explores the latest in geospatial technology, proven approaches to success, and practical strategies that drive meaningful, repeatable impact in planning and community development. There were several user presentations, panel discussions, and networking opportunities. There was also a reception held at the American Planning Association offices. New ArcGIS tools and resources such as ArcGIS Urban, ArcGIS Business Analyst, and ArcGIS Hub were displayed.

DCRPC-Managed Projects

Harlem Township Comprehensive Plan
Update to the latest plan, incorporating recent Strategic Plan recommendations and new overlay language. **Scott met with the Zoning Commission last night (November 9) and reviewed the full draft. ZC will initiate in December.**

Scioto Township Comprehensive Plan
Update to the Township's 2005 plan. **Brad presented current chapters and survey results to the Steering Committee on October 30th.**

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. Proposed projects and conceptual improvements are being added to the RPC's Development Pattern Map.
https://publicinput.com/23connect **ODOT has started to share initial concepts on potential projects. On September 29th, information was shared related to potential impacts from Greif Parkway to Cheshire Road. On October 28th, ODOT will host an open house to review Pennsylvania Avenue to Troutman Road.**

ODOT is studying a connection between U.S. 23 and Interstate 71. New public open houses have been scheduled. https://publicinput.com/23-71study

4. 2027 Draft Budget – 2nd Review
   The proposed budget was presented to the full Commission at the October 29th meeting. There have been no comments received to date.

5. Draft 2027 DCRPC Meeting schedule

   All monthly Commission meetings are scheduled for the last Thursday of each month except for November and December.

D. Other Business

The Committee discussed scheduling a dedicated work session to review the County Plan website. Mr. Sanders will present potential dates/times via email.

E. Adjourn

Having no further business, Mr. Duffee made a motion to adjourn the meeting at 11:08 a.m. Ms. Maag seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next regular Executive Committee meeting will be **Wednesday, December 9, 2026, at 9:00 a.m**. at 1610 State Route 521, West Conference Room, Delaware, Ohio, 43015.

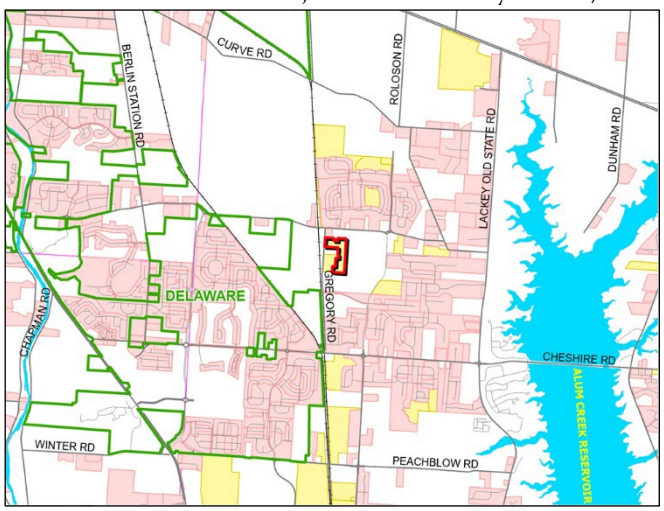
- **Statement of Policy**

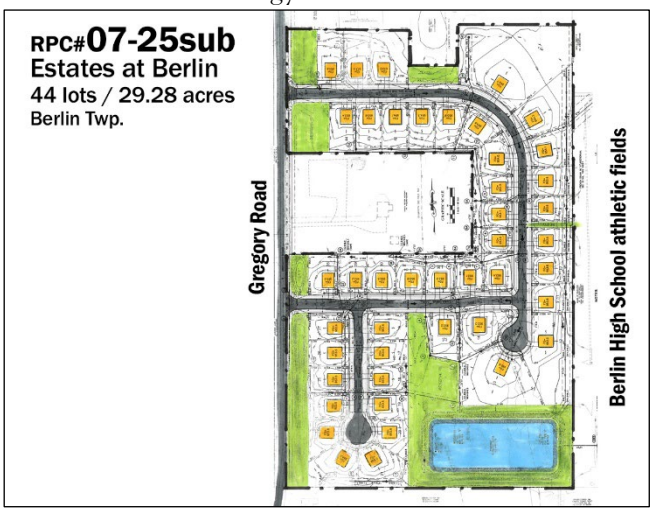
  As is the adopted policy of the Regional Planning Commission, all applicants will be granted an opportunity to make their formal presentation. The audience will then be granted an opportunity to comment, followed by questions from the Commission. This policy was adopted by the Regional Planning Commission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

CONSENT AGENDA (Final Plats)

07-25.1 Estates at Berlin, Section 1 – Berlin Twp. - 25 lots / 19.956 acres

Conditions
Applicant: Addison Properties / **Engineer:** Advanced Civil Design
Subdivision Type: Single Family Residential
Location: East side of Gregory Rd., south of Berlin Station Rd.
Zoned: R-1.85 PRD / **Preliminary Approval:** 04/24/25
Utilities: Del-Co Water, central sanitary sewer / **School District:** Olentangy





Staff Comments
Estates at Berlin, Section 1 is a residential subdivision with 25 buildable and five reserve lots, located on the east side of Gregory Road, south of Berlin Station Road. Preliminary approval was granted on April 24, 2025 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.

