



Village of Peninsula

AGENDA
REGULAR MEETING OF PLANNING COMMISSION
January 27, 2025 7:00 p.m.
Peninsula Village Hall
1582 Main Street
Peninsula, Ohio 44264

CALL TO ORDER; ROLL CALL

CONSIDERATION OF MINUTES: October 28, 2024, Planning Commission Meeting

CITIZENS PARTICIPATION

MAYOR'S REPORT

COUNCIL LIAISON REPORT

OLD BUSINESS: None.

NEW BUSINESS: Proposed Zoning Fee Schedule Amendments

ADJOURNMENT

**RECORD OF PROCEEDINGS
VILLAGE OF PENINSULA PLANNING COMMISSION**

Held: Monday, October 28, 2024

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

ROLL CALL:

Chairperson Karen Walters	Present
Kevin Royer	Present
Greg Canda	Absent, Joined at 7:06
Council Rep. Doug Steidl	Present
Mayor Daniel Schneider, Jr.	Present

OTHERS PRESENT: Village Planner Rita McMahon and Solicitor Brad Bryan.

CONSIDERATION OF MINUTES:

September 23, 2024, Planning Commission Meeting

Mr. Steidl made a motion that was seconded by Mr. Royer to approve the Minutes. Roll call vote: Ms. Walters-yes; Mr. Royer, yes; Mr. Steidl, yes; Mayor Schneider, yes. The Minutes were approved.

CITIZENS PARTICIPATION:

Amy Frank-Hensley pointed out the slow progress of the Area Master Plan project and requested that the Steering Committee have a meeting without OHM present. She stated the project timeline is behind schedule, and she feels the survey had errors. She is concerned that the plan will not meet the needs of the Village residents.

Mr. Slocum stated he has similar concerns. He noted it was too difficult to access the survey, and the external port for visitors did not work properly. The survey needs to be better publicized and remain open longer. He does not appreciate that OHM's work constantly needs checked.

Steve Craig, who is also on the Steering Committee, stated he is not happy with the delays.

Mr. Royer stated he wanted more focus on the lack of parking in the Village.

Mr. Canda asked whether the original expectation for OHM was defined early enough, so that most people can get what they want out of the project.

Mr. Craig explained the scope is in the proposal.

Ms. McMahon stated OHM is aware it is behind schedule. She agrees that the survey deadline should be extended. The survey is an information gathering tool used to help draft the plan and better prepare the Village for issues it is expected to face in the future.

Mr. Bryan said the project scope contained in the contract matches the project scope in the approved request for qualifications. Ms. McMahon stated these issues should be discussed with the OHM principals first, before a meeting is held.

A discussion took place about how to make the survey easier for elderly people to access and obtain as many responses as possible.

MAYOR'S REPORT: The Mayor stated the administration and Mr. Bryan are addressing a property maintenance code violation relating to mattresses being stored outside on a long-term

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rental property on Stine Road. Ms. Walters asked whether there was a need to regulate long-term rentals in the manner that short-term rentals are regulated.

COUNCIL LIAISON REPORT:

Mr. Stiedl reported Eliud Rosales was appointed to the vacant seat on Council. Council also authorized an asbestos inspection for the Players Barn. The Ohio Department of Transportation has been asked to perform repairs to three deteriorated areas of Rt. 303. The Fire Chief is retiring at the end of the year, and a new Chief has been selected. Council passed the short-term rental legislation amendments. Mr. Slocum and Mr. Canda discussed the changes Council made to the legislation from the version approved by the Planning Commission.

OLD BUSINESS:

1. Review and Consideration of Site Plan Application from County of Summit, Department of Sanitary Sewer Services, to Locate Wastewater Treatment Plant within Designated Closed Portion of Village Akron-Peninsula Road Right-of-Way at the North End of North Locust Street (Summit County D.S.S.S. Project Q-208)

Michael Vinay, the Director of the County Department of Sanitary Sewer Services, outlined the revisions made the site plan from the original version. The fence at the southeast corner of the facility has been moved closer to the building to allow for a six-foot area between the fence and creek bank for pedestrians and cyclists to get by. A rough landscape plan was also submitted. He stated he believes those modifications address the concerns expressed by the Planning Commission at last month's meeting. He is seeking approval of the site plan application this evening.

