



## **VILLAGE OF PENINSULA**

### **AGENDA REGULAR MEETING OF COUNCIL**

Tuesday January 13, 2026, 7:00 p.m.  
Peninsula Village Hall  
1582 Main Street  
Peninsula, Ohio 44264

**CALL TO ORDER**

**SWEARING IN OF NEW COUNCILMEMBERS**

**ROLL CALL**

**PRESENTATION OF AGENDA AND AMENDMENT OF THE AGENDA**

**ELECTION OF 2026 PRESIDENT PRO-TEMPORE OF COUNCIL BY COUNCIL**

**SPECIAL PRESENTATIONS**

**PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS**

December 9, 2025 Regular Council Meeting Minutes  
December 9, 2025 Council Public Hearing Minutes

**CITIZEN PARTICIPATION**

**REPORTS**

**Mayor, Daniel Schneider, Jr.**

Statement of Condition of Village and Goals and Plans for the Year

Mayor's Request for Council Motion to Confirm the Mayor's Reappointment of Ed McCabe /McCabe Corporation as the Village Engineer for 2026 at the Rate of \$135/hr.

Mayor's Request for Council Motion to Confirm the Mayor's Appointment of Douglas Anderson as the Village Street Commissioner for 2026

**Fiscal Officer, Ms. Iaconis**

**Street Commissioner, Mr. Anderson**

**Finance Liaison, Mr. Slocum**

Acknowledgement of Receipt of Financial Reports  
Ratification of Submitted Bills List

**Police Department**

**Roads and Public Works**

**Planning Commission**

Election of Council Planning Commission Representative by Council

**Zoning Officer, Mr. Hemming**

**Board of Zoning Appeals, Mayor Schneider**

Board Vacancy

**Buildings and Grounds**

**Chamber of Commerce & Economic Development Liaison, Mr. Rosales**

**Policies & Procedures Liaison, Mr. Slocum**

Motion to Approve Village of Peninsula Cybersecurity Policy

Proposed Council Standing Committees

**Fire Board, Mr. Slocum**

**Cemetery Board**

Village Cemetery Board Appointment

**JEDD Board**

Village JEDD Board Appointment

**Wastewater/Stormwater/Water**

**Solicitor, Mr. Bryan**

**LEGISLATION:**

*Second Reading:*

**Ordinance No. 26-2025**

Requested by: Councilperson Steidl and Mayor Schneider

**An Ordinance Amending Chapter 1125 of the Zoning Code Related to Off-Street Parking**

**Ordinance No. 27-2025**

Requested by: Councilperson Steidl and Mayor Schneider

**An Ordinance Amending Section 1113.01, Zoning Code Relating to the Schedule of Regulations and a Maximum Building Footprint Lot Coverage Percentage Limit for Commercial, Mixed-Use, and Public Institution Districts**

**Ordinance No. 28-2025**

Requested by: Mayor Schneider

**An Ordinance Amending Sections 137.02 and 139.08 of the Codified Ordinances Relating to Service Department and Police Department Uniform Allowances**

*First Reading:*

**Resolution No. 01-2026**

Requested by: Councilperson Slocum

**A Resolution Amending the Village of Peninsula Rules of Council**

**UNFINISHED BUSINESS/NEW BUSINESS**

PayByPhone Process Functionality

IT Migration from Gmail to Microsoft

**EXECUTIVE SESSION (IF NECESSARY)**

**ADJOURNMENT**

**Record of Proceedings**  
**Regular Village of Peninsula Council**  
**Held: Tuesday, December 9, 2025**

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

**ROLL CALL:**

Mayor Daniel Schneider, Jr.	Present	George Haramis	Present
Richard Slocum	Present	John Najeway	Absent
Daniel Schneider	Present	Eliud Rosales	Present 6:31
Douglas Steidl	Present		

**OTHERS PRESENT:** Solicitor Bryan, Fiscal Officer Iaconis, Administrative Assistant Dorton

**AMENDMENTS TO THE AGENDA:** None

**SPECIAL PRESENTATIONS:** Ivan Kassovic, CVNP Director of External Affairs, reported the National Park Service funded a study on pedestrian safety improvements in the W. Mill Street area. The Park is currently struggling to secure funding for improvements and wants any solution to align with the timing for future plans for Oxbow Meadow to avoid wasting taxpayer money. The Park is forwarding the plans and schematics to the Village for its review. The Park wants to meet with the Village on this issue to evaluate the existing options.

**PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS:**

November 11, 2025, Regular Council Meeting Minutes

Mr. Steidl made a motion that was seconded by Mr. Haramis to approve the Minutes. Mr. Slocum then made a motion that was seconded by Councilperson Schneider to amend the Minutes to indicate in the Roads and Public Works Report that the new backhoe was delivered rather than a new truck. Roll call vote (on motion to amend): Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. Mr. Bryan then called for the vote to approve the Minutes as amended. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The Minutes were approved as amended.

**CITIZEN PARTICIPATION:**

Amy Frank-Hensley thanked the outgoing Councilmembers for their service and encouraged them to assist incoming members by sharing their notes, key contacts, and institutional knowledge, noting she sent a sample form to Mr. Slocum to help facilitate the transfer of that information. Mr. Slocum added there is extensive documentation on wastewater, water efforts, and the General Die Casters property, which would be valuable to pass along. Mr. Haramis reflected on his many years on Council, highlighting that the Village made significant improvements in infrastructure, equipment, and staffing without incurring debt or raising taxes. He expressed hope that future Councilmembers will continue that same careful, detail-oriented approach.

**REPORTS**

**Mayor Schneider:** The Mayor stated he is going to save some remarks for the end of the meeting. He noted that due to staffing constraints, Mike Andexler has been prioritizing leaf and

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snow removal over the placement of the digital speed signs. The Mayor stated he discussed with Mr. Andexler getting to that task as soon as he is able. Mr. Slocum shared a resident's concern about speeding on Rt. 303 and a box truck that recently overturned, suggesting a reduced speed zone to improve safety. The Mayor and Mr. Slocum discussed potential locations for the speed signs, such as the Coffee Shop area and where the speed drops to 25 mph. Mr. Slocum also requested the Village to consider contributing to Share Christmas. Mr. Slocum suggested the amount of \$500 or \$1,000. The Mayor indicated a willingness to approve such a contribution once an appropriate budget source is confirmed by the Fiscal Officer.

**Fiscal Officer, Ms. Iaconis:** Ms. Iaconis explained that the year-end budget amendment resolution is meant to finalize the appropriations for the year, noting she will update and post the reports once the Resolution is approved. A discussion then focused on the list of uncashed checks. Ms. Iaconis recommended that those funds be moved into the Village Unclaimed Funds account. That transfer would clean up the financial records and preserve documentation to permit future claims. After five years, the funds can then be transferred to the Village General Fund if permitted by the Auditors. Mr. Slocum made a motion that was seconded by Mr. Stiedl to move the uncashed check funds to the Unclaimed Funds account. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The motion was approved.

**Street Commissioner, Mr. Anderson:** The Mayor announced Mr. Anderson has nothing to report. He stated he would ask Mr. Anderson if he is interested in being reappointed as Village Street Commissioner for 2026.

**Finance Liaison, Mr. Slocum:**

Acknowledgement of Receipt of Financial Reports

Mr. Slocum made a motion that was seconded by Councilperson Schneider to acknowledge receipt of the Financial Reports. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The motion was approved.

Ratification of Submitted Bills List

Mr. Slocum made a motion that was seconded by Councilperson Schneider to ratify the submitted bills list. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The motion was approved.

**Police Department Liaison, Councilperson Schneider:**

Motion Authorizing the Payment of One-Time \$500 Uniform Allowance Stipends to the 4 Village Reserve Police Officers that Have Served in that Capacity for At Least 1 Year

Councilperson Schneider made the above motion that was seconded by Mr. Slocum. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The motion was approved.

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**Motion to Authorize the Mayor to Accept the Quote from Midwest Public Safety in the Amount of \$22,475.52 for a New Body Worn Camera System and Cameras**

Councilperson Schneider made the above motion that was seconded by Mr. Haramis. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The motion was approved.

**Roads and Public Works Liaison, Mr. Haramis:** Mr. Haramis reported that snow removal is going well. The Village is seeking additional help since Mr. Andexler is currently working alone. The Mayor publicly thanked Mr. Andexler for deciding to stay with the Village after being offered a higher-paying job elsewhere, noting that he worked during his vacation to plow snow and has shown a strong commitment to the community.

**Planning Commission Representative, Mr. Steidl:** Mr. Steidl reported the Planning Commission approved a lot split for the Quarry property and advanced zoning code amendment legislation to amend the Village Off-Street Parking Ordinance and an amendment to Chapter 1113 that limits building coverage to 50% of the parcel in commercial, mixed-use, or recreational zones. He added that the Commission also considered future zoning code amendments, including supplemental regulations for commercial or industrial uses adjacent to residential areas and potential mixed-use zone changes that will require more meetings. Potential new exterior lighting standards were also discussed. Mr. Slocum asked whether the Village will pursue taxes owed for an unregistered short-term rental on Rt. 303. Mr. Bryan confirmed the application will not be approved unless the back taxes are paid.

**Zoning Officer, Mr. Collins:** The Mayor announced Mr. Collins had nothing to report.

**Board of Zoning Appeals, Mayor Schneider:** The Mayor noted there is still a vacancy on the Board for anyone who is interested in filling the seat. The BZA application for the accessory dwelling unit/trailer on N. Locust was withdrawn by the applicant. Mr. Slocum stated he wants the Planning Commission to review the issue of permitting accessory dwelling units.

**Buildings and Grounds Liaison, Mr. Steidl**  
**Intent to Sell Old Player's Barn Property**

Mr. Steidl explained that efforts to sell the old Players Barn site have stalled because the two parcels are zoned Public Institution and Conservation/Recreation. Mr. Bryan outlined the complications with putting the property up for sale, including the present zoning on the two parcels, statutory limitations requiring sealed bids and selling to the highest bidder, and limited exceptions under state law. He stated there would be little interest in the properties under those zoning categories. Past proposals for the property included a wine bar, a recording studio/sound stage, and a cell tower. He emphasized that clearer direction is needed before proceeding to put the property up for sale. Options include referring the matter to the Planning Commission to determine how the parcels should be zoned and potential desirable uses. Other options could involve utilizing the County Land Bank or forming a Community Improvement Corporation. The Mayor noted that prior soil testing on the property demonstrated the site could not support larger septic use, further limiting development options. Council determined the matter should be

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referred to the Planning Commission to determine how the parcels should be zoned.