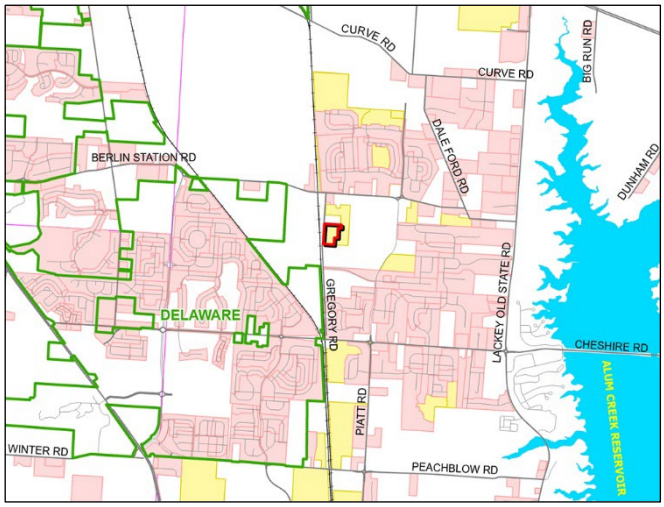
Staff Recommendation
Staff recommends *Final Approval* of **Estates at Berlin, Section 1** to the DCRPC.

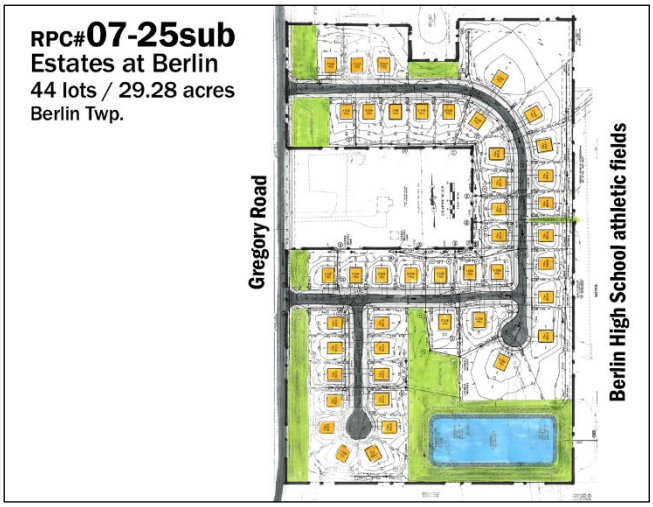
Commission / Public Comments
Mr. Merrell made a motion for Final Approval of Estates at Berlin, Section 1. Mr. Shock seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

07-25.2 Estates at Berlin, Section 2 – Berlin Twp. - 19 lots / 9.324 acres

Conditions

Applicant: Addison Properties / **Engineer:** Advanced Civil Design
Subdivision Type: Single Family Residential
Location: East side of Gregory Rd., south of Berlin Station Rd.
Zoned: R-1.85 PRD / **Preliminary Approval:** 04/24/25
Utilities: Del-Co Water, central sanitary sewer / **School District:** Olentangy





Staff Comments

Estates at Berlin, Section 2 is a residential subdivision with 19 buildable and three reserve lots, located on the east side of Gregory Road, south of Berlin Station Road. Preliminary approval was granted on April 24, 2025 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 **Estates at Berlin, Section 2** to the DCRPC.

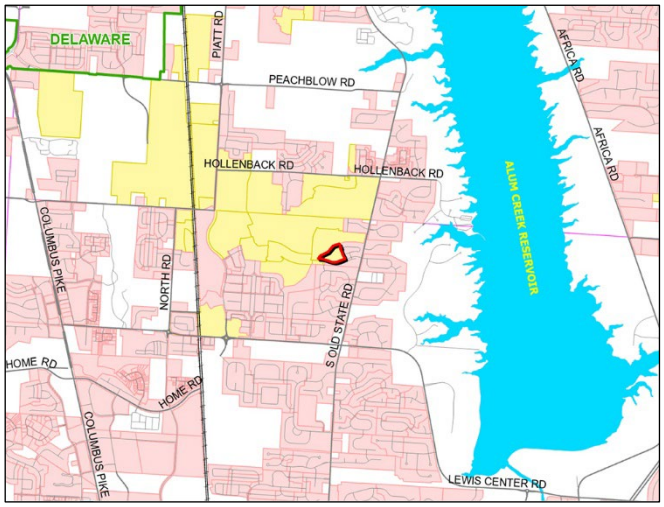
Commission / Public Comments

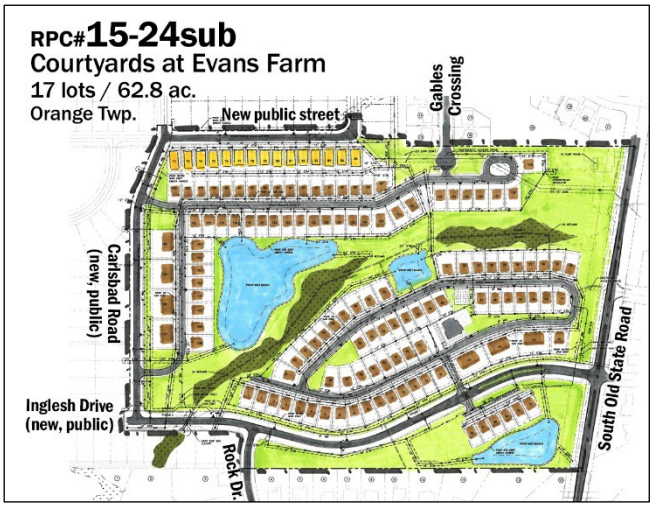
Mr. Merrell made a motion for Final Approval of Estates at Berlin, Section 2. Mr. Shock seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

15-24.2 Courtyards at Evans Farm, Section 2 – Orange Twp. - 36 lots / 9.209 acres

Conditions

Applicant: Epcon Communities / **Engineer:** Advanced Civil Design
Subdivision Type: Single Family Residential
Location: West side of S. Old State Road, north of Inglish Drive
Zoned: Single Family Planned Residential (SFPRD) / **Preliminary Approval:** 12/19/24
Utilities: Del-Co Water, central sanitary sewer / **School District:** Olentangy





Staff Comments

Courtyards at Evans Farm, Section 2 is a residential subdivision with 36 buildable and three reserve lots, located on the west side of S. Old State Road, north of Inglish. Preliminary approval was granted on December 19, 2024, 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 **Courtyards at Evans Farm, Section 2** to the DCRPC.