Ms. Driscoll described the changes to the plant footprint outlined by Mr. Vinay in more detail and answered questions. Ms. McMahon asked that a more detailed landscape plan be provided during the construction process. Ms. Driscoll agreed to do so.

Mayor Schneider made a motion that was seconded by Mr. Royer to approve the site plan. Roll call vote: Ms. Walters, yes; Mayor, yes; Mr. Royer, yes; Mr. Steidl, yes; Mr. Canda, yes. Mr. Vinay stated he will follow up with the Village regarding the timeframe for any next steps. He hopes to be able to address Council as to the status of the project at its November meeting.

2. Resident Request for Legislation to Prevent Parking of Box Truck and 20' Equipment Trailer on Residential Property

Mr. Canda asked whether this issue was something the Planning Commission should be considering. Ms. McMahon explained there are presently no regulations preventing larger trucks from being parked in residential driveways. She gave options and examples of how other municipalities regulate this issue and emphasized the need to define what vehicles would be permitted and which ones would not. The definitions would need to be written to prevent what the Village desires to prevent. Mr. Bryan stated once in place, such an ordinance would have to be enforced uniformly. Mr. Steidl stated he thinks a lot of people park commercial vehicles in their driveways, and this type of regulation would affect a lot of residents. Mayor Scheider noted many of these residents drive their company truck home and are not running a business out of their house. The Commission determined it did not want to take any action on this issue and preferred that these issues be worked out between neighbors.

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NEW BUSINESS:

Discussion Regarding Possible Zoning District Map Changes

Ms. Walters and Mr. Steidl suggested this discussion should be delayed until the Area Master Plan is completed so that any Zoning Map changes are made at one time rather than in a piecemeal fashion.

ADJOURNMENT:

Mayor Schneider made a motion to adjourn the meeting that was seconded by Mr. Stiedl. Roll call vote: Ms. Walters, yes; Mayor Schneider, yes; Mr. Royer, yes; Mr. Steidl, yes; Mr. Canda, yes. The meeting was adjourned at 8:05 p.m.

Respectfully submitted:

Karen Walters, Chairperson

Date

Memo

To: Village of Peninsula Planning Commission
From: Rita McMahon
cc: Faith Dorton, Brad Bryan
Date: January 15, 2025
Re: Proposed Zoning Fee Schedule Changes

The following information is provided for the Planning Commission's review and presentation to the Village Council in response to a discussion and concern of the Zoning Inspector and the Village's Administrative Assistant that the current zoning fees ,adopted in 2020, do not adequately reflect the amount of time and effort that the review of applications requires. The staff indicated that most of the applications require multiple conversations with the applicant and /or architects to discuss zoning and permitting related matters. Applications will often take multiple reviews to be considered complete and approvable. I was requested to review the current fee structure and propose alternate fees where appropriate. I also conducted a comparison of the Village's fee structure with those of surrounding communities.

Generally, a zoning fee structure is designed to offset the cost of the permit review and approval. The Zoning Inspector indicated that he will often need to have 3 to 4 conversations with an applicant prior to the submission of an application. Upon receiving the application there is often at least one revision required. The Administrative Assistant receives the application and completes a review to ensure that the application is complete. Generally, there are missing items, such as health department verification, that need to be requested and obtained before the application is sent to the Zoning Inspector for his review. The Administrative Assistant will send follow up emails and/or phone calls to the applicant to obtain the information. Once the information is obtained and the Zoning Inspector approves the application, the Administrative Assistant processes the application, issues the permit, processes the payment and notifies the applicant and the Stow Building Department. This process is labor intensive.