**Chamber of Commerce & Economic Development Liaison, Mr. Rosales:** Mr. Rosales reported the Chamber plans on holding a meeting at Fisher's after the first of the year to decide on its leadership going forward. The plan is to move to quarterly, rather than monthly, meetings. The Mayor thanked Margo Snider for her time and dedication to the Chamber over the last several years, noting her efforts to support local businesses despite not being a business owner herself. Ms. Snider shared she is ready to move on to other endeavors and highlighted the Christmas festivities. She and others distributed hundreds of handmade candle lights. Extremely cold weather significantly reduced event attendance over both days.

**Community Events Liaison, Mr. Najeway:** The Mayor announced that Mr. Najeway did not provide him with a report.

**Policies & Procedures Liaison, Mr. Slocum**  
**Cybersecurity Policy**

Mr. Slocum noted that Mr. Bryan prepared and distributed a Cybersecurity Policy and asked whether Council wanted to vote to adopt document now or take more time to review it. Mr. Bryan explained that adoption is not required until July 1, 2026, but suggested that the Village put it in place as soon as it is comfortable with doing so. He noted the Village should adopt a more detailed readiness document that will require collaboration with the Village's IT provider that includes an equipment inventory, identification of vulnerabilities, and event response procedures. It was determined that the Policy would be placed on the January Meeting agenda for approval by the new Council.

**Fire Board, Mr. Slocum:** Mr. Slocum reported that the Fire Department call volume remains high, with 807 calls as of the end of November. The Board made several policy updates, including a new three-minute limit on public comments at Board Meetings and a weapons ban at the fire stations. He thanked Chief Nagy and Officer Westfall for providing security at the November Meeting. He explained the Board is working on implementing a fee for non-emergency calls to businesses and long-term care facilities to reduce the strain on emergency resources. The Department participated in a holiday toy fill-the-squad event at Costco.

**Cemetery Board, Councilperson Schneider:** Councilperson Schneider announced there will be a meeting next week.

**JEDD Board, Councilperson Schneider:** Councilperson Schneider stated there is nothing to announce other than that JEDD Board Members will need to be appointed in January. The next JEDD Board Meeting will take place before the second Township Meeting in January on January 28<sup>th</sup>.

**Wastewater/Stormwater/Water Liaison, Mr. Najeway:** The Mayor reported on a recent meeting about the possibility of forming a Water District that included representatives from the City of Akron, the Township, the National Park, Boston Heights, and the Village. Akron Water provided valuable information and agreed to continue exploring options, at no cost so far. He

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emphasized the potential benefit of extending water service to the top of Rt. 303 to serve Peninsula, Boston Heights, and the Park Visitors Center. Broader participation would make the project more financially feasible. Akron's involvement is a positive step. Mr. Kassovic added that Summit County has endorsed the work to date and that the likely next step is an engineering feasibility study. Dan Krachinsky asked about the OPWC grant application. The Mayor explained that no determination on the award of the grant has been made. He participated in an appeal hearing before the Regional Committee to try to get more discretionary points.

**Solicitor, Mr. Bryan:** Mr. Bryan thanked the outgoing Councilmembers for their years of service to the Village, noting it was a pleasure to work with them over the past several years.

**LEGISLATION:**

*Third Reading:*

**Ordinance No. 21-2025**

Requested by: Councilperson Steidl and Mayor Schneider

**An Ordinance Amending the Village Zoning Map Relating to Four Contiguous Main Street Parcels and a Contiguous N. Canal Street Parcel**

Mr. Bryan read the legislation by title. Mr. Steidl made a motion that was seconded by Mr. Haramis to pass the Resolution. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The legislation was adopted.

*Second Reading:*

**Resolution No. 23-2025**

Requested by: Mayor Schneider

**A Resolution Providing Consent to the Ohio Department of Transportation to Perform Preventative Pavement Maintenance on St. Rt. 303 from Just East of the West Corporation Limit to the East Corporation Limit**

Mr. Bryan read the legislation by title. Mr. Haramis made a motion that was seconded by Mr. Steidl to suspend the three-reading rule. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The motion was approved. Mr. Steidl made a motion that was seconded by Mr. Rosales to pass the Resolution. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The legislation was adopted.

*First Reading:*

**Resolution No. 25-2025**

Requested by: Fiscal Officer Iaconis

**A Resolution Authorizing Amendments, Transfers, and/or Revenue Adjustments to the 2025 Appropriation Resolution**

Mr. Bryan read the legislation by title. Mr. Steidl made a motion that was seconded by Mr. Haramis to suspend the three-reading rule. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The motion was approved. Councilperson Schneider made a motion that was seconded by Mr. Haramis to pass the Resolution. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The legislation was adopted.

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**Ordinance No. 26-2025**

Requested by: Councilperson Steidl and Mayor Schneider

**An Ordinance Amending Chapter 1125 of the Zoning Code Related to Off-Street Parking**

Mr. Bryan read the legislation by title. This Resolution will advance to a second reading at the next Council Meeting.

**Ordinance No. 27-2025**

Requested by: Councilperson Steidl and Mayor Schneider

**An Ordinance Amending Section 1113.01, Zoning Code Relating to the Schedule of Regulations and a Maximum Building Footprint Lot Coverage Percentage Limit for Commercial, Mixed-Use, and Public Institution Districts**

Mr. Bryan read the legislation by title. This Resolution will advance to a second reading at the next Council Meeting.

**Ordinance No. 28-2025**

Requested by: Mayor Schneider

**An Ordinance Amending Sections 137.02 and 139.08 of the Codified Ordinances Relating to Service Department and Police Department Uniform Allowances**

Mr. Bryan read the legislation by title. Mr. Haramis made a motion that was seconded by Councilperson Schneider to suspend the three-reading rule. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, no; Mr. Haramis, yes; Mr. Rosales, yes. Mr. Bryan noted there were not sufficient votes to suspend the three-reading rule. Therefore, the Ordinance will advance to a second reading at the next Council Meeting.

**UNFINISHED BUSINESS/NEW BUSINESS:**

PayByPhone Process Functionality: The Mayor announced he is still working on setting up a meeting with PayByPhone regarding this issue.

IT Migration from Gmail to Microsoft: The Mayor reported there is a meeting on December 17 to discuss this issue.

**EXECUTIVE SESSION (IF NECESSARY):** None

**ADJOURNMENT:** Councilperson Schneider made a motion that was seconded by Mr. Haramis to adjourn the meeting. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes; Mr. Najeway, yes. The motion was approved. The meeting was adjourned at 7:59 p.m.

Respectfully submitted:

\_\_\_\_\_  
Daniel Schneider Jr., Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

\_\_\_\_\_  
Date

**Record of Proceedings  
Peninsula Public Hearing**

**Held: Tuesday, December 9, 2025**

**CALL TO ORDER:** Mayor Schneider called the public hearing to order at 6:30 p.m.

**ROLL CALL:**

Mayor Daniel Schneider, Jr.	Present	George Haramis	Present
Richard Slocum	Present	John Najeway	Absent
Daniel Schneider	Present	Eliud Rosales	Present 6:31
Douglas Steidl	Present		

**OTHERS PRESENT:** Solicitor Brad Bryan; Administrative Assistant Faith Dorton

**PUBLIC HEARING: Ordinance No. 21-2025, An Ordinance Amending the Village Zoning Map Relating to Four Contiguous Main Street Parcels and a Contiguous N. Canal Street Parcel**

Mr. Bryan explained that the Ordinance proposes to rezone four Main Street parcels that are currently being, and for a long time have been, used for commercial purposes, from the R-2 Residential to the Commercial zoning category. The Parcels include the Coffee Shop and the River Light Gallery properties. The N. Canal Street parcel is owned by the CVNP and would be rezoned from the R-1 Residential to the Conservation/Recreation zoning category. He explained that the Ordinance is on third reading at tonight's Council Meeting.

Amy Frank-Hensley noted the lack of public attendance at the hearing and asked whether the hearing was advertised. She stated she reviewed a service that provides notice of public advertisements, and no notice of this hearing appeared in those notifications. Mr. Bryan confirmed that a notice of the hearing appeared in the Leader, and the Village complied with the notice laws. Ms. Dorton confirmed that the notice was placed in the Leader. Mr. Bryan stated notification regarding the hearing has also been posted on the Village website for over a month. Ms. Hensley stated the proposed new zoning map was not included with the public hearing agenda. Mr. Bryan pointed out the Ordinance and Map are included in the Council Meeting packet. Mr. Steidl noted that the Planning Commission extensively considered this rezoning proposal. Mr. Slocum remarked that the old bike shop property was excluded from the rezoning ordinance due to challenges with redeveloping that parcel which is so close to the river and railroad tracks. Mr. Slocum asked whether notification of the hearing was sent to the adjacent property owners. Mr. Bryan confirmed such notices were mailed to those owners within the required timeframe. Ivan Kassovic, CVNP Director of External Affairs, expressed the CVNP's support for the zoning change for its property. No one had any further questions or comments.

**ADJOURNMENT:** Mr. Slocum made a motion to adjourn the meeting that was seconded by Mr. Stiedl. Roll call vote: Mr. Stiedl, yes; Councilperson Schneider, yes; Mr. Slocum, yes; Mr. Haramis, yes; Mr. Rosales, yes. The meeting was adjourned at 6:37 p.m.

Respectfully submitted:

\_\_\_\_\_  
Daniel Schneider Jr., Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

\_\_\_\_\_  
Date

# **VILLAGE OF PENINSULA CYBERSECURITY POLICY**

## **INTRODUCTION**

The Village of Peninsula (“Village“) acknowledges the ever-changing landscape of the Internet and electronic information systems and the importance of safeguarding public funds and information systems from cybersecurity and ransomware incidents. To that end, the Village has adopted this Cybersecurity Policy to provide its Public Officials and Employees with expectations regarding cybersecurity practices and cybersecurity or ransomware incidents.