Commission / Public Comments

Mr. Merrell made a motion for Final Approval of Courtyards at Evans Farm, Section 2. Mr. Shock seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

ZONING MAP/TEXT AMENDMENTS

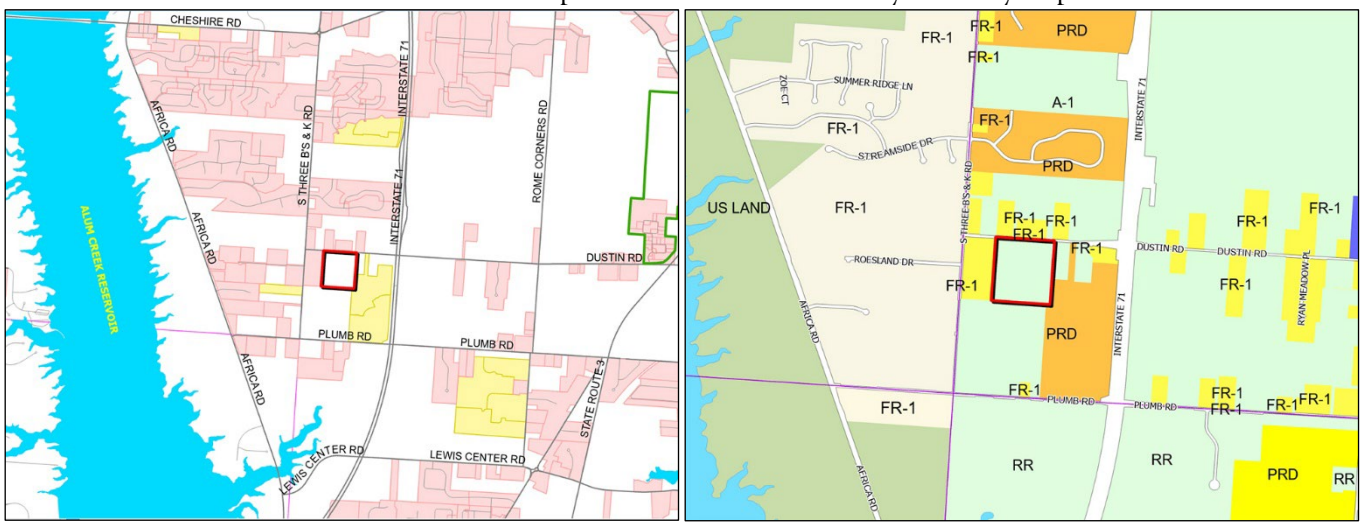
29-26 ZON The Camber Company – Berkshire Twp. – 31.04 acres – A-1 to PRD

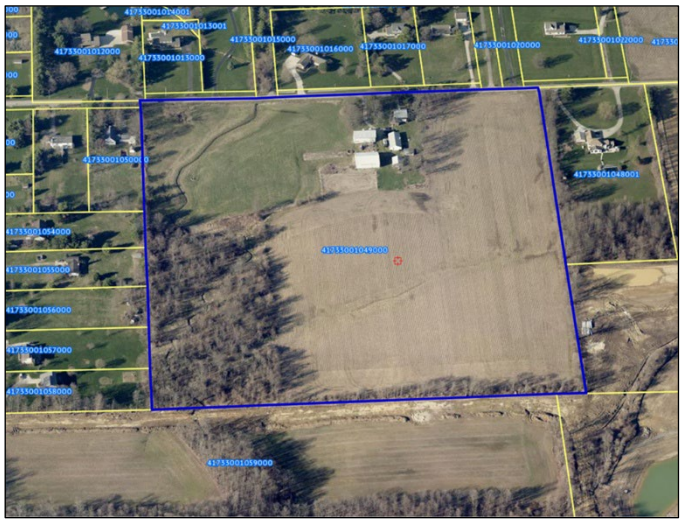
Request

The applicant, The Camber Company, on behalf of the owner, is requesting a 31.04-acre rezoning from A-1 to PRD to allow the development of a 33-lot subdivision.

Conditions

Location: south side of Dustin Rd., west of I-71
Current Land Owner: Glenn F. Hale Trustee
Current Zoning: Agricultural District (A-1) / **Proposed Zoning**: Planned Residential District (PRD)
Current Use(s): residential, agricultural / **Proposed Use(s)**: Single family residential development
Number of units requested: 33
Surrounding Uses: single-family homes, agriculture, Plumb Creek development under construction
School District: Big Walnut / **Utilities Available**: Del-Co Water and central sanitary sewer
Critical Resources: stream, wetland and woods / **Soils**: BeA, AmD2, CaC2, SnA, CaB, CaC2
Traffic Study: A Traffic Study was approved in September, 2026. The DCEO required a road stub be provided to the south and determined that the development will not warrant any roadway improvements.







Introduction

The development plan proposes 33 single-family lots, which are generally 12,000 square feet in size (80 ft. wide x 150 ft. deep) with front-load garages. The development will be constructed in a single phase, with a single access point to Dustin Road, a road connection to the Plumb Creek subdivision to the east, and a road stub for a future connection to the south. Reserve areas include 10.43-acres of open space that will preserve woods, a stream and wetlands, and include two stormwater ponds, greenspace, and a mail kiosk. Sidewalks are also proposed on both sides of the internal streets.

