



**Bethel Township Board of Trustees**  
**April 24, 2025**  
**Special Workshop Meeting Minutes**

**CALL TO ORDER:** Time: 7:43 PM Presiding: Trustee Reese

Roll call: Staff: Planning & Zoning Director Smith: Present Fiscal Officer Ross: Absent

Trustees: Trustee Dick: Present Trustee Reese: Present Trustee vanHaaren: Present

BZA: Zach Staudter: Absent Nikki O'Quinn: Present Rachael Kiplinger: Present

Rachelle Via: Absent Donna Hughes: Present Pete Mannheim: Absent

ZC: Ron Corbett: Present Lorna Furderer: Absent Jerry Hirt: Present

Josh Wilkerson-Bienick: Absent Michelle Swank: Absent Jess Underwood: Present

Janice Royse: Present

**PUBLIC COMMENTS** on items on the Agenda: **NONE**

**TRUSTEE, ADMINISTRATION, and ZONING ITEMS:**

1. Discussion of Zoning Director responsibilities
  - a. Prepare zoning agendas and attachments, public notices, organizing case files
  - b. Notify Boards of meetings and distribute packages for review
  - c. Publish official notices which will now be on the Township website and social media
  - d. Notify newspapers/reporters and Trustees of Public Hearings held by Trustees
2. Discussion of Board responsibilities
  - a. Tell Zoning Director if member wants to be paid for meetings & fill out W-4 or waiver if not
  - b. Good idea for members to get separate email for Township business because entire personal email may be subject to public disclosure in the event of a lawsuit
  - c. Attendance and notifications – if member must miss a meeting, please notify the Zoning Director
  - d. Conflicts of interest – reasons to recuse due to conflict of interest were discussed
  - e. Voting criteria – voting criteria for BZA is dictated by the Ohio Revised Code, voting criteria for ZC is the Township's Zoning Resolution
3. Discussion of Trustee responsibilities
  - a. BZA & ZC: appoint, suspend, and remove members
  - b. ZC cases: hold public hearings prior to vote
  - c. ZC cases: consider recommendation of ZC and vote on the cases
  - d. Initiate amendment changes to the Bethel Township Zoning Resolution
4. Discussion of Bethel Township Zoning Code updates
  - a. Authorized by Resolution #24-03-033: a resolution directing the planning & zoning department to initiate text amendment changes to the Bethel Township Zoning Resolution

- b. Several items recommended for review for potential update recommendations – Trustee Reese provided a list of items that had been brought to her attention by Township residents or others since the last zoning code updates:
- i. Minimum lot size and road frontage requirements – many folks in Township want 5 acre minimum
  - ii. Should we allow truck parking on gravel on business zoned parcels?
  - iii. Should we add a percentage of green space required for R1-AAA?
  - iv. Should we move some automatic “by right” uses to conditional uses?
  - v. Should minimum size of house commensurate with lot size?
  - vi. Require PD plan if over a certain number of acres to prevent developer from changing the plan
  - vii. Require developer to plan for drainage and not just destroy existing tiling
  - viii. Senior housing 55+
  - ix. Junk vehicles – see Concord Twp resolution, Sheriff has to have a definition of junk vehicle in order to enforce it. Need to reference the ORC in our zoning code - see 505.173 Storage of junk motor vehicles.
  - x. Require water flow/pressure requirements for wells for new construction
  - xi. Wind & solar farms
  - xii. Short term rentals (permitted to the extent the ORC allows)
  - xiii. Only allow one split from a large parcel, then has to go to BZA (Versailles)
  - xiv. Section 2.06 application frequency limits may need exception for new owner since CU expires when ownership changes
- c. Zoning board input on items that need review – zoning boards should review the current zoning code and make update recommendations
5. Land Use Plan update
- a. Would like the make up of the land use plan update committee to be a mix of elected officials, Township staff, community members, and a couple people from each zoning board – let the Zoning Director know if interested

**ADJOURNMENT** motioned by Trustee vanHaaren Seconded by Trustee Dick

Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

Time: 8:29 PM

**ATTACHMENTS:**

1. Digital audio recording of the meeting containing discussion and public comments, if any.

Minutes prepared by Trustee Reese

  
Julie Reese, Trustee, President

  
Kama Dick, Trustee, Vice President

  
Beth van Haaren, Trustee

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Rhonda Ross, Fiscal Officer