## **DEFINITIONS**

A “*cybersecurity incident*” means any of the following:

- (1) A substantial loss of confidentiality, integrity, or availability of the Village’s information system or network;
- (2) A serious impact on the safety and resiliency of the Village’s operational systems and processes;
- (3) A disruption of the Village’s ability to engage in business or operations or deliver goods or services (a disruption could also include a payment re-direct, payroll re-direct, and/or falling victim to a spear phishing attack); or
- (4) Unauthorized access to the Village’s information system or network, or nonpublic information contained therein, that is facilitated through or is caused by either: a compromise of a cloud service provider, managed service provider, other third-party data hosting provider; or a supply chain compromise.

A “cybersecurity incident” does not include mere threats of disruption as extortion; events perpetrated in good faith in response to a request by the system owner or operator; or lawfully authorized activity of the United States or a State, local, tribal, or territorial government entity.

A “*Ransomware incident*” means a malicious “cybersecurity incident” in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies, or otherwise renders unavailable the Village’s information technology systems or data, and thereafter, the person or entity demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

## **REQUIREMENTS IF AN INCIDENT OCCURS**

When the Village experiences a cybersecurity incident or ransomware incident, the Village Mayor shall ensure that the following agencies are notified within the timeframes provided below.

- (1) The Ohio Cyber Integration Center (“OCIC”) within the Department of Public Safety, in a manner prescribed by the Executive Director, as soon as possible but not later than seven days after the Village discovers the incident. The OCIC can be contacted by email at [OCIC@dps.ohio.gov](mailto:OCIC@dps.ohio.gov) or by phone at 614-387-1089.
- (2) The Auditor of the State of Ohio, in a manner prescribed by the Auditor, as soon as possible but not later than thirty days after the Village discovers the incident. Incidents can be reported by emailing [cyber@ohioauditor.gov](mailto:cyber@ohioauditor.gov) or by using the form located at <https://ohioauditor.gov/fraud/cybersecurity.html>.

The Village shall not pay or otherwise comply with a ransom demand regarding a “ransomware incident” unless the Village Council formally approves such payment or compliance

with the ransom demand in legislation that specifically states why the payment or compliance with the ransom demand is in the best interest of the Village.

### **EXCEPTIONS FROM PUBLIC RECORDS ACT**

Pursuant to Ohio Revised Code Section 9.64, any records, documents, or reports related to this Cybersecurity Policy, any cybersecurity program instituted by the Village, the Village's cybersecurity framework, and any reports of a cybersecurity incident or ransomware incident *are not public records* under Section 149.43 of the Ohio Revised Code. Furthermore, all records identifying cybersecurity-related software, hardware, goods, and services, that are being considered for procurement, have been procured, or are being used by the Village, including the vendor name, product name, project name, or project description, may be considered security records pursuant to Ohio Revised Code Section 149.433.

### **CYBERSECURITY PROGRAM AND IMPLEMENTATION**

In addition to this Policy, Village Council shall adopt a Cybersecurity Program and Directives that identifies the Village's electronic equipment and resources, provides directives and procedures for safeguarding the Village's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. The Program and Directives shall be consistent with generally accepted best practices for cybersecurity, such as the National Institute of Standards and Technology Cybersecurity Framework, and the Center for Internet Security Cybersecurity Best Practices, and may include, but are not limited to, the following:

- (1) Identifying and addressing the cyber equipment, resources, critical functions, and risks of the Village;
- (2) Identifying the potential impacts of a cybersecurity breach;
- (3) Specifying mechanisms to detect potential threats and cybersecurity events;
- (4) Specifying procedures for the Village to establish communication channels, analyze incidents, and take actions to contain cybersecurity incidents;
- (5) Establishing procedures for the repair of infrastructure impacted by a cybersecurity incident and the maintenance of security after the incident; and
- (6) Establishing cybersecurity training requirements for all Village employees, the frequency, duration, and details of which shall correspond to the specific duties for each employee (Annual cybersecurity training provided by the State or the Ohio Persistent Cyber Initiative Program of the Ohio Cyber Range Institute shall satisfy the cybersecurity training requirements).

The Village, pursuant to this Policy, requires that all Village employees complete any required cybersecurity training and that the completion of that training be confirmed by each employee's immediate supervisor and any certificate received in connection with that training be forwarded to the Village Administrative Assistant.

All employees and officials must read and acknowledge this Policy.

This Policy was adopted by Village Council on \_\_\_\_\_.

The following is not part of Rules for Council, but for discussion during Council Deliberations on this topic.

Possible Committee Structure:

**Standing Committees**

- **Finance Committee**
  - Financial reporting
  - Fiscal viability
  - Capital expenditure budget
- **Policies, procedures and statutory compliance**
  - Rules of council, ordinances, resolutions
  - Public records policy
  - Cyber security policy & compliance
  - Personnel
  - Question for the committee: Are we following ORC in our current operations?
- **Roads, Utilities and Properties**
  - Roads, wastewater, water, storm water, electricity, gas, internet, etc.
  - General Die Casters property, Players Barn property
  - Village Hall
  - Current topic
- **Safety Committee - police, fire, health, safety & environment**
  - Traffic, parking, circulation, interface with Conservancy and NPS
  - Public interfaces - web meetings, website, etc. ?
  - STRs

|

VILLAGE OF PENINSULA, OHIO  
ORDINANCE NO.: 26-2025  
INTRODUCED BY: \_\_\_\_\_  
DATE PASSED: \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 1125 OF THE VILLAGE ZONING CODE  
RELATING TO OFF-STREET PARKING**

WHEREAS, Chapter 713 of the Ohio Revised Code authorizes the Village to enact zoning code regulations and amend those regulations from time to time; and

WHEREAS, in order to make the Village off-street parking requirements more tailored to the use and needs of the particular property, at its November 24, 2025 Meeting, the Village Planning Commission recommended to Council that it enact certain amendments to Chapter 1125 of the Village Zoning Code relating to Off-Street Parking requirements for entities located in the Commercial and Mixed-Use zoning districts; and

WHEREAS, Council desires to adopt the recommendations of the Planning Commission with respect to the proposed Chapter 1125 amendments.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby amends Chapter 1125 of the Village Zoning Code relating to Off-Street Parking, as indicated in the attachment hereto that is incorporated herein by reference.

SECTION 2. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public and/or in compliance with all legal requirements.

SECTION 3. That this Ordinance shall be effective as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Passed: \_\_\_\_\_  
Daniel Schneider, Jr., Mayor

Attest: \_\_\_\_\_  
Katie Iaconis, Fiscal Officer

Approved as to Legal Form. \_\_\_\_\_  
Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Ordinance was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

# CHAPTER 1125

## Schedule of Off-Street Parking

**1125.01** Intent.

**1125.02** Off-street loading and unloading space.

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**1125.07** Parking Requirements in the Commercial and Mixed -Use Districts

### **1125.01 INTENT.**

The intent of this chapter is to provide for adequate private passenger vehicle and delivery truck parking for different types of land uses within the Village and to set standards for the construction and use of off-street parking facilities. Within this chapter, standards have been identified for:

- (a) The temporary parking of trucks with the primary intent of delivering goods for storage and/or sale to the general public;
- (b) The temporary parking of private passenger vehicles as a use incident to a principal use; and
- (c) The temporary parking of private passenger vehicles as a principal use of the site to serve another use district which has developed without adequate off-street parking.

### **1125.02 OFF-STREET LOADING AND UNLOADING SPACE.**

Whenever reasonably possible, ~~On~~ on the same premises with every building, structure, or part thereof, erected and occupied within the C Commercial District and the MU Mixed Use District there shall be provided and maintained on the lot, adequate space for standing, loading and unloading services in order to avoid undue interference with public use of the streets or alleys. Loading spaces shall be as approved by the Planning Commission through the site plan approval process. Such space shall include a 10 foot by 55 foot loading space, with 14 foot height clearance, for every 10,000 square feet or fraction thereof, in excess of 2,000 square feet of building floor use or land use for the above mentioned purposes. A 10 foot by 25 foot loading space with a 14 foot height clearance shall be required for non-residential uses of 2,000 or less square feet of building floor use or land use.

### **1125.03 OFF-STREET PARKING DEVELOPMENT CONDITIONS.**

In all zoning districts, off-street parking facilities for the storage or parking of private passenger vehicles hereafter erected, altered or extended after the effective date of this Ordinance shall be provided and maintained as herein prescribed:

- (a) The loading space as required in Section 1125.02 shall not be construed as supplying any off-street parking space.
- (b) When units or measurements used in determining the number of required parking spaces result in requirement of fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one space.

(c) Whenever ~~there a use requiring off-street parking is~~ an increased in floor area or changed in use, ~~and such use is located in of~~ a building existing on or before the effective date of this Ordinance, the Planning Commission shall evaluate the need for additional parking per Section 1125.07. If additional parking is determined to be required it may be provided on site or within 500 feet of the building through agreements with other property owners. ~~additional parking space for such additional floor area or changed use shall be provided and maintained in amounts hereafter specified for such use; provided, however, in the existing business districts where the Village and various property owners have or may cooperatively develop parking facilities, and additional parking space as required for the increased floor space is not available within the required 300 feet as required in this Ordinance, the Commission may, through negotiations with the owner of such property, vary the location of such required parking spaces or agree to the owner's participation in other authorized parking facilities which will furnish the same amount of space as required for his increased floor space within a distance of not more than 500 feet of the building.~~

(d) For the purpose of this chapter, "floor area" in the case of offices, merchandising or service types of use, shall mean the gross floor area used or intended to be used for services to the public as customers, patrons, clients or patients or as tenants, including areas occupied for fixtures and equipment used for display or sale of merchandise.

(e) Off-street parking facilities for one- and two-family dwellings shall be located on the same lot or plot of ground as the building they are intended to serve. The location of required off-street parking facilities for other than one and two-family dwellings and all multiple dwellings shall be within 500 feet of the building they are intended to serve, measured from the nearest point of the off-street parking facilities to the nearest point of the building.

(f) In the case of a use not specifically mentioned, the requirements for off-street parking facilities for a use which is mentioned and which such use is similar shall apply.

(g) Nothing in this chapter shall be construed to prevent collective provision of off-street parking facilities for two or more buildings or uses, provided that, collectively, such facilities shall not be less than the sum of the requirements for the various individual uses computed separately in accordance with the table in this chapter.