The requested Planned Residential District (PRD) allows for a maximum net density of 1.25 du/net acre when served by centralized water and sewer. The proposed gross density is 1.06 du/acre, with a net density of 1.25 du/acre.

Comprehensive Plan

Berkshire Township's 2017 Comprehensive Plan includes the site in Sub Area 9 and recommends single-family developments with a maximum density of 1.25 du/net acre. General goals and objectives support the retention of wildlife cover and corridors, the retention of historic and agricultural structures, and providing the opportunity for agriculture to continue. Goals also seek to link Planned Developments with green spaces, paths, and greenway trails. Similarly, the 2018 Berkshire Township Parks and Trails Master Plan recommends the Dustin Road Shared-Use Trail, which should be a path separated from vehicular traffic to maximize safety for a diverse group of potential users.

The proposed use and density adhere to the Plan's recommendations. Additionally, the stream corridor will be preserved, the existing agricultural structures and use can remain on their own lot, and this development will connect to the Plumb Creek subdivision via sidewalks. However, a path should be constructed along Dustin Road or an easement be dedicated to allow for the future construction of the Dustin Road Shared-Use Trail along Dustin Road.

Issues

Traffic and access:

The development plan proposes one full access point onto Dustin Road, with a street connection to Plumb Creek subdivision and a street stub to undeveloped land to the south. There are 6-foot-wide sidewalks on both

sides of internal streets, a 6-foot-wide green strip with street trees, but no paths or other amenities. Street lighting will not be provided.

Drainage:
The DCEO stated that a stormwater management report will be required with the Preliminary Engineering Plan. The site plan identifies two conceptual stormwater ponds and related infrastructure throughout the development.

Signage:
One monument entry sign is proposed at the Dustin Road entrance. A sign detail is provided on plan sheet L3.0, with the sign to be constructed on a concrete stone base at just over 3-feet tall. The sign above the base is roughly 5 feet tall with an overall structure height of 7'-3" high, with a 7.5 square foot sign facing.

Lighting:
No lighting is proposed.

Sanitary Treatment:
The Regional Sewer District confirmed that public sanitary sewer is available via the existing 15-foot sanitary sewer line on the property to the south.

Open Space / Health:
Minimum required open space is 25%, or 7.76 acres, whereas the proposed is 34%, or 10.43 acres.

Divergences:
No divergences are requested. However, one divergence may be necessary:

Section 11.08(9) - The township shall require concrete or black top paths to connect all dwelling areas with open space and to interconnect the open spaces. Sidewalks are provided but not paths within the open space.

- *Staff recognize that the stream and wetlands may restrict the location of a path, which would potentially require at least one stream crossing, but there appears to be room around Basin A1 that could connect a path to the sidewalk along Griffith Court.*

Staff Recommendations
Staff recommends **Conditional Approval** of the rezoning request by The Camber Company from A-1 to PRD to the DCRPC, Berkshire Twp. Zoning Commission and Berkshire Twp. Trustees, *subject to:*

1.) *Construct a shared-use trail/path along Dustin Road, or dedicate a path easement to the satisfaction of the Township; and*
2.) *Add a path as required per section 11.08(9) of the Township Zoning Resolution.*

Commission / Public Comments
No one was present to represent the applicant.

Mr. Matlack made a motion to recommend Conditional Approval of the rezoning request by The Camber Company, subject to staff recommendations #1-2. Mr. Price seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Berkshire Twp.). Motion carried.

30-26 ZON Harlem Twp. Zoning Commission – Zoning Resolution amendments (Arts. IV and XXI)

Request
On 11/2/26, the Harlem Township Zoning Commission initiated changes to Articles IV (Definitions) and Article XXI (Lighting), Section 21.14.

Summary
- Updates the Lighting article (Article 21) that are applicable to all zoning districts except AR-1 and FR-1. Currently, Section 21.14 – Lighting requires a lighting plan with no lighting standards.
- Adds definitions (Article 4) related to the lighting update.

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

Commission / Public Comments
Mr. Manley made a motion to recommend Approval of the text amendments to the Harlem Township Zoning Resolution. Mr. Shock seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

31-26 ZON Brown Twp. Zoning Commission – Zoning Resolution amendments

Request
On 11/5/26, the Brown Township Zoning Commission initiated a number of changes

Summary
- Adds and updates necessary definitions.
- Removes the Agricultural Preservation District (A-1), Medium Density Residential District (R-3) and Neighborhood Commercial District (C-2). No properties are currently zoned A-1 or R-3. There is only one property zoned C-2, but there does not appear to be an approved commercial use in operation.
- Adds Shipping Containers as a Temporary Structure.
- Reduces the minimum lot size in the R-2 district from 29,600 square feet to 8,700 square feet if served by central water and sewer. Staff notes that the R-3 district that will be removed allows for a minimum lot size of 10,000 square feet if served by central water and sewer, when a single-family home is proposed, or 6,000 square feet when multi-family is proposed. This amendment will essentially meet in the middle related to lot size, with the R-3 district being removed. However, there is currently no central sanitary sewer service in Brown Township, and the nearest County sanitary sewer lines are ~2,600 feet south of the Brown/Berkshire Township shared boundary.
- Reduce the minimum lot frontage in the R-2 district from 100 feet to 50 feet; side yard setback from 20 feet to 10 feet, and rear yard setback from 65 feet to 50 feet (15 feet to 5 feet for accessory buildings).
- Planned Residential District (PRD):

  - Supported locations: Now deemed acceptable in areas delineated in the Comprehensive Plan and not specifically overlaid on the FR-1 and R-2 districts. Minimum lot size and setbacks are also added with respect to whether the proposal is with or without Conservation Standards.
  - Permitted uses: Replaces the reference of FR-1 and R-2 with the utilization of Conservation Standards with attached units and no Conservation Standards with detached units. Also updates the required open space based on whether a proposal is "with or without" Conservation Standards.
  - Updates other standards; density, open space, lot width and depth, landscaping, tree lawn, etc.
- Planned Commercial and Office District (PC):
  - Adds Borrow Pits as a permitted use (standards also defined).
  - Adds Data Center as a conditional use and includes development standards.
- Updates the Road Classification table in Section 21.09(A). However, R-2 may have been updated in error, as each class indicates the setback is only 5 feet.
- Adds Borrow Pit standards.
- Updates how zoning amendment public meetings are advertised, adding website and social media.
- Other minor amendments, such as spelling and phrasing.

