



VILLAGE OF PENINSULA

AGENDA REGULAR MEETING OF COUNCIL

Tuesday March 24, 2026, 7:00 p.m.
Peninsula Village Hall
1582 Main Street
Peninsula, Ohio 44264

CALL TO ORDER/ROLL CALL

PRESENTATION OF AGENDA AND AMENDMENT OF THE AGENDA

SPECIAL PRESENTATIONS

PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS
February 24, 2026 Council Meeting Minutes

CITIZEN PARTICIPATION

REPORTS

Mayor, Daniel Schneider, Jr.

Fiscal Officer, Ms. Iaconis

Street Commissioner, Mr. Anderson

Finance Liaison, Mr. Krachinsky

Police Department

Roads and Public Works

Planning Commission, Ms. Frank-Hensley

Zoning Officer, Mr. Collins

Board of Zoning Appeals

Buildings and Grounds, Ms. Frank-Hensley and Ms. Riggins

Chamber of Commerce & Economic Development

Policies & Procedures Liaison, Mr. Slocum

Updated Public Records Request Policy

Public Records Standard Operating Procedures

Records Retention Policy and Schedule

Cybersecurity

Fire Board, Mr. Krachinsky

Cemetery Board, Ms. Padrutt

JEDD Board, Ms. Riggins

Wastewater/Stormwater/Water

Solicitor, Mr. Bryan

LEGISLATION:

Third Reading:

Ordinance No. 26-2025

Requested by: Mayor Schneider and Ms. Frank-Hensley

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

Second Reading: None.

First Reading: None.

UNFINISHED BUSINESS/NEW BUSINESS

Short-Term Rentals

Review of Village Contracts

Motion to Authorize the Mayor to Execute Amended Village Solicitor and Prosecutor Legal Services Contract

Motion to Authorize the Mayor to Execute Consultant Agreement with Aislinn Consulting LLC/Rita McMahon for Planning Assistance and Services

Village Communications/Village Hall Sign

Council Priority List

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

**Record of Proceedings
Regular Council Meeting**

Held: Tuesday, February 24, 2026

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

ROLL CALL:

Mayor Daniel Schneider, Jr.	Present	Amy Fank-Hensley	Present
Richard Slocum	Present	Daniel Krachinsky	Present
Jodi Padrutt	Present	Eliud Rosales	Absent
Moe Riggins	Present		

OTHERS PRESENT: Solicitor Bryan, Chief Nagy, Administrative Assistant Dorton

PRESENTATION OF AGENDA AND AMENDMENT OF THE AGENDA: None

SPECIAL PRESENTATIONS: None.

PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS:

January 27, 2026 Special Council Meeting Minutes: Ms. Riggins made a motion that was seconded by Mr. Krachinsky to amend the minutes to add, in the first paragraph of page 2, that Mr. Krachinsky acknowledged that he has only attended 4 meetings. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes. Mr. Slocum made a motion that was seconded by Mr. Krachinsky to approve the Minutes as amended. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes. The Minutes were approved as amended.

CITIZEN PARTICIPATION:

Greg Canda encouraged greater use of committees to help manage the Village's many priorities and involve more community members in discussions, suggesting that smaller, topic-focused groups could improve engagement beyond Council and Planning Commission meetings. It was clarified that committees would still need to follow public meeting rules, including notice and minutes requirements. Council stated it intentionally proposed a second Regular Meeting each month at which specific topics could be announced in advance to invite participation. The group agreed on the value of engaging residents with specific interests more directly, while maintaining transparency. That approach will be further discussed when prioritizing upcoming initiatives.

John Najeway raised concerns about the Village's short-term rental regulations, noting that while registration fees exist, there is confusion about the additional \$250 inspection fee that was originally tied to fire inspections that are no longer occurring. He also questioned how the rules are being enforced, what penalties exist, and urged the Village to conduct an audit of existing rentals to ensure compliance, as he believes some properties remain in violation. He suggested expanding oversight to long-term rentals by requiring local registration like other communities, to improve accountability and property maintenance tracking. He was advised that the fire inspection requirement was removed from the ordinance before it passed, not after, and the \$250 fee was never related to the fire inspection. A \$75 fee was to be paid to the Fire Department for those inspections, but it was discovered that the Fire Department is unable to conduct residential inspections.