Attached is a comparison of the Village's current fees and the fees of surrounding similar communities for various fees that the staff felt should be reviewed. (Exhibit A) The communities chosen are other Villages in Summit County and Townships that also use an outside building department. Comparisons to municipalities that have building departments were not chosen as their building permit fees often include zoning review. Many of the communities reviewed have fees much greater than the Village. Many also use a formula based on the size of the structure

rather than a flat fee. The formula approach allows for a larger more complex development to pay a larger fee than a small proposal. The larger and more complex the application, the more time and analysis is required for the review. A fee structure based on the size of the building is proposed for the Village.

Exhibit B contains the existing and proposed zoning fees. Almost every fee is proposed to be upgraded. The proposed fees are in the far-right column. There are three (3) new fees proposed. The new fees include a fee for the accessory apartments in the Commercial and Mixed-Use districts; roof over or re-roof in both the residential and commercial districts; and a demolition permit. The roof over is one of the most commonly issued permits next to fences. Currently roof-over permits are charged as “other” permits, a current fee of \$35. The addition of the accessory apartment addresses the code change that was made last year to allow apartments on the upper floors of commercial uses. Demolition permits were not addressed in the fee structure.

The following is a comparison of the fees that would be collected with the proposed fee structure based on several permits that were issued or are pending in 2024.

Main Street new home 3200 square feet with 1500 square foot accessory structure.

Current fee: \$260 Proposed fee: \$830

Major Road home addition 528 square feet

Current fee: \$100 Proposed fee: \$176.40

Potential commercial building addition and renovation 4706 square feet

Current fee: \$150 Proposed fee: \$770.60

Roof-over residential 3000 square feet

Current fee: \$35 Proposed fee: \$200

Roof-over residential 1500 square feet

Current fee \$35 Proposed fee: \$125

The staff has reviewed the proposed fee schedule and recommends approval.

Exhibit A
ZONING FEE COMPARISON

	Peninsula	Boston Heights	Richfield	Munroe Falls	Northfield	Boston Township	Richfield Township	Northfield Center Twp	Sagamore Hills Twp	Bath Township	Twinsburg Twp
New Single Family	200	200	600	125	500 +8/100 sq ft	100 +.10/sq ft	1000	2400	2400	400	1500
SF Addition/Remodel	100	50/100 Depnds on size	50	175	250/150	50 + .10/sq ft	.10/sq ft min 50	250 + .25/sq ft	75/200	50	30 up to 200sf/75 200 to 1000 sf/125 over 1000 sf
Accessory Building less than 200 sf	35	25	50	60	150 + 8/100 sq ft	50 + .10/sq ft	.10/sq ft min 50	50	75	50	20 up to 100 sq ft
Accessory Building over 200 sf	60	50	50	110	150 + 8/100 sq ft	50 + .10/sq ft	.10/sq ft min 50	up to 100+.10/sq ft	200	50 res/ 100 comm	10 + .10/100 sf over 100
New Commercial	300-1000 based on size	450	2800	350	1500 +.10/100 sq ft	150 +.25/sq ft	.25/sq ft min 100	3000 up to 5000 sq ft 3000 + .25/100 sf over 5000	2400 + 25/100 sq ft over 100 sq f	1000	300 + 25/100 sq over 1000
Commercial addition/remodel	150-250 based on size	1000	1000	350	750 + 10/100 sq ft	100 +.25/sq ft	.10/sq ft min 50		250	500	200
Fences	30	50	50	60	50	50	30 for res/ 100 for comm	100	75 res/150 comm	25	15 res/ upto 50 comm
Demolition	None	Res 25 under 200 sq ft; 100 over 200 sq ft; Comm 250			SF 100 /Garage /accessory structure 50; Commercial 200	25		50	100		50