Staff comments: *Check the language of Section 10.11, Step 1: The first sentence "A change in the zoning map…" is a fragment, and "intend" should be "intent."*

In the referendum section, consider referencing "in accordance with ORC 519.12(H)" rather than "by the citizens of the township."

Section 10.11 and 10.12 appear to be repetitive. Consider combining them to ensure consistency.

Section 21.09 table under R-2, all setbacks are 5' – we think the intent is 50'.

Article 27: Capitalize "Commission" for consistency.

Staff Recommendation

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

Commission / Public Comments

Mr. Weade asked about "containers." Mr. Bernaert stated that they would be allowed in the FR-1 district only. He mentioned it was already in the fee schedule but was not in the text.

Mr. Duffee asked if the intent was to rezone the one property that is C-2. Mr. Bernaert stated it was the old post office that has been empty and is in the area of planned commercial.

Mr. Sanders mentioned that staff has sample language to share with Townships that would like to advertise meetings on their websites.

Mr. Price made a motion to recommend Conditional Approval of the text amendments to the Brown Township Zoning Resolution, subject to staff recommendations. Mr. Duffee seconded the motion. VOTE:

Unanimously For, 0 Opposed. Motion carried.

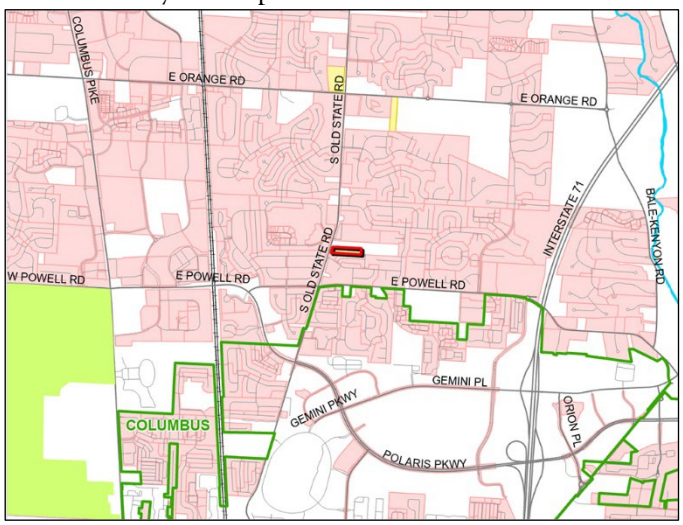
32-26 ZON Parna Properties 8321 LLC – Orange Twp. – 3.816 acres – FR-1 to PUD

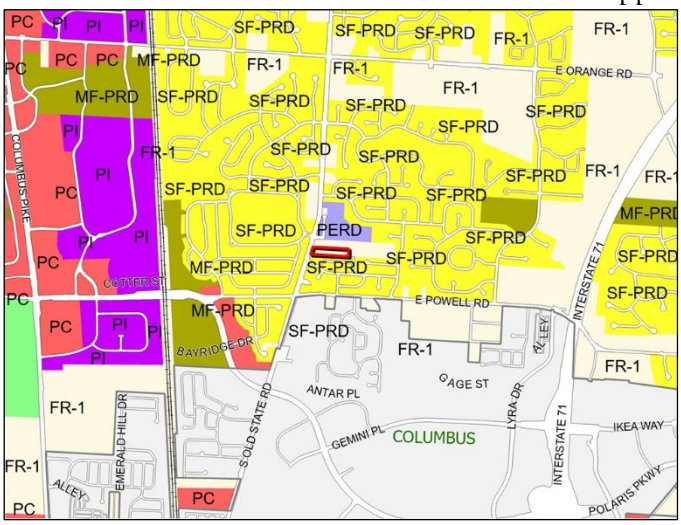
Request

The applicant, Parna Properties 8321 LLC, is requesting a 3.816-acre rezoning from FR-1 to PUD for the development of Jai Enclave, a 7-lot single family subdivision.

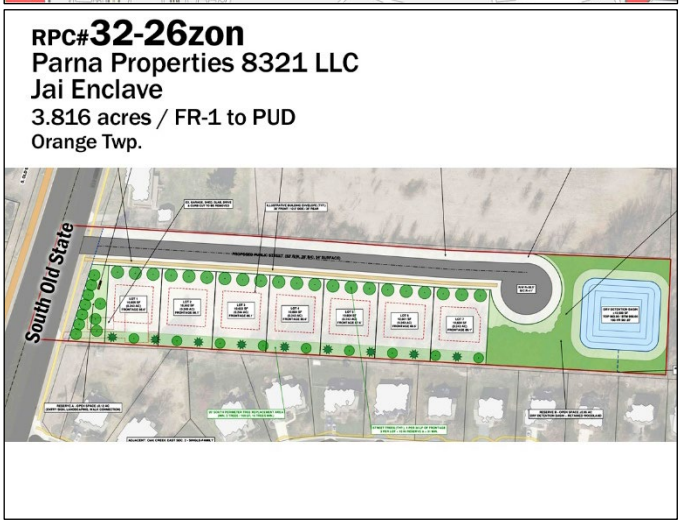
Conditions

Location: east side of S Old State Rd., north of E. Powell Rd.
Current Land Owner: Parna Properties 8321 LLC
Current Zoning: Farm Residential (FR-1) / **Proposed Zoning**: Planned Unit Development (PUD)
Current Use(s): vacant / **Proposed Use(s)**: 7-lot single family residential subdivision
Surrounding Uses: Single-family homes
School District: Olentangy / **Utilities Available**: Del-Co Water and central sanitary sewer
Critical Resources: none / **Soils**: BoA, GwB
Traffic Study: A Trip Generation Memo and Site Distance Exhibit must be submitted for review and approval.