(h) Nothing in this section shall prevent the extension of or an addition to a building into an existing parking area which is required for the original building when the same amount of space taken by the extension or addition to a building is provided by an enlargement of the existing parking lot or an additional area within ~~500~~300 feet of such building.

(i) Such parking areas will be used solely for the parking of private passenger vehicles for periods of less than 24 hours (excluding parking devoted entirely to single family detached, two family, accessory apartments or three family dwellings) and shall not be used as off-street loading areas.

(j) No commercial repair work or service of any kind, or sales or display activities, shall be conducted in such parking areas.

(k) Such parking lots shall be used only for parking automobiles and no commercial activities, such as washing or greasing, sale of merchandise or purveying of foodstuffs, repair work or servicing of any kind shall be done thereon.

(l) No building or structure shall be hereafter built or permitted, except as necessary buildings for an attendant, not more than 50 square feet each in area and not more than 15 feet in height.

(m) Plans for development of any such parking lot must be approved by the ~~Zoning Officer~~ Planning Commission as required by Section 1125.07 before construction is started. No such land shall be used for parking until approved ~~by the Administrative Official~~.

(n) Any area once designated as required off-street parking shall not be changed to any other use unless and until equal facilities are provided elsewhere.

**1125.04 TABLE.**

(a) The amount of required off-street parking spaces for uses or buildings, additions thereto and additions to existing buildings, as outlined in Section 1125.04, shall be determined in accordance with the following table, and the space so required shall be stated in the application for a permit and shall be irrevocably reserved for such use and/or shall comply with this chapter.

(b) For those uses not specifically mentioned, the minimum requirements for off-street parking facilities shall be in accordance with a use which is similar in type and as approved by the Planning Commission.

Use	Required Parking Space(s)
(1) One-family dwellings.	Two for each dwelling unit.
(2) Two-family dwellings, multiple family dwellings, <del>Accessory Apartments</del>	<del>One and one-half for each unit and/or first bedroom and one additional for each additional bedroom over one.</del> <u>Units less than 550 sq. ft. one space. All units over 550 sq. ft. 2 parking spaces.</u>
<u>(3) Accessory Apartment</u>	<u>One per unit located on site</u>
<del>(4) (3),</del> <u>Nursing</u> and convalescent homes and Assisted Living or similar uses.	.75 space per bed
<del>(5) (4)</del> —Hotels.	One and half (1.5) for each guest room,
<del>(6) (5)</del> —Libraries, museums, post offices. or similar uses	10 spaces plus one (1) for each 200 sq. ft. of floor area in excess of 2000 sq.ft.
<del>(7) (6)</del> —Theaters and auditoriums (other than incidental to schools).	One for each four seats, plus 5 spaces
<del>(8) (7)</del> —Churches, auditoriums incidental to schools.	One for each four seats in the main assembly area.
<del>(9) (8)</del> —Schools, public or private.	two (2) spaces for each classroom plus one (1) space for each 300 sq. ft. of administrative space, plus sufficient space for the safe and convenient loading and unloading of students.
<del>(10) (9)</del> —Assembly halls without fixed seats, community centers, civic clubs, fraternal orders, veterans’ organizations, union halls and similar types of occupancy.	One for each four people allowed within the maximum occupancy load as established by the Fire Marshal.
<del>(11) (10)</del> —Stadiums and sports arenas.	One for each four seats.
<del>(12) (11)</del> —Mortuaries or funeral homes.	One for each 50 square feet of floor space in the slumber rooms, parlors or individual funeral service rooms.

<del>(13) (12) All Commercial uses, Industrial, Research and Laboratory uses and other uses located in the Commercial or Mixed-Use District. Establishments for sale and consumption on the premises of alcoholic beverages, food or refreshments.</del>	As established by the Planning Commission per section 1125.07 <del>One (1) for each 50 sq. ft. or one (1) space for every 2 seats whichever is greater.</del>
<del>(13) Outdoor dining</del>	<del>One (1) space for every four (4) seats or one (1) per 100 sq. ft. whichever is greater.</del>
<del>(14) Medical or dental clinics, banks, business or professional offices.</del>	<del>One for each 200 square feet of floor area.</del>
<del>(15) Furniture and appliance stores, personal service shops (including beauty parlor and barber shops), household equipment or furniture repair shops, clothing or shoe repair or service shops, hardware stores, motor vehicle sales, wholesale stores and machinery sales.</del>	<del>One (1) space for every 250 sq. ft. of floor area</del>
<del>(16) All retail stores, except as otherwise specified herein.</del>	<del>One for each 250 square feet of floor space.</del>
<del>(17) Service garages, auto salesrooms, auto repair, collision shops.</del>	<del>One (1) space per 400 sq. ft. of sales/showroom plus one (1) space per service bay or stall plus one (1) space per 200 sq. ft. of additional floor area.</del>
<del>(18) Gasoline filling stations.</del>	<del>One (1) space per pump plus one (1) space for every 200 sq. ft. of floor area.</del>
<del>(19) Industrial establishments including manufacturing, research and testing laboratories, creameries, bottling works, printing shops, warehouses and storage buildings.</del>	<del>One (1) space for every 400 sq. ft. of floor area.</del>
<del>(14) (20) Indoor and outdoor amusement centers</del>	Shall be determined by Planning Commission through the conditional use approval.

### 1125.05 MUNICIPAL FACILITIES.

Wherever the Council establishes off-street parking facilities by means of a special assessment district or by any other means, the Council may determine, upon completion and acceptance of such off-street parking facilities by the Council, all existing buildings or uses and all buildings erected or uses established thereafter within the special assessment district or districts shall be exempt from the requirements of this chapter for privately supplied off-street parking facilities.

### 1125.06 REGULATIONS FOR THE DEVELOPMENT AND MAINTENANCE OF PARKING LOTS.

In all districts where off-street parking lots are the principal use of a site or are permitted as an adjunct to the lawful use of property therein, and such facilities provide parking privileges to owners, occupants, tenants, employees, patrons, customers, members, visitors, and invitees therein, such off-street parking lots shall be constructed and maintained subject to the following regulations:

(a) Application Requirements. An application for a permit to construct such a lot shall be submitted to the Village. After the Administrative Official has determined that the following mandatory provisions have been provided for, a permit shall be issued to the applicant. The application shall include a site plan along with all applicable construction details and elevations and shall include all items identified in this Section. All plans shall be prepared and sealed by a registered engineer.

(b) Ingress/Egress. Adequate ingress and egress shall be provided to meet the approval of the Administrative Official. Backing directly onto a street shall be prohibited.

(c) Construction Requirements. All parking lots shall, at a minimum, be surfaced and maintained with a durable and dustless surface (such as brick, stone, gravel or slag, washed silica pebbles, asphalt or concrete). All parking lots shall provide an adequate storm management system as approved by the Planning Commission in consultation with the Village Engineer and/or Zoning Officer.

(d) Lighting. All lighting used to illuminate any off-street parking area shall be so installed as to be confined within and directed onto only the parking area and property which it serves. No lighting shall be so located or visible as to be a hazard to traffic safety. Minimum light levels at any one location within the lots shall be one foot-candle, and maximum light levels at any point along the perimeter of the lot shall be one and one-half foot-candles. A lighting plan shall be submitted along with the site plan identified above and shall include all light locations, photometric diagrams and light fixture details. In addition, all off-street parking areas shall be designed and screened so as to minimize the presence of headlight glare on adjacent properties, particularly those zoned or used for residential purposes.

(e) Lots Located Opposite Residential Property. All street boundaries of such parking lots where residential property is located on the opposite side of the street shall provide screening of vehicle headlights to the residential property.

(f) Signs. No sign shall be erected upon such parking lots, except not more than one sign at each entrance to indicate the operator, the purpose for which operated and the parking rates, when charge is permitted. Such signs shall not exceed six square feet in area per site entrance and shall not extend more than eight feet in height above the nearest curb and shall be entirely upon the parking lot.

(g) Drive Width. Entry driveways shall be at least 12 feet wide for one-way travel and at least 24 feet wide for two-way travel.

(h) Layout Plan Requirements. Plans for the layout of off-street parking facilities shall be in accordance with the following minimum requirements:

<b>Parking Angle</b>	<b>Stall Width (feet)</b>	<b>Aisle Width (feet)</b>	<b>Stall Length (feet)</b>
Parallel	9	12	23
30"	9	12	18
45"	9	13	18
60"	9	18	18
90"	9	24	18

Facilities for the parking of tour busses, motorcoaches, and other large vehicles shall be designed in accordance with and depending upon the type(s) of vehicles proposing to be accommodated on a site.

(i) Parking for the Physically Handicapped. Parking requirements for the physically handicapped shall be in conformance with the Ohio Building Code.

(j) Maneuvering Lanes. All maneuvering lane widths shall permit one-way traffic movement, except that the 90-degree pattern may permit two-way movement.

(k) Other Driveway Standards. If abutting parking spaces are arranged at an angle other than those listed above, the minimum driveway width shall be determined according to the next higher standard from the table. For example, if 75-degree angle parking is provided, the minimum driveway width shall be the standards for 90-degree angle parking or 24 feet.

(l) Driveway Width for Driveways Used by Large Vehicles. If the driveway is regularly used by trash collection vehicles, delivery trucks or other large vehicles, the minimum width shall be increased to 24 feet.

(m) Other Improvements. Except for single- and two-family dwellings on individual lots, where three or more unenclosed parking spaces are provided, exclusive of driveways, the following additional improvements are required:

(1) Drainage. Parking areas shall be appropriately graded and equipped with facilities to collect and store stormwater on-site and transmit it to the approved public facilities, as determined by the Village Engineer and/or Zoning Officer.

(2) Marking. All parking spaces shall be appropriately marked with painted lines.

(n) Shared Parking and Access Facilities. In conjunction with multiple-family or nonresidential uses, two or more adjoining properties may be developed with shared parking and access facilities when approved under a single unified site plan. In such cases, the setbacks, curbing and perimeter landscaping requirement of this section shall not apply along the common property line.

(o) Setback Requirements. The setbacks of all off-street parking lots shall be in accordance with the requirements identified below:

(1) Front yard. No parking lot stalls or aisles shall be located closer than 5 feet to the public road right-of-way. In addition, and whenever possible, parking should be located behind building.

