

**RECORD OF PROCEEDINGS**  
**VILLAGE OF PENINSULA PLANNING COMMISSION**  
**Held: Monday, April 22, 2024**

**CALL TO ORDER:** Chairperson Walters called the meeting to order at 7:00 p.m.

**ROLL CALL**

Chairperson Karen Walters	Present
Kevin Royer	Present
Mayor Danial Schnieder, Jr.	Present
Greg Canda	Present
Council Rep. Doug Steidl	Absent

**OTHERS PRESENT:** Solicitor Brad Bryan, Village Planner Rita McMahon, Administrative Assistant Faith Dorton

**CONSIDERATION OF MINUTES**

March 25, 2024 Planning Commission Meeting

Mr. Canda made a motion to approve the Minutes that was seconded by Ms. Walters.

Mr. Canda asked whether a statement in the Draft Minutes about the sewer project attributed to Doug Mayer was correct. Others on the Commission confirmed Mr. Mayer made that statement. Kathy Bertsch stated she felt part of the discussions of the Commission regarding their individual opinions on the short-term rental ordinance were omitted from the Minutes. Members of the Commission discussed that issue and concluded the minutes should strike a good balance between recording what decisions were made and the reasons behind them, as opposed to containing everything that was said at the meeting.

Ms. Walters made a renewed motion to approve the Minutes as drafted that was seconded by Mr. Royer. Roll Call: Chairperson Walters, yes; Mr. Royer, yes; Mayor Schneider, abstain; Mr. Canda, yes. The Minutes were approved.

**CITIZENS PARTICIPATION**

Mo Riggins asked who makes the final decision on the short-term rental approvals and whether the list of licensed properties would be listed on the Village website. She brought up a property which online listing did not match its septic permit capacity. She expressed her concerns with non-owner occupied short-term rental properties and asked what action takes place after someone reports a violation.

Mr. Bryan stated the decision whether to approve a short-term rental application is an administrative decision, not a decision made by the Commission or Council. The Village plans on listing the short-term rental properties with certificates on the website once the inspections are completed and the information is processed. He stated when someone reports information, the Village investigates it.

Steve Craig asked about certificates of appropriateness for new garages in the historic district. Ms. McMahon stated such certificates are not required for garages and sheds.

Denise English reported that the Chamber of Commerce supports having short-term rentals in the Village.

Mark Anson shared his gratitude for the Planning Commission, Faith Dorton, Rita McMahon, and Mr. Bryan for their hard work on these issues.

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**MAYOR'S REPORT**

Mayor Scheider stated Council approved additional money for the Zoning Officer to help with the short-term rental property inspections and reported those inspections have been scheduled for May. Mr. Bryan shared the current numbers of approved certificates in each category.

The Mayor stated the photo traffic enforcement program will be re-commenced soon. Mr. Bryan provided more details about the last steps for Stow Court to be ready for the new process.

**COUNCIL LIAISON REPORT**

The Mayor, on behalf of the absent Mr. Steidl, confirmed his report also provided a Council Meeting update.

**HEARINGS:** None.

**OLD BUSINESS**

Wastewater and Water Projects

Mr. Bryan informed everyone the County selected the Burgess & Niple firm to perform the design engineering work for the sewer project. The County is in the process of approving that contract.

The Mayor confirmed he will be meeting with the County in the near future to discuss options for water. He will let everyone know when more information is available.

Area Master Plan

Mr. Bryan stated OHM is working on its public communications plan and confirmed a Steering Committee and public meeting will be scheduled soon.

**NEW BUSINESS**

Short Term Rentals

*Review of Possible Amendments to Short-Term Rental and Short-Term Rental Tax Ordinance*

Option 1 – Amend Ordinance and Maintain Existing Structure

Option 2 – Prohibit New S-T Rentals, Grandfather Existing Permits for Existing Owners if Continue to Comply with Requirements, No Limits on Owner-Occupied S-T Rentals

Option 3 – Prohibit New S-T Rentals in Residential Zones, Grandfather Existing Permits for Existing Owners if Continue to Comply with Requirements, Permit Up to Five Permits in Commercial and Mixed-Use Districts Combined, No Limits on Owner-Occupied S-T Rentals

Proposed Amendment to S-T Rental Tax Ordinance

Ms. McMahon and Mr. Bryan reviewed the proposed amendments for each of the above options, and the Commission Members had the opportunity to ask questions. Mr. Bryan stated Mr. Steidl shared in advance with him that he preferred Option 3. Mr. Canda stated he was also leaning in that direction. Mr. Royer stated the Commission should consider the pros and cons of each option and then determine what is best for the Village and residents.

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Ms. Walters stated she supports short-term rentals. It is an opportunity for residents to have a place to stay for relatives and friends and a way to share Peninsula with visitors. As a result, she thinks Option 1 is the best for the Village. She stated downtown residents are used to visitors.

The Commission further discussed the options and opened the floor for residents' comments to be heard. The need to enforce the rules was determined to be important. The Commission determined further deliberation on the presented options was necessary at its next meeting before a recommendation could be made to Council.

**G.A.R. Hall**

*Discussion for the G.A.R. Hall Proposed Patio.*

Ms. Walters recused herself from her Commission position on this issue due to her employment status with the Peninsula Foundation. Information was provided on the proposed patio. Mr. Canda asked for further details on the location and materials of the patio. It was confirmed the patio would meet ADA standards. Ms. McMahon stated no certificate of appropriateness is needed for the patio; one is just needed for the pergola. Ms. McMahon and Mr. Bryan recommended that more details be provided as to the plans, materials, and color for the pergola before the Commission could grant a certificate of appropriateness.

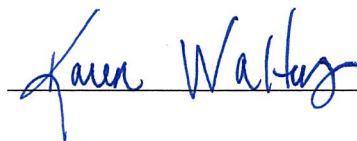
It was noted that since the May Planning Commission Meeting date falls on Memorial Day, the May Meeting will be moved to the next day, Tuesday May 28.

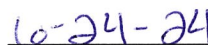
**ADJOURNMENT**

Mr. Canda made a motion to adjourn the meeting that was seconded by Mayor Schneider. Roll call vote: Ms. Walters, yes; Mr. Royer, yes; Mayor Schneider, yes; Mr. Canda, yes. The meeting was adjourned at 9:35 p.m.

Respectfully submitted:  
Karen Walters, Chairperson

Date

  
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