**Record of Proceedings
Regular Council Meeting**

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REPORTS

Mayor, Daniel Schneider, Jr.:

Speed Signs: The Mayor and Chief Nagy discussed a proposal to purchase four portable, solar-powered, electronic speed signs to help improve road safety and influence driver behavior throughout the Village. These signs would be strategically placed at key entry points and within the business district, then rotated periodically to maintain effectiveness and collect traffic data that could guide targeted enforcement when needed. The initiative, funded through available camera-related funds at a cost of \$18,239, aims to increase awareness, reduce speeding incidents, and enhance overall community safety. Ms. Riggins made a motion that was seconded by Mr. Slocum to authorize the Mayor to purchase the signs. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes. The motion was approved.

Fiscal Officer, Ms. Iaconis: Ms. Iaconis was not present.

Street Commissioner, Mr. Anderson: The Mayor reported he spoke with Mr. Anderson about a creek problem.

Finance Liaison, Mr. Krachinsky: Mr. Krachinsky stated that there was nothing to report.

Police Department: The Mayor and Chief Nagy stated they had nothing additional to report.

Roads and Public Works: The Mayor provided an update on road operations, noting ongoing challenges with limited salt supplies. The salt on hand needs to be broken up to use it, and the Village is exploring new sourcing options. Ms. Padrutt asked if the Village could consider assisting elderly and disabled residents with property maintenance tasks. The Mayor agreed it would be nice if the Village could get to that point but reminded everyone he is working with a one-man department. There is an open position. Recent applicants have declined the job due to not wanting to be on call for plowing. A candidate is currently under consideration. The Mayor stated guardrail quotes have been requested.

Planning Commission, Ms. Frank-Hensley: Ms. Frank-Hensley reported the Planning Commission held a detailed discussion on the proposed changes to the parking ordinance, focusing on introducing more flexibility through a criteria-based, judgment-driven approach to better support both residents and business development. The Ordinance is currently being revised by the Planning Commission. After the suggested improvements are made and approved, the Ordinance will return to Council, with acknowledgment that broader, long-term parking solutions are still needed. An update on the Council priorities was shared with the Commission. The March Planning Commission Meeting is expected to be rescheduled to March 16.

Zoning Officer, Mr. Collins: The Mayor introduced Village Zoning Officer Randy Collins, noting that, residents have been asking who holds the role.

Board of Zoning Appeals: The Mayor reported he received an application for the open BZA position.

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Buildings and Grounds: Council discussed how to handle matters related to the General Die Casters property, acknowledging concerns about price, environmental contamination, and overall feasibility, while emphasizing the need for more information before making any decisions. To move forward, Council agreed to designate liaisons instead of formal committees to gather information, speak with relevant parties, and report back to Council, without negotiating or making commitments and ensuring compliance with public meeting rules. The conversation also expanded to include broader matters, such as the Peninsula Players Barn property, with recognition that zoning considerations and potential uses will need to be explored before any actionable steps are taken. Mr. Slocum nominated Ms. Frank-Hensley and Ms. Riggins as Buildings and Grounds liaisons to Council. Mr. Krachinsky seconded the motion. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes. The motion was approved.

Chamber of Commerce & Economic Development Liaison, Mr. Rosales: Council discussed the status of the Chamber of Commerce liaison role, noting uncertainty about its purpose and whether it is still necessary, given other priorities. Members suggested it may be more effective to invite a Chamber representative to present its needs directly to Council, rather than maintaining a formal Council Chamber of Commerce liaison position.

Policies & Procedures Liaison, Mr. Slocum: Mr. Slocum provided updates on policy and compliance efforts, noting that the Village must complete a cybersecurity risk assessment by the end of June to meet House Bill 96 requirements. A proposal is expected soon from a firm he previously worked with. He outlined progress on creating a records retention policy, including drafting guidelines for managing both physical and electronic records, establishing retention schedules, and coordinating with the State for approval and potential disposal of outdated documents. The process will involve organizing existing records, forming or utilizing the Records Commission, and completing required filings, with plans to move the policy forward at an upcoming meeting.

Fire Board, Mr. Krachinsky: Mr. Krachinsky provided a brief update from the Fire Board, noting there were no new officers. One employee resigned at the Chief's request. He mentioned ongoing work related to upcoming levies and described a lengthy disruption at the meeting caused by a resident complaining about sirens, which ultimately required police intervention. Mr. Slocum shared he encouraged the Board to pursue a cybersecurity assessment similar to the Village's efforts, highlighting a growing demand on limited IT resources resulting from the new compliance requirements.