(2) Side yard on interior lot lines. No parking lot stalls or aisles shall be located closer than 10 feet to the adjoining parcel property line of a residential use and must be screened in accordance with section (q) herein. Parking lot stalls and aisles shall be permitted to abut the property line of an adjacent non-residential use.

(3) Side yard on street side of corner lots. No parking lot stalls or aisles shall be located closer than 5 feet to a street right-of-way.

(4) Rear yard. No parking lot stalls or aisles shall be located closer than 5 feet to the rear property line of nonresidential uses. When a parking lot is located adjacent to any residential use, the setback shall be 10 feet.

(5) Rear yard abutting a street. No parking lot stall or aisle shall be located closer than 5 feet to a street right-of-way.

(p) Landscape Screen Requirements. When required, parking spaces and parking areas shall be effectively screened with perimeter landscaping on all sides adjacent to or visible from adjacent properties, streets or alleys. Any parking area containing more than 50 spaces shall also include interior landscaping to further reduce the visual impacts of the areas, to reduce their heat radiation effects, to improve oxygen generation, and to reduce air pollution.

(1) Installation/maintenance. Landscape screening shall be installed and maintained as required in this Ordinance.

(2) Screening. Screening shall be provided for all non-residential uses where three or more unenclosed parking spaces are provided exclusive of driveways. Screening shall be provided in

accordance with a landscape plan submitted as part of the application and shall meet the design standards identified in this Ordinance.

(q) Design Standards for Landscape Screen Requirements.

(1) Deciduous or evergreen shrubs used in a perimeter landscape screen shall be at least two feet high at initial planting and shall be expected and permitted to grow to a height of at least three feet within two years of planting; such materials shall be expected and permitted to grow to a height of five feet. A solid six (6) ft fence may be installed in combination with the plant material if approved by the Planning Commission.

(2) At initial planting, deciduous trees shall be a minimum of two- and one-half-inch caliper, ornamental trees a minimum of two-inch caliper and evergreen trees a minimum of five feet in height.

(3) The required height of a perimeter landscape screen may be reduced where it is determined by the Village Engineer and/or Zoning Officer that such landscaping would interfere with traffic safety and visibility.

(4) The required height of a perimeter landscape screen may be increased where significant changes in elevations between an adjacent property or public right-of-way make it necessary to comply with the intent of this Ordinance.

(5) The selected combination of plant materials shall be a harmonious combination of living deciduous and evergreen trees, shrubs and vines irregularly spaced to provide an effective year-round screen and to present an aesthetically pleasing view, and all quantities shall be based on the on a landscape plan that has been submitted and approved by the Planning Commission.

(6) Loose groundcover or mulch materials shall be placed or effectively contained so they do not spill over into parking and access facilities or the public right-of-way.

(7) All required landscape features within three feet of the edge of parking or access facilities shall be protected from vehicle encroachment by curbing, wheel stops or similar means.

(8) Where 50 or more parking spaces are provided, there shall be at least 10 square feet of interior landscaped area per space provided within the overall perimeter of the parking area.

(9) Interior landscaped areas shall be at least 125 square feet in an area with a minimum dimension of no less than eight feet.

(10) At least one shade tree of a minimum two- and one-half-inch caliper shall be planted in each interior landscaped area.

(11) There shall be at least one interior landscaped area for each 50 parking spaces provided or fraction thereof.

(12) The application of the above standards may be adjusted, in part or in whole, to allow credit for healthy plant material to be retained on or adjacent to the site if such an adjustment is consistent with the intent of this article.

(13) Planning Commission may waive or modify any of the above listed criteria as part of the site plan review provided the intent of this section is maintained.

(r) Maintenance. It shall be the responsibility of the owner and occupant of the property to maintain all parking and access facilities in a safe and usable condition. This includes, among other things, patching, sealing and replenishing paving; repainting space markings; repairing or replacing curbing or wheel stops and cleaning on-site drainage facilities. It shall also be the responsibility of the owner and occupant to maintain required landscape in neat, clean, orderly and healthful condition. This includes, among other things, pruning, mowing, weeding, litter removal, replacement of dead or diseased plants, repair or replacement of broken or damaged walls, and the regular feeding and water of plant materials.

## 1125.07 PARKING REQUIREMENTS IN THE COMMERCIAL AND MIXED -USE DISTRICTS

(a) To maintain flexibility, encourage the redevelopment or development of parcels within the Commercial and Mixed-Use Districts and to ensure that parking areas are the appropriate size for the proposed uses, the Planning Commission shall determine the appropriate number of parking spaces necessary on a site based on the following criteria:

1. In addition to the site plan, the submission of a parking assessment by the developer or property owner that evaluates the number of parking spaces that includes:
  - A. A list of proposed use or uses of the property;
  - B. The peak demand for each use;
  - C. The location and number of required handicapped parking;
  - D. A completed Village Shared Parking Analysis form;
  - E. A list of current uses within 500 feet of the site;
  - F. Location of on street parking adjacent to the site and number of spaces;
  - G. Location of public parking within 500 feet of the site;
  - H. Availability of shared private parking including an agreement for use of such parking;
  - I. Provisions for bike parking.
  - J. Provisions for loading and unloading of deliveries and supplies.
  
2. The Planning Commission shall review the parking assessment and evaluate the appropriateness of the proposed parking based on the following criteria:
  - a. If there is a housing component in the project, on-site parking shall be provided for each unit;
  - b. If an existing building is being expanded, will existing parking be eliminated;
  - c. Does the percentage of lot coverage by the building comply with the requirements of Section 1113.01(k);
  - d. The nature of the use or uses and the proposed hours and days of operation;
  - e. Will the amount of parking impact the existing businesses in the area;
  - f. Will the site provide amenities such as bike parking, public gathering spaces or unique design features that will be an asset to the Village;
  - g. Are there currently parking concerns in the area;
  - h. Will the development and parking layout advance the spirit and intent of the Zoning Code, the Downtown Master Plan and the Long-Range Plan;

(b) After review the Planning Commission may approve, approved with stipulations, or deny the number of spaces and the layout of the parking. If the number of parking spaces is denied the Planning Commission shall state the reasons for the denial. The applicant may revise the plan to address the reasons for denial and resubmit to the Planning Commission. If the Planning

Commission approves the number and layout of the parking, the Zoning Officer shall incorporate the approved plan in the Zoning Permit. If the approval is with stipulations the Zoning Officer shall ensure that the stipulations are addressed and included on the final plan before issuance of a zoning permit. If the stipulations are not addressed the Zoning Officer shall return the application to the Planning Commission for additional review which may result in a denial of the plan.

VILLAGE OF PENINSULA, OHIO  
ORDINANCE NO.: 27-2025  
INTRODUCED BY: \_\_\_\_\_  
DATE PASSED: \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 1113.01(k) OF THE VILLAGE ZONING CODE RELATING TO THE SCHEDULE OF REGULATIONS AND A MAXIMUM BUILDING FOOTPRINT LOT COVERAGE PERCENTAGE LIMIT FOR THE COMMERCIAL, MIXED-USE, AND PUBLIC INSTITUTION DISTRICTS**

WHEREAS, Chapter 713 of the Ohio Revised Code authorizes the Village to enact zoning code regulations and amend those regulations from time to time; and

WHEREAS, in order to control the size and scale of buildings in connection with their respective lots and leave additional room for parking and green space, at its November 24, 2025 Meeting, the Village Planning Commission recommended to Council that it amend Section 1113.01(k) of the Village Zoning code to establish a maximum building footprint lot coverage percentage limit for the Commercial, Mixed-Use, and Public Institution districts; and

WHEREAS, Council desires to adopt the recommendations of the Planning Commission with respect to the proposed Section 1113.01(k) amendment.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby amends Section 1113.01(k) of the Village Zoning Code relating to the Schedule of Regulations and a maximum building footprint lot coverage percentage limit for the Commercial, Mixed-Use, and Public Institution districts, as indicated in the attachment hereto that is incorporated herein by reference.

SECTION 2. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public and/or in compliance with all legal requirements.

SECTION 3. That this Ordinance shall be effective as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Passed: \_\_\_\_\_  
Daniel Schneider, Jr., Mayor

Attest: \_\_\_\_\_  
Katie Iaconis, Fiscal Officer

Approved as to Legal Form. \_\_\_\_\_  
Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Ordinance was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

**1113.01 SCHEDULE OF REGULATIONS.**

District/ Overlay	Lot Minimum		Maximum Height of Structures		Minimum Setback Requirements (Per Lot in Feet)				Minimum Floor Area	Maximum Lot Coverage
					Side Yards			Rear Yard		
	Area (square feet)	Width (feet)	In Stories	In Feet	Minimum Front Yard	Least One	Total of Two			
R-1, Rural Residential District	174,240 (4 acres)	300 (b)	2	35	200	65	130	100	(h)(1)	15%
R-2, “Small Town” Residential District	10,890 (1/4 acre) (a)	80 (b)	2	35	25	10	25	35	(h)(2)	30%
C, Commercial District	(c)	(b, c)	3(d)	45(d)	0	0 (f)	0 (f)	20	-	(k)
MU, Mixed Use District	(c)	(b, c)	3(d)	45(d)	0	0 (f)	0 (f)	20	(i, j)	(k)
PI, Public/Institutional District	(c)	(b, c)	2 (d)	35 (d)	0	0 (f)	0 (f)	20	-	(k)
CR, Conservation/ Recreation District	-	-	2	35	100 (g)	35 (g)	70 (g)	60 (g)	-	5%

**FOOTNOTES TO SCHEDULE OF REGULATIONS**

(a) In the event of no public water or sanitary sewer service availability, the minimum lot area and width in the R-2 District shall be determined by the amount and configuration of land necessary to accommodate private well(s) and or septic system(s), as determined by the Summit County General Health District. In no case, however, shall the minimum lot area be less than 10,890 square feet.

(b) In all districts, in addition to meeting minimum lot width requirements, each lot shall also provide lot frontage conforming to the requirements of Section 1117.05.

(c) In a C, MU, or PI District, lot minimum (area and width) and minimum front and side setback requirements shall be determined by the ability of a proposed use to meet all other requirements of this Ordinance.

(d) In a C, MU, or PI District, as well as for additional uses in R-1 and R-2 Districts as specified in this Ordinance, additional building height may be permitted with Commission approval, upon providing justification to the Commission that the height is necessary for the operation of a proposed use.