NOTES:
Boston Heights requires deposits on all permits

Exhibit B

APPLICATION FOR ZONING PERMIT – RESIDENTIAL	CURRENT FEES	PROPOSED FEES
New Single-Family Dwelling	\$200.00	\$400 + \$10/100 SQUARE FEET
New Two-Family Dwelling	\$350.00	\$500 + \$10/100 SQUARE FEET
New Three-Family Dwelling	\$500.00	\$600 + \$10/100 SQUARE FEET
New Multiple Family Development	\$500.00 + \$75 for each additional unit over 3*	\$750.00 + \$75 for each additional unit over 3*
Accessory Apartments*		\$250/unit
Single Family Addition/Remodel	\$100	\$150 + \$5/100 SQUARE FEET
Two Family Addition/Remodel	\$175	\$300 + \$5/100 SQUARE FEET
Three Family Addition/Remodel	\$250	\$500 + \$5/100 SQUARE FEET
Accessory Building 200 Sq. Ft. or less	\$35	\$50
Accessory Building over 200 Sq. Ft.	\$60	\$50 + \$5/100 SQUARE FEET
Decks	\$35	\$50
Other (swimming pools, roof over, retaining wall, etc.)	\$35	\$50
Roof Over		\$50 + \$5/100 SQUARE FEET
Miscellaneous (items not listed)	\$50	
Demolition		\$50
Conservation Overlay Development	\$500.00 plus \$75.00 per dwelling unit*	\$500.00 plus \$75.00 per dwelling unit*

	*Additional deposit may be required to cover expenses of outside consultants (1149.11)	*Additional deposit may be required to cover expenses of outside consultants (1149.11)
APPLICATION FOR ZONING PERMIT – COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MIXED USE*		
New construction less than 5,000 Sq. Ft.	\$300	\$450 + \$10/100 SQUARE FEET
New construction 5,000 to 15,000 Sq. Ft.	\$500	\$650 + \$10/100 SQUARE FEET
New construction 15,000 to 30,000 Sq. Ft.	\$750	\$1000 + \$10/100 SQUARE FEET
New Construction over 30,000 Sq. Ft.	\$1000	\$2000 + \$10/100 SQUARE FEET
Addition/Remodel less than 5,000 Sq. Ft.	\$150	\$300 + 10/100 SQUARE FEET
Addition/Remodel greater than 5,000 Sq. Ft.	\$250	\$500 + \$10/100 SQUARE FEET

Modifications to existing site plan without building construction	\$100	\$100
Other (roof over, retaining wall, etc.)	\$50	\$50 + \$5/100 SQUARE FEET
Demolition		\$100 + \$5/100 SQUARE FEET
	*Additional deposit may be required to cover expenses of outside consultants (1149.11)	*Additional deposit may be required to cover expenses of outside consultants (1149.11)
APPLICATION FOR ZONING PERMIT IN ALL DISTRICTS		

Permanent Sign	\$100.00	\$100.00
Temporary Sign	\$50.00	\$50.00
Fence	\$30.00	\$50
MISCELLANEOUS FEES		
APPLICATION FOR CONDITIONAL USE PERMIT	\$350.00	\$350*
APPEAL OF ADMINISTRATIVE DECISION	\$350.00	\$350*
APPLICATION FOR CODE INTERPRETATION	\$350.00	\$350*
APPLICATION FOR VARIANCE (if stenographer is needed during a hearing, the expense is passed to the applicant.)	\$350.00	\$350*
APPLICATION FOR REZONING	\$1000.00	\$1000*
APPLICATION TO CHANGE ORDINANCE/RESOLUTION	\$500.00	\$500*
		*Additional deposit may be required to cover expenses of outside consultants (1149.11)
HISTORIC PRESERVATION OVERLAY		
Certificate of Appropriateness	See Section 1115.09	See Section 1115.09
SUBDIVISION FEES	See Section 1159.24	See Section 1159.24
COPIES OF ZONING ORDINANCE		
Map, in color	\$5.00 each map	\$5.00 each map

Copies 1 sided	\$.25 each page	\$.25 each page
Copies 2 sided	\$.12 each page	\$.12 each page

Fax	\$1.00	\$1.00
VENDOR PERMIT	\$20.00 per event	\$20.00 per event