Introduction
The Development Plan for the proposed Jai Enclave subdivision indicates a fairly straightforward design, based on the size and shape constraints of the site. A single road accesses the site, terminating with a cul-de-sac 700 feet onto the property. The road provides access to seven lots, each of which has at least 85 feet of frontage and 119 feet of depth. There is a 0.12-acre reserve at the entrance that will include tree plantings along the entire frontage, and one monument-style entry sign. Another 0.95-acre reserve is located at the rear of the subdivision and will include a 13,500 square foot stormwater basin.

The site is located between the Oak Creek East subdivision (south), which has a typical lot size of 75' x 120', and the Inn at Bear Trail assisted living community (north). There are also two single-family lots adjacent to this site to the north and east.

Comprehensive Plan
Orange Township's 2018 Comprehensive Plan includes this site in Planning Area 6 and recommends single-family residential developments with a maximum density of 2 dwelling units per acre. The use and density conform to the recommendations in the Comprehensive Plan, with a proposed gross density of 1.83 du/acre.

Issues

Traffic and access:
A single public road that will connect to S. Old State Road and terminate with a cul-de-sac. Staff have some concern about the location of the access point in relation to the south-bound turn lane for Aurora Avenue. It is assumed that the sight distance exhibit must support that location. That exhibit is yet to be approved. The design should ensure that new ROW is provided along the northern edge of the parcel so that if land to the north of the site is developed, access can be provided to the signalized Hayworth Drive intersection.

The existing curb near the southern parcel line shall be removed during development.

Drainage:
The project will be served by storm sewers and a 13,500 square foot (conceptually sized) stormwater basin. A drainage plan must be approved during Final Engineering, prior to final plat approval.

Signage:
One monument style sign at the entrance, with the sign face being 30 square feet and displaying the subdivision name and the site address.

Lighting:
None proposed.

Sanitary Treatment:
Served by the Delaware County Regional Sewer District. The connection location is still being evaluated. A current service line is located on the Asbury property to the east and along the north side of Baltic Avenue to the south.

Open Space / Health:
No open space requirement is specified in the district, but 1.07 acres, or 28%, is proposed.

Divergences

One divergence is requested:

1. Section 21.23.C requires 5-foot-wide sidewalks on both sides of the road and the request is to allow a sidewalk only on the south side of the road. No homes are on the north side of the road, every subdivision home will connect to the sidewalk, sufficient ROW is proposed to allow for a sidewalk on the north side of the road if a future development to the north is proposed, and the proposed sidewalk will connect to the existing sidewalk along S. Old State Road.

   Staff Comment: *Staff have no concerns with the request based on the response from the applicant. During the Sketch Plan review Staff recommended the Neighborhood Zone; however, variances are not permitted in the N district, and the shape of the development lot would not allow for dedicated ROW and the required lot depth and width in the N zone (70' x 135').*

Staff Recommendations
Staff recommends **Approval** of the rezoning request by Parna Properties 8321 LLC from FR-1 to PUD to the DCRPC, Orange Twp. Zoning Commission and Orange Twp. Trustees.

Commission / Public Comments
Ms. Lexus Cain, Plan 4 Land, was present to represent the applicant.

Chairman Shafer questioned whether the property owner to the north would be required to tie into this new road due to its location. Ms. Cain said that that could be determined at preliminary engineering.

Mr. Manley made a motion to recommend Approval of the rezoning request by Parna Properties 8321 LLC from FR-1 to PUD. Mr. Shock seconded the motion. VOTE: Majority For, 0 Opposed, 1 Abstained (Orange Twp.). Motion carried.

OTHER BUSINESS

Consideration for Approval - 2027 Budget *[See attached.]*

- ***Mr. Shock made a motion to Approve the 2027 Budget as presented. Mr. Manley seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.***

- Consideration for Approval - 2027 DCRPC Meeting schedule *[See attached.]*

  Mr. Shock made a motion to Approve the 2027 Meeting schedule as presented. Mr. Manley seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

Having no further business, Mr. Shock made a motion to Adjourn the meeting at 6:23 p.m. Mr. Proemm seconded the motion. VOTE: Unanimously For, 0 Opposed. Motion carried.

The next meeting of the Delaware County Regional Planning Commission will be Thursday, December 17, 2026, 6:00 PM at the Byxbe Campus Conference Room, 1610 State Route 521, Delaware, Ohio 43015.