(e) In all districts, on a corner lot, the side yard abutting the secondary street shall be increased to the front yard for the district in which the lot is located.

(f) In a C, MU, or PI District, where a lot abuts land in an R-1 or R-2 District, any side yard abutting such land shall be increased to 20 feet.

(g) In a CR District, there shall be no setback requirements for any lot line that abuts another lot in a CR District.

(h) (1) Single-family dwellings in the R-1 District shall comply with the following minimum floor area requirements:

(A)

Dwellings with or without basement	1400 sq. ft.
First floor of two-story or tri-level	800 sq. ft.

(B) Single Family dwelling shall comply with the following maximum floor area requirements:

Dwelling with or without basement	5500 sq.ft.
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(2) Single-family dwellings in the R-2, MU and C Districts shall comply with the following minimum floor area requirements:

(A)

Dwellings with or without basement	1000 sq. ft.
First floor of two-story or tri-level	700 sq. ft.

(B) Single Family dwelling shall comply with the following maximum floor area requirements:

Dwelling with or without basement	2800 sq.ft.
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(i) Two and three family dwellings on individual lots shall comply with the following minimum floor area requirements per unit:

(1)

Dwellings with or without basement	1,000 sq. ft.
First floor of two-story or tri-level	700 sq. ft.

(2) Two family buildings in the R-2 and MU Districts shall comply with the following maximum building area requirements:

Building with or without basement, includes both units	3200 sq.ft.
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(j) Multiple family dwellings in a multifamily development and accessory apartments shall comply with the following minimum floor area requirements per unit:

Unit with one bedroom	400 sq. ft.
Unit with two bedrooms	550 sq. ft.
Unit with three or more bedrooms	700 sq. ft.

(k) In a C, MU or PI District, ~~maximum lot coverage~~ the building foot print shall not exceed 50% of the lot area unless approved by the Planning Commission. ~~be determined by the ability of a proposed use to meet all other requirements of this Ordinance.~~

VILLAGE OF PENINSULA, OHIO  
ORDINANCE NO.: 28-2025  
INTRODUCED BY: \_\_\_\_\_  
DATE PASSED: \_\_\_\_\_

**AN ORDINANCE AMENDING SECTIONS 137.02 AND 139.08 OF THE CODIFIED  
ORDINANCES RELATING TO SERVICE DEPARTMENT AND POLICE  
DEPARTMENT UNIFORM ALLOWANCES**

WHEREAS, uniform costs have increased in recent years, and the Mayor and Council desire to increase the annual Service Department and Police Department uniform allowances starting with the 2026 calendar year; and

WHEREAS, Council desires to amend Sections 137.02 and 139.08 of the Administrative Code to effectuate the desired uniform allowance ordinance changes.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. Council hereby amends Sections 137.02 and 139.08 of the Administrative Code relating to annual Service Department and Police Department uniform allowances effective starting in the 2026 the calendar year, as set forth in the exhibit that is attached hereto and incorporated herein by reference.

SECTION 2. All formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance shall take effect and be in force as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day  
of \_\_\_\_\_, 2025.

Passed:

\_\_\_\_\_  
Daniel Schneider, Jr., Mayor

Attest:

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

Approved as to Legal Form.

---

Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Ordinance was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

---

Katie Iaconis, Fiscal Officer

**137.02 SERVICE DEPARTMENT EMPLOYEE UNIFORM ALLOWANCE.**

Service Department employees shall be entitled to a Uniform Allowance, which shall be used only to purchase clothing items worn by the employee while working for the Village. The Mayor shall prepare and maintain a list of items that may be purchased pursuant to this Uniform Allowance. The amount of the allowance shall be ~~\$500~~ \$750 per year for full-time employees and ~~\$250~~ \$375 per year for part-time or seasonal employees. The Fiscal Officer shall issue a purchase order for each Service Department employee in the designated amount of their Uniform Allowance as of their hire date for new employees or their anniversary date for existing employees. All purchases under this allowance shall be approved in advance by the Mayor and Fiscal Officer and be made pursuant to the purchase order. Employees shall be required to reimburse the Village for any of their Uniform Allowance purchases made during their ninety-day probationary period in the event they do not successfully complete their probationary period. Employees shall not be permitted to carry over unused Uniform Allowance balances past the one-year expiration date of the purchase order.

**139.08 POLICE DEPARTMENT UNIFORM AND EQUIPMENT.**

- (a) The Chief of Police shall designate the items of clothing and equipment, which shall be required for each Officer per the Police Policy Manual.
- (b) Only those items designated in accordance with subsection (a) hereof may be purchased with the Uniform Allowance for Police personnel.
- (c) Starting January 1, 2018, each officer's Uniform Allowance is allocated upon hiring for new officers and as of their anniversary date for existing officers. The amount of the allowance shall consist of ~~\$750.00~~ \$1,000 for full-time officers, ~~\$500.00~~ \$750 for part-time or auxiliary officers upon hiring, and ~~\$500~~ \$750 for part-time officers and auxiliary officers for each subsequent year of service.
- (d) The Chief of Police will submit a requisition form to the Fiscal Officer requesting that a purchase order be issued to each officer for his or her Uniform Allowance as of the officer's hire date for new officers or anniversary date for existing officers. The Fiscal Officer will then issue each officer a purchase order for the designated amount to ~~spend~~ be spent.
- (e) All purchases will be made with the purchase order by the officers, and all invoices will be forwarded to the Fiscal Officer. All invoices shall be approved by the Chief of Police before payment is made by the Fiscal Officer.
- (f) No officer will be reimbursed for any Uniform Allowance purchase unless the purchase is approved by the Chief of Police.
- (g) Any officer who does not complete the six-month probationary period will be required to reimburse the Village for the amount of the Uniform Allowance used.

VILLAGE OF PENINSULA, OHIO  
RESOLUTION NO.: 01-2026  
INTRODUCED BY: \_\_\_\_\_  
DATE PASSED: \_\_\_\_\_

**A RESOLUTION AMENDING THE VILLAGE OF PENINSULA RULES OF COUNCIL**

WHEREAS, Section 731.45 of the Ohio Revised Code authorizes Council to determine its own rules; and

WHEREAS, in 2023, Council readopted Rules of Council governing the operations of Council and Councilmembers; and

WHEREAS, Council desires to amend the Rules of Council as specified herein.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby amends the Rules of Council as set forth in the attachment hereto that is incorporated herein by reference.

SECTION 2. That all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Resolution shall take effect and be in force as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Passed:

\_\_\_\_\_  
Daniel Schneider, Jr., Mayor

Attest:

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

Approved as to Legal Form.

\_\_\_\_\_  
Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly passed by the Council of the Village of Peninsula, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Resolution was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, as follows:

1. Terry Lumber & Supply
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

\_\_\_\_\_  
Katie Iaconis, Fiscal Officer

VILLAGE OF PENINSULA RULES OF COUNCIL

- RULE 1 PUBLIC & OPEN MEETINGS
- RULE 2 CORRESPONDENCE AND COMMUNICATIONS
- RULE 3 MEETINGS
- RULE 4 ORGANIZATONAL MEETING
- RULE 5 CONFLICTS OF INTEREST
- RULE 6 ORDER OF BUSINESS – REGULAR MEETINGS
- ~~RULE 7 ORDER OF BUSINESS - WORKSHOP MEETINGS~~
- ~~RULE 87 MAYOR’S AUTHORITY~~
- ~~RULE 98 EXECUTIVE SESSION~~
- ~~RULE 109 ADJOURNMENT~~
- ~~RULE 110 RECORD OF PROCEEDINGS~~
- ~~RULE 121 MEETING PREPARATION~~
- ~~RULE 132 SPECIAL COMMITTEES~~
- ~~RULE 143 VOTES AND VOTING~~
- ~~RULE 154 SPOKESPERSON FOR COUNCIL MATTERS~~
- ~~RULE 165 MEETING ATTENDANCE~~
- ~~RULE 17 TRAINING & ACCOUNTABILITY~~

RULE 1 PUBLIC & OPEN MEETINGS

1. All official meetings of Village Council are and shall be open to the public and abide by the Open Meetings Act. (O.R.C. 121.22(C))
2. All action by Village Council shall be taken at an open session. (121.22(A))
- ~~3. Village Council may, in its sole discretion, invite one or more persons to remain in the Chamber during the executive session.~~
- ~~4.1. All action by Village Council shall be taken at an open session. (121.22(A))~~
4. To maintain proper decorum, village officials, including Council Members, Mayor, Solicitor, and Fiscal Officer shall refrain from using cell phones during the meeting unless there is an urgent need or it is used to look up information that is relevant to the current discussion.

Commented [RS1]: Formerly #4 in this Rule

Commented [RS2]: Moved to Rule 8 - Executive Sessions

RULE 2 CORRESPONDENCE AND COMMUNICATIONS

- ~~1. Each Member of Council shall be provided with Business Cards which shall include the Member’s name, the Village’s governmental address, and the email address of the Member.~~

2-1. Each Member of Council is to recall that all correspondence and communications sent or received by or on behalf of the Member in the execution of the office shall be considered a PUBLIC RECORD, and a copy shall be preserved by the Member, or the Village, or both. (O.R.C. 149.43(A)(1); 149.011(A))

3-2. Each Member of Council is to recall that no correspondence or communication may be purged or destroyed except in accordance with the Rules governing the retention and destruction of Public Records. (O.R.C. 149.351)

### **RULE 3 MEETINGS**

1. All meetings of Village Council are open to the public, and Council shall make provision to provide adequate space for the attendance of all persons wishing to attend. (O.R.C. 121.22(C))
2. All actions of Village Council shall be taken in an Open Session (O.R.C. 121.22(A)), and the ayes and nays of each vote shall be taken and included in the Record of Proceedings. (O.R.C. 733.27)

3. Regular meetings of Village Council shall be held in the Peninsula Village Hall on the second Tuesday of each month, beginning promptly at 7 p.m. Council may approve an exception to the Peninsula Village Hall, should the building not be available, or to address other issues. (Pen. 121.01)

4. Workshop meetings of Village Council shall be held in the Peninsula Village Hall on the xxx of xxx of each month, beginning promptly at 7:00 p.m., unless otherwise rescheduled by motion of Council.