Cemetery Board, Ms. Padrutt: Ms. Padrutt shared there has been one meeting since the last Council Meeting. The Board is working on an organizational restructuring of staff.

JEDD Board, Ms. Riggins: Ms. Riggins provided a brief financial update, noting that income tax distributions were slightly higher in January compared to last year but slightly lower in February.

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Wastewater/Stormwater/Water

Motion to Authorize the Payment of Up to \$33,333.33 to the Village of Boston Heights in Connection with the OHM Advisors Proposed Valley Water District Masterplan

Council held an extensive discussion about whether to contribute approximately \$33,000 toward a feasibility study for a potential regional water system and district to be conducted by OHM Advisors. While members of Council agreed that the study could provide valuable insight into long-term water infrastructure, several concerns were raised, including cost-sharing among stakeholders, lack of exploration of alternative consultants, questions about supply options like Akron or Hudson, and dissatisfaction with OHM's past work. There was also unease about committing funds without fully understanding the proposed governance structure, return on investment, resident demand, and how many properties would connect to the system. Broader concerns centered on whether pursuing water aligns with the Village's long-term vision, as outlined in prior planning documents that emphasized maintaining a small-town residential character. Some members noted that while many residents do want water, some prefer to keep their current wells. Introducing water infrastructure could open the door to larger-scale commercial development. Questions were raised about the total projected cost, reliance on uncertain grant funding, the funding formula, and whether other entities like Boston Heights or the Park stand to benefit more than the Village.

No decision was made to approve the funding at this time. Instead, Council agreed to gather more information before moving forward, including inviting an OHM representative to the next Council Meeting to answer questions.

Solicitor, Mr. Bryan: Mr. Bryan stated he had nothing additional to report at this time.

LEGISLATION:

Third Reading:

Ordinance No. 27-2025

Requested by: Mayor Schneider

An Ordinance Amending Section 1113.01 of the 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. Ms. Frank-Hensley explained that after further review by the Planning Commission, the proposed 50% building footprint limit was based on information regarding lot sizes and setback requirements and the need to control building footprints and preserve space for on-site parking. Greg Canda clarified that separate maximum square-footage limits for certain districts still exist and may be reviewed later but are not part of this Ordinance. Ms. Frank-Hensley supported passing the measure as a reasonable constraint that aligns property use with Village goals. Ms. Padrutt questioned the rationale and expressed concern about anything that might bypass the Board of Zoning Appeals for variances; Mr. Bryan clarified that this Ordinance does not remove variance authority from the BZA. Ms. Frank-Hensley made a motion that was seconded by Mr. Slocum to pass the Ordinance. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, no; Ms. Riggins, yes. The Ordinance was adopted.

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Resolution No. 01-2026

Requested by: Councilperson Slocum

A Resolution Amending the Village of Peninsula Rules of Council

Mr. Bryan read the legislation by title. Mr. Slocum made a motion that was seconded by Ms. Padrutt to pass the Resolution. Mr. Krachinsky proposed several revisions to the Council rules to improve clarity, consistency, and practicality. He suggested rewording Rule 3, Section 9 to positively state that only Councilmembers and the Mayor sit at the legislative table, rather than listing who cannot sit there. He recommended consistent terminology such as “Councilmember” instead of “Councilperson”. He also raised concerns about Rule 6, which restricts dialogue during public participation, noting that Council typically allows back-and-forth discussion. After debate, Council agreed to make the suggested amendments to Rule 3, make the wording consistent, and soften the Rule 6 language rather than fully removing it. Mr. Slocum made a motion that was seconded by Ms. Frank-Hensley to amend the Resolution accordingly. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes. The motion was approved. Mr. Slocum made a motion that was seconded by Ms. Padrutt to pass the legislation as amended. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes. The Resolution was adopted.

Second Reading:

Resolution No. 03-2026

Requested by: Mayor Schneider and Fiscal Officer Iaconis

A Resolution Establishing the Annual Operating Budget and Setting Forth the Appropriations for 2026

Mr. Bryan read the legislation by title. It was determined that this Resolution would advance to a third reading at the next Council Meeting.

Ordinance No. 05-2026

Requested by: Members of Council

An Ordinance Establishing Section 125.08 of the Administrative Code Regarding Meeting Video with Audio Recordings and Meeting Minutes

Mr. Bryan read the legislation by title. It was determined that this Resolution would advance to a third reading at the next Council Meeting.