_____ _____

Joe Shafer, Chairman *Stephanie Matlack, Executive Administrative Assistant*

2027 BUDGET (Approved 11/19/26)

CARRYOVER	**$1,014,971**	**$989,797**	**$1,022,104**	**$971,295**
			⇧ *Actual*	⇧ Estimated
REVENUES	**2025 EOY**	**Approved for FY26**	**Current Projected 2026 EOY**	**2027 Projected Revenues**
Platting Fees (4201-4203,4230-4234)	$245,592	$225,000	$200,000	$225,000
Membership Dues (4204)	$280,876	$289,829	$289,829	$296,391
Associate Membership Fees (4206)				
Twp. Planning Assistance (4205)	$18,411	$10,000	$27,000	$10,000
OPWC Liaison Admin. Fee				$30,000
General Sales (4220)		$20		$20
GIS Sales (4730)		$100	$4	$100
Other Reimbursements (Seminar) (4720)				
* Health Dept. Fees (4242)	$3,800	$15,000	$15,000	$15,000
* Soil and Water Fees (4243)	$6,600	$10,000	$10,000	$10,000
* Commissioner plat fee (4244)	$2,685	$2,000	$2,000	$2,000
	$557,964	**$551,949**	**$543,833**	**$588,511**
EXPENDITURES	**2025 EOY**	**Approved for FY26**	**Current Projected 2026 EOY**	**2027 Projected Expenses**
Official Employee Salaries	$347,603	$365,000	$361,343	$377,000
Hospitalization	$83,392	$107,077	$96,867	$144,000
Workers Comp. (1%)	$3,128	$3,650	$3,377	$3,900
P.E.R.S. (14%)	$48,665	$51,100	$50,588	$53,700
Medicare (1.45% of salaries)	$4,816	$5,300	$5,035	$5,600
Life Insurance	$3,268	$3,400	$3,350	$3,500
Dental Insurance	$6,425	$6,700	$6,672	$6,800
ADMINISTRATIVE TOTALS	$497,298	$542,227	$527,232	**$594,500**
Materials & Supplies	$5,481			
Office Materials & Supplies		$6,100	$2,576	$3,000
Seminar/Conf. Supplies				$100
Books		$100		$100
Uniforms		$500	$304	$500
Furniture				
Inventoried tools/equipment /furniture		$5,600		$5,000
Food Supplies		$100	$200	$100
MATERIALS & SUPPLIES TOTALS	**$5,481**	**$12,400**	**$3,080**	**$8,800**
Services & Charges	$48,155			
Contracted Professional Services		$2,500	$700	$500
Training Staff Development		$500	$500	$500
Membership/Subscriptions/Dues		$2,000	$1,687	$2,000
Travel Mileage Reimbursement		$1,500	$900	$1,200
Travel Non taxable		$3,500	$470	$1,500
Taxable Travel Reimbursement		$500		
Advertising & Legal notices		$1,000	$400	$1,000
Printed Stationary		$500	$308	$500
Public Relations & Promotions		$325		
Reimbursements / Refunds		$100		$100
Software Licenses and Computer Services		$8,500	$6,580	$15,044
Maintenance Contract		$1,500	$1,402	$1,500
Maintenance & Repair Services		$500		
Telephone Services		$500	$169	$300
Postal Services		$500	$105	$300
Rental Services		$9,052	$9,052	$9,344
Utilities (Gas, water, electric, sewer)		$4,500	$4,500	$5,000
Legal Fees		$3,000	$500	$1,000
Liability Insurance		$11,000	$10,057	$11,000
* Other Services (Health & SWCD Fees)		$25,000	$25,000	$25,000
* Commissioner plat fees		$2,000	$2,000	$2,000
TOTAL SERVICES & CHARGES	**$48,155**	**$78,477**	**$64,330**	**$77,788**
Grants & Aide Program (5601)		*$20,000*		*$20,000*
TOTAL EXPENSES	**$550,933**	**$633,104**	**$594,642**	**$681,088**
CARRYOVER to 2027				**$878,718**

Approved 11/19/26

METHOD: HOUSING UNIT METHOD

DELAWARE COUNTY REGIONAL PLANNING COMMISSION
2027 MEMBERSHIP FEES

TOWNSHIPS & INCORP. AREA	2026 Membership Fees			2027 Membership Fees							
	Population (4/2020) Census 2020	*** Population End of 2025	2026 Dues $0.75	Population (4/1/2020) Census 2020	A ****Population End of 2025	B 2025 # Building Permit	C **** Projected 2026 # Building Permit	D Housing Unit Vacancy Rate (Census 2020)	E Population Index (Census 2020)	* X Proj. Population End of 2026	** Y MEM. FEES @ $0.75 FOR 2027
BERKSHIRE	4,476	7,826	$5,869	4,476	7,819	78	84	1.92%	2.90	8,046	$6,035
BERLIN	7,774	11,242	$8,431	7,774	10,794	178	201	1.20%	3.19	11,377	$8,533
BROWN	1,402	1,518	$1,138	1,402	1,514	12	15	1.71%	2.56	1,547	$1,160
CONCORD	10,951	12,653	$9,490	10,951	12,662	51	56	1.77%	2.82	12,807	$9,605
DELAWARE	2,138	2,248	$1,686	2,138	2,248	1	5	2.62%	2.63	2,254	$1,691
GENOA	24,806	25,581	$19,186	24,806	25,575	41	53	0.94%	2.91	25,704	$19,278
HARLEM	4,554	4,978	$3,734	4,554	4,976	14	11	1.87%	2.71	5,011	$3,758
KINGSTON	2,359	2,583	$1,937	2,359	2,585	16	53	0.89%	2.78	2,659	$1,994
LIBERTY	18,271	24,684	$18,513	18,271	24,626	336	203	1.58%	2.86	25,458	$19,094
MARLBORO	295	305	$229	295	305	2	2	3.05%	2.73	311	$233
ORANGE	30,516	34,491	$25,868	30,516	34,630	160	329	1.10%	3.02	35,259	$26,444
OXFORD	950	972	$729	950	971	0	3	1.90%	2.58	974	$731
PORTER	2,194	2,363	$1,772	2,194	2,362	5	5	1.23%	2.88	2,376	$1,782
RADNOR	1,570	1,668	$1,251	1,570	1,669	4	8	1.53%	2.60	1,682	$1,262
SCIOTO	2,648	2,937	$2,203	2,648	2,939	13	12	1.62%	2.65	2,972	$2,229
THOMPSON	659	710	$533	659	710	1	2	1.52%	2.64	713	$535
TRENTON	2,276	2,444	$1,833	2,276	2,438	5	9	2.24%	2.85	2,455	$1,841
TROY	2,105	2,214	$1,660	2,105	2,215	4	6	2.90%	2.62	2,227	$1,670
TOTAL TWPS	119,944	141,416	$106,062	119,944	141,038	921	1,057	1.38%	2.89	143,832	$107,875