- a. Workshop meetings are less formal meetings of Council to discuss matters to be considered by Council at Regular Council meetings including special or standing committee meetings or other matters concerning the Village.
- b. Workshop meetings are intended for discussion, planning, review of upcoming legislation, and receiving reports or presentations.
- c. No final legislative action shall be taken at a Workshop meeting, except in cases of declared emergency or when Council determines that immediate action is necessary for the health, safety, or welfare of the Village.
- d. First or second readings of legislation are acceptable if a quorum is present and the item was on the published agenda.
- e. Agendas for Workshop meetings shall be posted in accordance with Ohio's Sunshine Laws.

4-5. Special meetings of Village Council shall be called, as found to be necessary, upon either the request of the Mayor or upon the written demand of three Members of Council. ~~Twenty-four~~Twenty-four hours' notice of such special meeting shall be given to each Member of Council. Any request for the calling of a Special Meeting shall include the matters to be considered, and the Notice of the calling of the Special Meeting shall include all such matters to be considered. (O.R.C. 731.46, 731.44; Pen. 121.02, 125.03)

Commented [RS3]: PEN 121.01 may need to be updated

Commented [RS4]: Format

~~5-6.~~ The Mayor, as President of Council, shall preside at each meeting of Village Council (O.R.C. 733.24) and shall call the meeting to order at the time scheduled. In the absence of the Mayor, the President Pro-Tempore of Council shall perform such duties as are imposed upon the President. (O.R.C. 731.10). In the absence of both the Mayor and the President Pro-Tempore, the Clerk of Council or Solicitor shall call the meeting to order at the scheduled time. In such case, the first order of business shall be the election of a temporary presiding officer selected by the Members of Council present. The person so selected shall conduct the meeting and relinquish those duties upon adjournment.

~~6-7.~~ No business shall be conducted at any meeting of Village Council at which there is not a quorum of Members of Council present. In the absence of a quorum, the Members present may, by majority vote, recess and cause the Clerk of Council or Administrative Clerk-Assistant to procure the attendance of absent Members. (O.R.C. 731.44)

~~7-8.~~ The Fiscal Officer of the Village shall serve as Clerk of Council, and shall keep the minutes of the legislative authority, and preserve all of its ordinances and resolutions. (O.R.C. 733.262; Pen. 133.01)

~~8-9.~~ All administrative staff and appointed officials, including the Village Solicitor, shall be seated at a designated staff table or tables or in the public gallery, and shall not be seated at the legislative table with Members of Council and the Mayor.

~~9-10.~~ The Village Solicitor and all administrative staff may only address the Council as a body when formally recognized by the presiding officer (the Mayor or, if not present, the President Pro-Tempore) for a specific purpose such as a scheduled report, to answer a direct legal or administrative question posed by a member of Council or the Mayor, to correct inaccuracies in information discussed by Council, or to warn of legal issues. General participation or commentary outside of these conditions is not allowed.

#### **RULE 4 ORGANIZATONAL MEETING**

1. Immediately upon the Call to Order at the first -Regular Meeting of Village Council in January of each year, the following shall occur:
  - a. New Members of Council shall be sworn in and acknowledge their oath if that has not already taken place.
  - b. Village Council shall select, by majority vote, the Member of Council who shall serve as President Pro-Tempore for that year. ~~(ORC 733.10) , -who shall serve until a new President Pro-Tem is selected. (O.R.C. 733.10)~~
  - c. The Mayor shall nominate a Street Commissioner, and Council shall vote upon the nomination. Upon the consent of Village Council, by majority vote, the Street Commissioner shall immediately serve until a new Street Commissioner is selected, unless earlier removed from office pursuant to O.R.C. 735.31 or other applicable provision of the Ohio Revised Code. (O.R.C. 735.31)

**Commented [RS5]:** Spelling out the title in full throughout the document.

**Commented [RS6]:** Updated language was moved to #15 - Meeting Attendance

d. If appropriate, Village Council shall select, by majority vote, the Member of Council who shall serve as a Member of the Village Planning Commission. The Member so selected shall immediately serve as Member of the Planning Commission as provided by law. (O.R.C. 713.01; Pen. 145.01)

e. Council may create such standing and special committees as it sees fit. Such committees will meet in open meetings that follow the same requirements for Council meetings including official notice, quorum, and minute taking. Working and deliberating in committees ensures a more open and transparent organization.

e-f. The President Pro-Tempore shall nominate such Council Liaisons as are appropriate. The Liaisons shall immediately undertake their responsibilities and serve until new Liaisons are selected, or until the role of Liaison is eliminated by majority vote of Village Council. (Village of Peninsula Council Rules and Guidelines for the Establishment, Appointment, and Responsibilities of Council Liaisons)

f.g. The Mayor shall deliver, orally ~~and~~ in writing, a statement of the condition of the Village, along with a statement of any goals or plans for the year then beginning. (O.R.C. 733.41)

**Commented [RS7]:** We need to determine if there is a need for any Liaisons, and whether to update or eliminate the document.

**Commented [RS8]:** Requiring an oral and written report

## **RULE 5 CONFLICTS OF INTEREST**

1. No Member of Council shall vote, or solicit other Members to vote, on any matter on which the Member of Council has a Conflict of Interest.
2. The Ohio Ethics Law generally prohibits public officials from using their official positions for their own personal benefit or the benefit of their family members or business associates. The Law contains provisions regarding Conflicts of Interest that involve financial interests in public contracts, nepotism, post-employment activities, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that Council ~~Members~~ be prohibited from:
  - a. Authorizing or using their position to secure the authorization of any contract or appointment in which they, an immediate family member, or a business associate has a financial interest unless approved by Council. ~~An~~ "immediate family member" is defined as a spouse, parent, grandparent, child, grandchild, sibling, or any other relative residing with the Council ~~Member~~ person. ~~A~~ "business associate" is defined as a person or entity with whom or which the Council ~~person~~ person is acting together to pursue a common business purpose);
  - b. Accepting any gift, gratuity, favor, or other form of payment from a person or firm who is under contract with the Village, who is proposing to enter into a contract with the Village, or who otherwise provides any service or commodity to the Village at taxpayers' expense;
  - c. Authorizing a contract or regulation that provides a particular and singular benefit to themselves or their personal or real property that is separate and apart from a benefit provided or regulation applicable to a group of persons, entities, or properties;

- d. Disclosing or using information that is deemed confidential by law; or
- e. Representing parties before any public body in a manner in which they were involved as a Council ~~person~~ both during and for one year after leaving public service.
- e-f. Reference (O.R.C. 102.03, 2921.42, 2921.43; Village of Peninsula Employee Handbook, Freedom from Conflicts of Interest, pp. 8, 9.)

**RULE 6 ORDER OF BUSINESS – REGULAR MEETINGS**

1. ~~The business of a regular~~ Village Council shall be transacted in accordance with the following agenda format:
  - a. Call to Order.
  - b. Roll Call.
  - c. Presentation of the Agenda, and Amendment, as appropriate.
  - d. Special Presentations, if any.
  - e. Consideration of the Record of Proceedings of the Prior Regular Meeting or any Prior Special Meeting.
  - f. Citizen Participation.
  - g. Mayor’s Report.
  - h. Fiscal Officer Report.
  - i. Liaison and Committee Reports.
  - j. Solicitor’s Report and Reading/Consideration of Pending Legislation.
  - k. Unfinished Business.
  - l. New Business.
  - m. Executive Session, if required.
  - n. Adjournment.
  
2. Citizen Participation shall be allowed for any person in attendance at the meeting according to the following rules:
  - a. ~~and shall, unless otherwise determined by Village Council, allow the each~~ speaker shall be allowed up to three minutes to address Council as a whole or the Mayor on any issue of interest in the Village.
  - a-b. In respect to Council, and for purposes of maintaining a proper Record of Proceedings, each speaker shall first identify themselves by name and residence or business address, along with any business or organization affiliation.
  - b-c. Speakers shall observe proper decorum and refrain from using obscenities, engaging in disrespectful conduct, or making personal attacks or insults.
  - e-d. In respect to the speaker, the others in attendance, and the meeting agenda, there shall be no debate from Council during or immediately following the speaker’s presentation, other than allowing for clarifying questions by Council or the Mayor.
  - e. The speaker shall be thanked for their input and participation.

f. ~~however, it~~ may be appropriate to return to the statement of the speaker, or the issues raised by the speaker, later in the current meeting or at a future meeting.

**RULE 7 ORDER OF BUSINESS – WORKSHOP MEETINGS**

1. A Workshop Meeting shall be transacted in accordance with the following agenda format:
  - a. Call to Order.
  - b. Roll Call.
  - c. Purpose of Workshop - “Tonight’s workshop is for discussion and review only. No legislative action will be taken.”
  - d. Presentation of the Agenda, and Amendment, as appropriate.
  - e. Reading of correspondence - Including petitions and recommendations received by the Mayor or members of Council at their discretion; Council comments
  - f. Citizen Participation
  - g. Legislative Topics – Draft legislation, First or Second Readings
  - h. Workshop Topics – Reports or presentations from Council committees, other Village committees or boards, Village officials or community organizations
  - i. Discussion and approval of the next Workshop Meeting agenda and future agenda topics
  - j. Adjournment

**RULE ~~87~~ MAYOR’S AUTHORITY**

1. The Mayor, as President of Council, shall preside at each Meeting and shall conduct the Proceedings as contained in these Rules, the Ordinances of the Village of Peninsula, and the Ohio Revised Code. (O.R.C. 733.24)
2. The Mayor shall be responsible for the decorum of the Meeting and ~~insure~~ensure all Members of Council have the opportunity to fully participate in the debate and are treated fairly and respectfully by all present.
3. The Mayor shall have no vote or veto on any matter decided by Village Council, with the exception that if there is a tie vote, the Mayor shall be invited to cast the determining vote, in which case that vote shall have the same legal vote as a vote by any Member of Council. (O.R.C. 733.24)
4. The Mayor shall have no vote and shall not be permitted to cast the determining vote when the question before the Council is on a Nomination made by the Mayor.