First Reading: None.

UNFINISHED BUSINESS/NEW BUSINESS

Council Priority List & Problem Solving Methods Document

Ms. Frank-Hensley reviewed an updated priority list, highlighting items tied to the Downtown Master Plan and Long-Range Plan, and emphasized the need to identify which priorities are both urgent and actionable. She noted additions such as stormwater management and occupancy/vacancy considerations, while encouraging alignment with previously established plans. The group discussed how to approach the workload, whether through committees or focused discussions. It was determined that contract reviews, communication improvements

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(including signage, the website, meeting recordings, and records retention policies) were the top priorities.

Several topics, including contracts, short-term rentals, cybersecurity, and communication systems were identified as items for the next meeting agenda, along with a potential presentation from OHM Advisors. The list will continue to be refined and tracked, with updates shared ahead of future meetings. Ms. Riggins referenced short-term rentals as a key topic for further review and shared preliminary data for review at the next meeting. She mentioned concerns from residents, low revenue generation, and the need to verify whether current regulations are being followed, including identifying unregistered rentals, handling complaints, and assessing enforcement gaps, such as lack of limits on cars. She proposed a broader audit of all short-term rentals to determine if the program is effective or needs adjustment. She stated she will need help leading this effort. Additional discussions touched on Council updates provided to the community newsletter.

EXECUTIVE SESSION (IF NECESSARY)

Proposed Executive Session Form

Mr. Slocum made a motion that was seconded by Ms. Frank-Hensley to make the proposed executive session form an official part of the executive session process. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes. The motion was approved.

ADJOURNMENT: Ms. Frank-Hensley made a motion to adjourn the meeting that was seconded by Mr. Slocum. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes. The meeting was adjourned at 9:27 p.m.

Respectfully submitted:

Daniel Schneider Jr., Mayor

Date

Katie Iaconis, Fiscal Officer

Date

VILLAGE OF PENINSULA PUBLIC RECORDS REQUEST POLICY

(A) Purpose and Scope. The Village of Peninsula adheres to the policy that openness and transparency leads to a better informed citizenry, which, in turn, promotes a better and more responsive government. ~~With these principles in mind, the Village recognizes its obligations under the Ohio Public Records Act as set forth in Chapter 149 of the Ohio Revised Code regarding public records. It is always the mission and intent of the Village to fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.~~ Should changes to the law be adopted that conflict with the provisions of this Policy, applicable Ohio and federal law will supersede this Policy.

(B) Definitions.

(1) "Records" shall be defined as set forth in Ohio Revised Code Section 149.011(G). "Records" includes any document, device, or item, regardless of physical form or characteristic, including an electronic records ~~as defined in Section 1306.01 of the Ohio Revised Code, created, or received by, or coming under the jurisdiction of the Village that serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Village.~~

(2) A "public record" shall be defined as set forth in Ohio Revised Code Section 149.43(A)(1). A "Public Record" means a record kept by the Village at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio and federal law with the exception of the records listed in Ohio Revised Code Sections 149.43(A)(1)(a)-(m). ~~Information contained within a record may be exempt from disclosure under state or federal law or because of privilege or confidentiality requirements. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.~~

(C) Procedures for Record Requests. Each request for public records should be evaluated for a response using the following guidelines:

(1) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the Village to identify, retrieve, and review the records. If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the Village cannot reasonably identify what public records are being requested, the request may be denied. The Village must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. ~~If it is not clear what records are being sought, the records custodian must contact the requester for clarification and should assist the requester in revising the request by informing the requester of the manner in which the Village keeps its records. Although the requester may designate the format in which such documents are to~~

be placed for inspection or produced, the Village is not required to create new records that otherwise do not exist, put the requested documents into a format that is not within the ordinary scope of its normal record-keeping functions or normal capabilities, or perform a search or research for information in the Village's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the Village's standard use of sorting, filtering, or querying features. Although not required by law, the Village may, at its sole discretion, consider generating new records when it makes sense and is practical under the circumstances. The Village is not required to create records that otherwise do not exist, create a computer program simply to respond to a public records request, or create new records by searching for and compiling information from existing records.