DELAWARE COUNTY REGIONAL PLANNING COMMISSION
2027 MEMBERSHIP FEES

TOWNSHIPS & INCORP. AREA	2026 Membership Fees			2027 Membership Fees							
	Population (4/2020) Census 2020	*** Population End of 2025	2026 Dues $0.75	Population (4/1/2020) Census 2020	A ****Population End of 2025	B 2025 # Building Permit	C ****Projected 2026 # Building Permit	D Housing Unit Vacancy Rate (Census 2020)	E Population Index (Census 2020)	* X Proj. Population End of 2026	** Y MEM. FEES @ $0.75 FOR 2027
DELAWARE CITY	41,302	49,020		41,302	48,962	503	461	2.67%	2.62	50,213	
DUBLIN	4,250	4,317	$3,238	4,250	4,317	1	2	1.48%	2.86	4,320	$3,240
GALENA	924	1,589	$1,192	924	1,647	83	102	1.41%	3.06	1,915	$1,436
SUNBURY	6,614	9,845	$7,384	6,614	9,828	397	227	1.33%	2.77	10,774	$8,081
SHAWNEEHILLS	835	866	$650	835	866	1	2	1.80%	2.65	869	$652
POWELL	14,163	16,052		14,163	16,052	23	144	1.56%	2.99	16,226	
ASHLEY	1,198	1,192	$894	1,198	1,192	0	9	4.76%	2.53	1,198	$899
OSTRANDER	1,094	1,457	$1,093	1,094	1,458	3	1	1.37%	3.13	1,465	$1,099
*****TOTAL INCORPS	70,380	80,427	$14,451	70,380	84,322	1,011	948	2.64%	2.73	86,980	$15,407
*****TOTAL COUNTY	190,324	221,843	$120,513		225,360	1,932	2,005			230,812	$123,282
COMMISSIONER'S MEMBERSHIP FEE	190,324	221,843	$169,316							230,812	$173,109
TOTAL FEES			$289,829								$296,391

NOTE:

* X = (A + (0.7B + 0.3C) * (1 - D) * E)

** Y = $0.75X

*** This is an old estimation from last year's (2025) DCRPC Demographic Package.
The current estimation contains changes which is reflected in this year's (2026) DCRPC Demographic Package

**** This estimate or projection is based on this year's(2026) DCRPC Demographic Package.

***** Numbers do not include Westerville and Columbus

2027 REGIONAL PLANNING COMMISSION SCHEDULE

SKETCH PLAN AND SUBDIVISION APPLICATIONS SUBMITTAL DEADLINE	SITE REVIEW DATE	REZONING APPLICATION DEADLINE	RPC MEETING DATE
January 4, 2027	January 14, 2027	January 19, 2027 *(Tuesday)*	January 28, 2027
February 1	February 11	February 16 *(Tuesday)*	February 25
March 1	March 11	March 15	March 25
April 5	April 15	April 19	April 29
May 3	May 13	May 17	May 27
June 1*	June 10	June 14	June 24
July 6*	July 15	July 19	July 29
August 2	August 12	August 16	August 26
September 7 *	September 16	September 20	September 30
October 4	October 14	October 18	October 28
October 25*	November 4	November 8	November 18
November 22*	December 2	December 6	December 16

Unless notified otherwise, Regional Planning Commission meetings are held at **6:00 pm** at the Byxbe Campus, 1610 State Route 521, Delaware, Ohio 43015.

Office phone #740-833-2260; hours are 8:00 am to 5:00 pm, Monday-Friday except when closed in observance of the following legal holidays: Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Day and New Year's Day. Also, the office will close at noon on Little Brown Jug Day and Christmas Eve Day.

TECHNICAL REVIEW COMMITTEE AND EXECUTIVE COMMITTEE MEETINGS
Technical Review Committee meets at 9:00 a.m. / Executive Committee meets at 9:00 a.m.
1610 State Route 521, West Conference Room, Delaware, Ohio 43015

Technical Review Committee Meeting dates:

Tues., Jan. 19, 2027	Tues., May 18, 2027	Tues., Sept. 21, 2027
Tues., Feb. 16, 2027	Tues., Jun. 15, 2027	Tues., Oct. 19, 2027
Tues., Mar. 16, 2027	Tues., Jul. 20, 2027	Tues., Nov. 9, 2027
Tues., Apr. 20, 2027	Tues., Aug. 17, 2027	Tues., Dec. 7, 2027

Executive Committee Meeting dates:

Wed., Jan. 20, 2027	Wed., May 19, 2027	Wed., Sept. 22, 2027
Wed., Feb. 17, 2027	Wed., Jun. 16, 2027	Wed., Oct. 220, 2027
Wed., Mar. 17, 2027	Wed., Jul. 21, 2027	Wed., Nov. 10, 2027
Wed., Apr. 21, 2027	Wed., Aug. 18, 2027	Wed., Dec. 8, 2027