**RULE ~~98~~ EXECUTIVE SESSION**

1. Council may meet in Executive Session for the consideration of any item permitted under the Ohio Revised Code. No formal action of any kind may be taken in any Executive Session. (O.R.C. 121.22(H))
2. The decision to adjourn to Executive Session shall be made by a roll call motion, duly seconded, with the ayes and nays and entry time recorded thereon. The Motion shall

include a statement identifying the allowed statutory purpose of the Executive Session-  
The decision to terminate executive session shall be made by a roll call motion, duly seconded, with the ayes and nays and exit time recorded thereon. (O.R.C. 121.22(G))

3. If the purpose is to discuss "certain personnel matters," Council must further specify that that is to consider one of the following:
  - a. Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; or
  - b. Investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing.
  - c. Such motion need not include the name of any person to be considered at the meeting.
4. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's duties or for the elected official's removal from office.
5. Village Council may, in its sole discretion, invite one or more persons to remain in the Chamber during the executive session.
- 2-6. Council Members and other participants in an Executive Session may not disclose, or use for personal profit, any information gathered as the result of an Executive Session. All information discussed in an Executive Session, except the general topic, shall be considered confidential.
- 3-7. An Executive Session shall not be recorded by any means or media.

#### **RULE 109 ADJOURNMENT**

1. A Motion to Adjourn shall always be in Order, unless Council is engaged in voting.
2. A Motion to Adjourn shall be decided without debate.

#### **RULE 110 RECORD OF PROCEEDINGS**

1. No later than the time the agenda for the next Regular Council Meeting is distributed to Council 10 business days after a public meeting is held, a Draft Record of Proceedings shall be electronically or hand delivered to each Member of Council, as well as posted to the Village Website with the notation that they are draft, unofficial and subject to change. ~~a Draft Record of Proceedings shall be distributed to each Member of Council for their review, either electronically or by hand delivery. Concomitant with that tender, the Draft Record of Proceedings shall be posted on the Village website, with the notation that they are un-official and subject to change.~~ (O.R.C. 121.22(C); Pen. 133.02)
2. In the event Council, by majority vote, determines to correct errors in the Draft Record of Proceedings, the corrections shall be made accordingly.
3. Minutes shall be considered "full and accurate" only if they contain, at a minimum, the following codified elements:

**Commented [RS9]:** This could create a situation where inaccuracies would be posted and not corrected until the next regular council meeting. Is that what we want? Again, another update may be required to Pen 133.02

- a. Record of Legislative Action: The minutes must include a complete record of every motion, resolution and ordinance proposed, clearly identifying the member who made the motion and the member who seconded the motion.
  - b. Mandatory Roll-Call Votes: For every vote, the minutes shall record a clear, individual roll-call vote indicating the specific vote (Yea, Nay, Abstain, or Absent) for every member present. Summary language such as "all in favor" or "unanimous" without a roll-call record is prohibited.
  - c. Substantive Summary Discussion: The minutes shall provide a detailed, substantive summary of the key legal and policy points raised during any discussion of legislative business. Phrases such as "discussion was held" are prohibited.
  - d. Public Comment Record: The minutes shall include an accurate and substantive summary of all comments, questions, or concerns raised during any public comment period.
4. Upon adoption of the Record of Proceedings, the original document shall be signed by the Clerk of Council and Mayor and be placed in the Permanent Public Records of the Village. Promptly after adoption of the Record of Proceedings by Council, the approved Record of Proceedings shall be posted on the Village website with the draft designation removed.
  5. Minutes of every official village meeting must be approved and posted within 2 months of the time the meeting is held. This may force an additional meeting whose only purpose is to approve minutes of a previous meeting such as in the case of BZA which only meets when needed. Minutes of that approval meeting should be approved at the end of that meeting assuming no other action took place.
  6. All regular and special public meetings of the Village Council, Planning Commission, Zoning Board of Appeals, and all other Village boards, committees and commissions shall be continuously audio and video recorded.
  7. The unedited, raw audio and video recordings shall be posted to the official Village website or other publicly access site and/or official public media channel within twenty-four (24) hours of the meeting's adjournment.

**RULE 121 MEETING PREPARATION**

1. No later than ~~the Thursday~~5 business days prior to a ~~Tuesday~~Regular Meeting of Village Council ~~(or three business days if the Regular Meeting does not take place on a Tuesday)~~, the Clerk shall provide the following information to each member of Council, either electronically, or by hand delivery:
  - a. ~~M~~Meeting agenda
  - b. ~~L~~egislation
  - c. Draft minutes from the previous meeting or meetings to be considered
  - d. Department head written reports (Street Commissioner, Zoning Officer, Police Chief, and Fiscal Officer)

~~1.e. Any, and~~ other pertinent documents which may include documents requested by Council Members to be reviewed prior to the meeting. approved by the Mayor to each Member of Council, either electronically or by hand delivery.

2. All items enumerated in Paragraph 1 of this Rule shall, at or around the time of tender to Council, be posted on the Village Website and emailed to the list of persons who have requested such public information from the Administrative Assistant, unless the Mayor, Fiscal Officer, or Solicitor object to the posting of one or more specific documents an item is determined to be protected or exclusionary by the Village Solicitor per the ORC. In the case of such ~~objection~~exclusion, the Clerk shall not email or post the objected to document(s).

#### **RULE 132 SPECIAL COMMITTEES**

~~The Mayor, or~~ Council, by majority vote, may appoint any Special or Standing Committee as they deem necessary to investigate, report, and make recommendations on any specifically designated subject. The chair of each Special Committee shall be a Member of Council, while the remaining committee members may come either from Council or the public at large, allowing only that any member must be qualified as an elector of the Village, as defined by law.

#### **RULE 143 VOTES AND VOTING**

1. Each Motion shall be introduced by a Member of Council, who shall clearly state the Motion and/or present to Council a written document stating the Motion. Once introduced by a Member of Council, it shall be determined whether there is a second to the Motion, before which there shall be no further discussion or debate of the Motion.
2. Once a Motion is made and seconded, it shall be stated by the Presiding Officer or Solicitor and shall be immediately open to discussion and debate, unless a Motion is made to withdraw it, amend it, or defer or delay the discussion and/or debate.
3. While a Motion, duly seconded, is before Council, Council shall not move to another matter, or consider another Motion, except that the following Motions shall be considered acceptable (in this order):
  - a. To Adjourn
  - b. To Lay the Motion On the Table
  - c. For the Previous Question
  - d. To Postpone Debate until a Certain further date
  - e. To Recommit, or Refer the matter to a Standing or Special Committee
  - f. To Amend; and
  - g. To Postpone Indefinitely
4. The Presiding Officer shall ensure each Member of Council has the opportunity to be heard upon the Motion. ~~Each~~ Each Member of Council is treated with respect and treats each Member of Council with respect, and the debate is limited to the question(s) under debate.

**Commented [RS10]:** Is it important to deny a non-resident? There could be subject-matter experts we'd want to include in a committee.

**Commented [RS11]:** Grammar

**Commented [RS12]:** Grammar

5. When, in the opinion of the Presiding Officer, Council has completed its discussion and debate upon the Motion, the Clerk shall call the roll and record the ayes and nays upon the Motion.
6. Each Member of Council present shall cast a vote, either aye or nay, and have that vote recorded by the Clerk, except under such circumstances as the Member of Council feels obligated to abstain.
  - a. In the event a Member of Council abstained from a vote, any Member of Council may challenge the abstention and request that the reasons for abstaining be placed upon the record.
  - b. In the event a majority of the Members of Council present disagree with the decision to abstain, the abstaining Member, after the recording of a majority of Council so stating, shall be required to record a vote ~~of~~ aye or nay.
  - c. In the event the Abstaining Member refuses to vote after a majority of Council so demands, Council may, by majority vote, hold the Abstaining Member in contempt of Council or Censure the Abstaining Member.
7. After the votes are recorded, the Presiding Officer ~~or Solicitor~~ shall announce whether the Motion has failed or succeeded, and such ruling shall be recorded in the Record of Proceedings, along with the ayes and the nays thereon.

Commented [RS13]: typo

**RULE 154 SPOKESPERSON FOR COUNCIL MATTERS**

No person, other than ~~the Mayor or~~ a duly authorized Member of Council determined by a majority vote of Council, shall serve in the capacity of official spokesperson for Council. This Rule shall specifically apply to, without limitation, administrative staff, employees, Members of any Committee(s) or Board(s) of the Village, ~~the Mayor~~ and Members of Council.

Commented [RS14]: Removed the Mayor as an authorized spokesperson for Council.

**RULE 165 MEETING ATTENDANCE**

1. A majority of the elected Members of Council shall be a quorum. (O.R.C. 731.44)
2. A Council Member being unable to attend a Meeting of Council shall notify the Mayor no later than 24 hours prior to the scheduled time of the meeting, except in an emergency. If 24 hours' notice is not given and no emergency exists, the Council Member's attendance will be noted as unexcused.
3. In addition to the Members of Council and the Mayor, the following persons shall attend each meeting of Council, unless excused:
  - a. The Fiscal Officer
  - b. The Administrative ~~Clerk~~Assistant
  - c. The Chief of Police; and
  - d. The Village Solicitor
4. A Member of Council wishing to resign the balance of the term for which they were elected shall submit a letter of resignation in writing to the Fiscal Officer. If the letter of resignation states the Council ~~M~~ember is not resigning immediately or contains a resignation date that is later than the date the resignation letter was submitted, Council

may vote to accept the letter of resignation, and in that instance, the resignation shall be final as of the resignation date provided in the letter.

5. In the event that the current Pro-Tempore should be unable to serve, Council shall select, by majority vote, the Member of Council who shall as the new President Pro-Tempore. (O.R.C. 733.10)

**RULE 17 TRAINING & ACCOUNTABILITY**

1. All village Council Members, Mayor, Fiscal Officer, Administrative Assistant and all department heads shall take the Ohio Sunshine Law Training within 60 days of their term or employment, as well as filing a certificate of completion with Council.
2. Council Members and the Mayor are highly encouraged to attend in-person training, such as that provided by the Ohio Municipal League.
3. The Administrative Assistant shall provide a current copy the following printed materials to new council members within 30 days of taking office unless the member already had a copy or they choose to receive electronic copies:
  - a. Village Officer's Handbook
  - b. Ohio Sunshine Laws
  - c. Peninsula Village Long Range Plan
  - d. Peninsula Village Zoning Ordinances
  - e. Peninsula Village Master Plan/Downtown Plan
  - f. Peninsula Village Employee Handbook