(2) Requests do not have to be put in writing, and the requester does not have to provide their identity or the intended use of the requested public record(s). It is the Village's general policy that this information is not to be requested. The law does, however, permit the Village to ask for a written request, the requester's identity, and/or the intended use of the information requested, but only if: (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the Village's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and the requester may decline to reveal the requester's identity or intended use. ~~In order to~~ To enhance the Village's ability to comply with the requester's intended request, the Village recommends that all public records requests be put in writing and contact information for the requester be provided.

(3) Public records are available for inspection during regular business hours, ~~with the exception of~~ except for holidays. Public records are to be made available for inspection promptly. Requests for copies of public records are to be complied with within a reasonable period ~~of time~~. The words "prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review and redaction, and other facts and circumstances of the requested records ~~before they are produced.~~ In processing a request for inspection of a public record, an employee may accompany the requester during the inspection to make certain original records are not taken or altered.

(4) Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if it is feasible to do so.

(5) All requests for public records must either be satisfied or be acknowledged in writing within ~~five~~ three business days following the Village's receipt of the request.

(6) If the Village withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority for the withholding, redaction, or denial. If the initial request was made in writing, the

explanation must also be in writing. Any denial of a public records request must include an explanation for the denial, including any pertinent legal authority, if applicable. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be remainder released. When making public records available for public inspection or copying or producing requested records, the Village shall notify the requester of any redaction or make the redaction plainly visible. If there are redactions, a supporting explanation must be included, including any pertinent legal authority.

(7) The Village shall have no duty to provide records acquired after a request for records is satisfied.

(8) Public records will only be copied by authorized employees. The Village may utilize an outside vendor in making the copies. Under no circumstances will requesters be permitted to make copies themselves.

(9) Police Department records requests should be directed to the Police Chief. All other public records requests should be directed to the Village Administrative Assistant or Fiscal Officer Clerk.

(D) Copying and Mailing Costs. Those seeking public records may be charged only the actual cost of making copies, not labor. Charges for paper copies of public records shall be five cents per page. The fee may be waived for responses that consist of twenty pages or less. The charge for electronic files that are produced on a compact disc or thumb drive is \$2.00 per disc or drive. A requester may be required to pay in advance for the actual costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the office determines that the record can reasonably duplicated as an integral part of the office's normal operations.

(1) There is no charge for emailed documents.

(2) If the request asks that the documents be mailed or delivered, the actual postage cost of the mailing or cost of delivery is required to be paid in advance of the mailing.

(3) The Village will not charge, under any circumstances, for an employee's time to compile or provide the responsive records or otherwise comply with a public records request.

(E) Electronic Records. Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape. Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All Village employees or officials are required to retain their e-mail or other electronic records in accordance with applicable records retention schedules.

(F) The Village's records are subject to the Village of Peninsula Records Retention Schedule. The Village's current Records Retention Schedule is available at

the Village Administrative Office as required by Ohio Revised Code Section 149.43(B)(2).

(G) A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Ohio Attorney General's website (www.ohioattorneygeneral.gov/yellowbook) for the purpose of keeping Village employees and the public educated as to the office's obligations under Ohio's Public Records Act, Ohio Public Meetings Act, records retention laws, and the Personal Information Systems Act.

(H) Failure to Respond to a Request. The Village recognizes the legal and non-legal consequences of the failure to properly respond to a public records request. In addition to the distrust in government that the failure to respond might cause, such failure may result in a court ordering the Village to comply with the law and pay the requestor's attorney fees and damages.

_____, ____ 2026

VILLAGE OF PENINSULA RECORDS RETENTION AND DISPOSAL POLICY AND SCHEDULE

1. Purpose and Legal Authority.

This policy establishes the official system for managing, retaining, and disposing of public records of the Village of Peninsula. All records shall be created, maintained, and disposed of in accordance with **Ohio Revised Code 149.39**, the **Ohio Municipal Records Manual**, and guidance issued by the **Ohio History Connection – State Archives**. This policy applies to all departments, elected officials, boards, commissions, and employees of the Village.

2. Adoption of State Standards.

The Village adopts the following as its governing authorities for records management:

- The **Ohio Municipal Records Manual** (latest edition).
- The **Municipality Suggested Records Retention Schedule** issued by the Ohio History Connection.
- The **RC-2 Records Retention Schedule** incorporated into this Policy and approved by the Village Records Commission.

Where retention periods differ, the longer period applies, unless otherwise approved by the State Archives.

3. Village Records Commission.

3.1 Composition.

Under O.R.C. Section 149.39, the Village Records Commission consists of:

- The Mayor (Chair);
- The Fiscal Officer;
- The Solicitor; and
- One member of Council appointed by Council

3.2 Responsibilities.

The Records Commission shall:

- Review and approve the Village's RC-2 Records Retention Schedule;
- Review and approve RC-1 (One-Time Disposal) and RC-3 (Certificate of Disposal) forms;
- Meet at least annually or as needed;
- Maintain minutes of all meetings; and
- Submit approved RC-2 schedules to the Ohio History Connection and Auditor of State.

4. Records Retention Schedule (RC-2).

The RC-2 schedule attached to this policy is the official retention schedule of the Village. No record may be destroyed unless:

- It appears on the approved RC-2;
- Its retention period has expired; and
- Disposal has been approved via RC-3 when required.

5. Public Records.

All records shall be maintained and made available in accordance with the Village's Public Records Policy and ORC 149.43.

6. Electronic Records.

Electronic records, including email, databases, digital files, and cloud-stored materials, are subject to the same retention periods as their paper equivalents.

Departments must ensure:

- Secure storage;
- Regular backups;
- Migration to updated formats; and
- Protection from unauthorized access.

7. Litigation Holds.

When litigation, an audit, or investigation is pending or reasonably anticipated, all relevant records must be preserved regardless of the applicable retention period. The Solicitor will issue and lift holds.

8. Training and Compliance.

All Village employees shall receive training on:

- Public records;
- Retention requirements; and
- Proper storage and disposal.

Department heads are responsible for compliance.

9. Review Cycle.

This policy shall be reviewed at least every five years or upon issuance of updated State guidance.

Attachment A - Village of Peninsula RC-2 Records Retention Schedule.

A. Council and Legislative Records.

Agendas & Packets - 5 years

Audio or Video Records of Meetings – ?

Bids (Successful) – 15 years after completion of project

Bids (Unsuccessful) – Audit plus 1 year

Codified Ordinances (superseded) - Until superseded + 2 years

Contracts and Agreements – 15 years

Council Committee Records - 5 years

Council Member's Files – Term of office then appraise for historical value

Correspondence – Until no longer administrative value

Index to Council Minutes or Legislation – Permanent

Invitations to Bid – 2 years

Leases – 2 years after expiration for equipment; 5 years after expiration for real estate

Legal Notices – 5 years

Legal Opinions – Permanent

Legislation – Permanent

Minutes – Permanent

Oaths of Office of Elected Officials – 10 years after the official leaves office

Petitions – 5 years

Proclamations – 2 years

Public Hearing Notices - 3 years

Reports to Council – 5 years

Requests for Proposals – 2 years

Sign in Sheets – 1 year

B. Administrative Records.

Administrative Policies & Procedures - Until superseded + 2 years

Annual Reports – Permanent

Blank Forms – Until revised, obsolete, or superseded

Bulletins, Posters, and Notices to Employees – Until no longer administratively necessary

Contracts and Agreements – 15 years after expiration or termination

Correspondence

Routine Form Letters – 1 year

General – 2 years

With Legislative Branch – 5 years

Executive – 5 years

Disaster Plans – Until updated or superseded

Grant/Loan Files (awarded) - 5 years after termination or in accordance with terms of grant, whichever is greater.

Grant/Loan Files (not awarded) - 2 years after notification of denial

Insurance Policies - Expiration + 6 years, provided no claims pending

Inventories – Until superseded, provided audited

Legal Opinions - Permanent

Lists (Various) – Until updated or obsolete

Press Releases – 2 years then assess for historical value

Property Inventories – 3 years

Orders, Directives, and Policies – Until superseded, plus 3 years, then evaluate for historical value

Price Quotes – Until no longer of administrative value

Records Requests – 4 years

C. Fiscal Office Records.

- Accounts Ledger** - 5 years after last entry, provided audited
- Accounts Payable and Receivable Ledgers** – 3 years provided audited
- Accounts Receivable Ledger (Income Tax)** – 6 years
- Annual Budgets & Appropriations** – Permanent
- Annual Certificates of Estimated Resources** – 7 years
- Annual Financial Reports (Hinkle, etc.)** – Permanent
- Annual Report to Auditor of State** – 5 years
- Appropriation Ledger** – 5 years, provided audited
- Assessment Records** – Until paid and audited
- Audit Reports** – 5 years
- Bad Check or Bad Debt Records** – 2 years after payment or settlement
- Balance Sheets** – 3 years
- Bank Deposit Records** – 3 years, provided audited
- Bank Statements & Reconciliations** – 3 years, provided audited
- Bid Bonds (Successful Bidder)** – Retain until acceptance of project perf. bond
- Bid Bonds (Unsuccessful Bidder)** – Return after project awarded
- Bond Register** - Permanent
- Cancelled Checks** – 3 years, provided audited
- Capital Improvement Bonds** – Until paid off and audited, appraise for hist. value
- Cash Books/Ledgers/Reports, Receipts/Disbursements** – 3 years, provided audited
- Check Registers** – 3 years, provided audited
- Checks- Voided** – Until audited
- Damage Claims** – Until settled and all appeals exhausted
- Deposit Refund Requests** – Until deposit is refunded and account audited

Employee Sick Leave and Vacation Records – Permanent

Encumbrance Documents – 3 years

Expenditures and Revenues Register – Audit plus 5 years

Federal Revenue Sharing Accounts – 7 years, provided audited

Financial Reports (Monthly and Quarterly/Semiannual/Annual) – Until replaced by next annual report covering that period

Fixed Asset Records – 10 years

Gasoline Use Records – Audit plus 2 years

General Ledger – 25 years

Indebtedness Statements - Permanent

Intergovernmental Tax Receipts – 3 years, provided audited

Investment Records – 3 years, provided audited

Invoices and Supporting Documents -3 years

Overtime Authorizations – 2 years, provided audited

Overtime Reports – 2 years, provided audited

Payment Files – 3 years

Payroll Records - 6 years

Performance Bonds – After project successfully completed and accepted or conclusion of contract

Petty Cash Records – 3 years, provided audited

Prevailing Wage Records – 3 years

Purchase Orders & Vouchers - Audit plus 3 years

Retirement System Records - Permanent

Settlement Sheet or Tax Distribution from County Fiscal Officer – 10 years

Special Assessments – Until paid off and audited

State Income Tax Report – 25 years

Tax Abatement Records – Duration of the abatement, plus 3 years

Tax Records (Local income tax) - 6 years

Tax Returns (Employer) – Audit plus 5 years

Tax Settlement Reports - 3 years, provided audited

Tax Withholding Reports – 6 years, provided audited

Timesheets and Time Cards – Audit, plus 5 years

Transmittal of Ohio Wage and Tax Statement – 6 years, provided audited

Travel Expense Records – 3 years

Unemployment Compensation Records – 5 years, provided audited

Uncollectible Income Tax Accounts – 6 years

Uniform Allowance Records – 3 years, provided audited

W-2 Forms – 6 years, provided audited

W-4 Forms – Until superseded or employee terminates

D. Human Resources Records.

Applications (Hired) – Place in personnel file

Applications (Not Hired) - 2 years

Commendations – Place in personnel file

Court Orders for Payroll Deductions – Until employee terminates or rescinded

Disciplinary Action Records – Termination of Employment + 2- years

Employee Evaluations – Employment end date plus 6 years

Employee Income Tax Withholding Certificates and Requests – 3 years after termination of employment, provided audited

Garnishment Orders – Until employee terminates or rescinded

I-9 Forms - 3 years after hire or 1 year after termination (whichever later)

Insurance Enrolment Records – 1 year after end of employment

Job Descriptions – 1 year after superseded

Leave Balance Reports – Continually maintained and updated. Purge 2 years after termination provided no outstanding balances

Leave Requests – 3 years, provided balances journalized

Letter of Appointment – Place in personnel file

Letter of Reference – Place in personnel file

Letter of Resignation - Place in personnel file

Performance Evaluations – 5 years

Personnel Files – Termination of employment + 10 years

Position Descriptions – Until superseded

Promotions – Place in personnel file

Training Records – Place in personnel file

Workers' Compensation and Unemployment Compensation Files - 10 years

E. Zoning, Planning, and Development.

Building Plans (Residential) - Completion + 3 years

Building Plans (Commercial) – Permanent

Building Plans (Municipal) – Life of structure, then appraise for historical value

Certificates of Insurance – 2 years after expiration, provided no claims pending

Code Enforcement Case Files - 5 years after closure

Complaints – 2 years, provided no action pending

Condemnation/Demolition Records – Permanent

House Number Records – Permanent

Inspection Reports – 5 years

Licenses and Certificates – 5 years

Occupancy Permits or Certificates – Permanent

Performance Bonds – 10 years after expiration

Permits - Permanent

Permit Applications – 2 years from closure

Photographs – 2 years after closure of case

Planning Commission and BZA Case Files – 10 years

Research Files – Until no longer of administrative value

Street Vacation Case Files -Permanent

Subdivision Files – Permanent

Subdivision Plats - Permanent

Violations – Until corrected or adjudicated by a court

Zoning Maps - Permanent

Zoning and Other Permits - Permanent

Zoning Variances & Appeals - Permanent

F. Police Department.

Accident Reports (Property Damage, Bodily Injury, Traffic) – 6 years

Alarm Records – 1 year

Animal Control Records and Animal Complaints – 3 years

Annual Reports – Permanent

Arrest Cards – 15 years

Arrest Records - 50 years

Background Checks – 2 years

Booking Videos – 30 days and erase unless action pending?

Breathalyzer Rrecords - 10 years

Correspondence

Child Abuse Case Records – 20 years

Citizen Complaints – 4 years, provided no action pending

Compliance Reports – 5 years, provided no action pending

Criminal Case Files - 25 years or per state guidance

Dispatch Logs - 3 years

Expunged Records – Destroy all files, records, and computer references when expungement order received from court

FBI/BCI Investigation Reports – 3 years

Fingerprint Cards – Until age 80 years or deceased

Firearm Records and Inventories – 3 years, provided audited

Incident Reports (Non-Criminal) - 5 years

Incident Reports (Criminal) – 50 years

Inventories – 3 years, if audited

Junk Vehicle Files – 2 years after disposition or close of file

Juvenile Records – Until person turns 18 years old or receipt of expungement order

LEADS Records -2 years or destroy when no longer administratively necessary

Liquor Permit Records – 3 years

Master Name Index – Permanent

Missing Person Reports – 20 years, until found

Monthly Reports – Permanent unless incorporated into annual report

Orders from Chief or Officers – 5 years, unless still in effect

Parking Tickets – 3 years, if audited

Property Room Log/Records – 25 years

Radio Logs/911 printed readouts – 2 years

Recovered Property Records – 2 years after disposal of property

Ride Along Forms – 3 years

Seizure Logs – 6 years

Schedules - 3 years

Subpoenas, Summonses, or Warrants – Until served, discharged, or withdrawn

Tow Tickets and Records -3 years after paid, provided audited

Traffic Tickets -3 years, provided audited

Vacation House Check Records – 30 days after owners return

Video Recordings (Body Cam, Dash Cam) -?

Video Recordings Related to Cases - ?

G. Legal Records

Case Files (Civil) – 10 years, provided no action pending

Claims for Damages – 4 years after denied, case settled and all appeals exhausted

Court Transcripts – 3 years after termination of case and all appeals exhausted

Deeds – Permanent

Easements – Permanent

Legal Notices – 5 years

Liability Waivers – 3 years provided no action pending

Settlements – 3 years

H. General Village Records.

Correspondence

Routine Form Letters – 1 year

General – 2 years

Involving Legislative Branch – 5 years

Involving Mayor's Office – 5 years

Delivery Slips/Packing Slips – 2 years

Drafts and Informal Notes – Until no longer administratively needed

Emails – 2 years or until no longer of administrative value

Equipment Inventories – 3 years

Equipment Maintenance Records – Life of equipment

Fax Records – Treat as correspondence

Fuel Usage Records – Audit, plus 2 years

Mail – Until no longer administratively necessary

Mail Logs – 2 years

Mailing Lists – Until updated, superseded, or obsolete

Manuals and Handbooks – Until superseded, obsolete, or replaced and then retain for 5 years

Meeting Notices – 1 year

Municipal Publications – Until superseded or obsolete, then evaluate for historical value

Orders, Directives, and Policies – Until superseded and audited

Operating or Maintenance Manuals – Maintain until equipment is disposed

Photos – Until no longer current or of administrative value, then appraise for historical value

Photos (Digital) - Until no longer current or of administrative value, then appraise for historical value

Press or News Releases – 3 years

Records Retention Documents – Permanent

Records Requests – 3 years

Speeches/Presentations – 3 years

Texts – Until no longer of administrative value

Training Records - 7 years

Transient Documents (Includes telephone messages and recordings, appointment books, calendars, items of temporary importance in lieu of oral communication) – Until no longer administratively necessary

Vendor and Supplier Information – