

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

Held: Monday, January 27, 2025

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

ROLL CALL:

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

OTHERS PRESENT: Village Planner Rita McMahon; Solicitor Brad Bryan; Zoning Officer Chuck Hemming; Administrative Clerk Faith Dorton.

CONSIDERATION OF MINUTES:

October 28, 2024, Planning Commission Meeting

Mr. Canda made a motion that was seconded by Mayor Schneider to approve the October 28, 2024 Planning Commission Meeting Minutes. Roll call vote: Ms. Walters, yes; Mayor Schneider, yes; Mr. Canda, yes. The Minutes were approved.

CITIZENS PARTICIPATION:

Amy Frank-Hensley asked about minutes for the Area Master Plan Meeting that did not include the consultants. She offered to draft something for that meeting and stated she would follow up with the Mayor. A discussion took place about gathering information from residents and business owners for OHM to put together to share with the Steering Committee.

Steve Craig asked for information about squatters that were found in a vacant property on Bronson and what can be done about vacant properties in general. The Mayor stated the Police Department did not apprehend any squatters, but they found evidence that someone had broken into the house and spent time in it. The Service Department has since boarded up and secured the house. Mr. Bryan stated that the Village has ordinances in place that allows it to secure homes and bill the property owners and condemn properties and have them declared nuisances if those standards are met. He stated the problem with this particular property is the property owner cannot be located. That could result in a longer process for any action that needs to be taken. Other vacant properties in the Village were discussed. Compiling a list of vacant properties in the Village was suggested. Councilperson Slocum stated he thought that was a good idea.

MAYOR'S REPORT:

The Mayor stated he did not have anything to add beyond what was previously discussed. He was asked for an update on the status of the Players Barn. The Mayor stated the demolition is scheduled to be completed this week.

Mr. Bryan announced ODOT has scheduled for repairs to be made to Rt. 303 in early March that will necessitate closing the road for up to one week. The Mayor stated he is waiting for further information from ODOT. Once he receives that information, he will share it with residents, emergency services, and the schools so they can plan accordingly.

Ms. Walters asked if the County has provided any information as to where the digging for the Wastewater Project will take place. The Mayor stated he did not have that information.

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COUNCIL LIAISON REPORT: None.

OLD BUSINESS: None.

NEW BUSINESS:

Proposed Zoning Fee Schedule Amendments

Ms. McMahon explained Ms. Dorton and Mr. Hemming brought to her attention that the current zoning fees have not been updated for a while and they are not covering the cost of the work it takes to review and process the applications. Ms. McMahon stated she reviewed the fee structures of other similar municipalities in the area and updated the fees to similar amounts. She also included typical zoning fees that are not currently included in the Village Fee Schedule. She gave examples of the fees paid in connection with recent Village Zoning Applications and the amounts that would have been paid for those projects under the new fee structure. She and Mr. Hemming explained that the purpose of the fees is solely to cover the cost of the work done for the applicants and not to generate revenue. Mr. Hemming described the work he performs as the Village Zoning Officer. Mayor Schneider made a motion that was seconded by Ms. Walters to recommend the new Zoning Fee Schedule on to Council for final approval. Roll call vote: Ms. Walters, yes; Mayor Schneider, yes; Mr. Canda, yes. The motion was approved.

Mr. Canda asked how best to ensure that everyone is aware of the new fees. The Mayor stated they can be posted on the website, be available in written form at Village Hall, and be communicated by phone and in Your Community News. A discussion took place about potential violations for not submitting the proper forms and doing work without a permit. Ms. McMahon offered that some other communities charge double the permit amount if one is not properly obtained. She stated that is something the Village would need to put in place if desired.

Mr. Canda asked for clarification regarding short-term rentals and what constitutes an owner-occupied rental. He stated he was concerned about owners taking advantage of the rules. Mr. Bryan and Ms. McMahon explained there is a detailed definition in the ordinance covering that subject. The property needs to be the person's primary residence, and the owner needs to be staying at the property during the time of the rental. If the property is in the name of a corporation or a trust, the person living at the property must have at least a 20% ownership interest in the entity that owns the property.

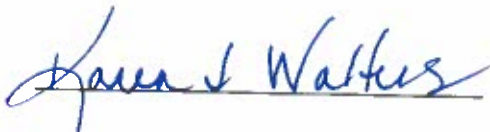
ADJOURNMENT:

Mayor Schneider made a motion that was seconded by Ms. Walters to adjourn the meeting. Roll call vote: Ms. Walters, yes; Mayor Schneider, yes; Mr. Canda, yes. The meeting was adjourned at 8:00 PM.

Respectfully submitted:

Karen Walters, Chairperson

Date



3/25/25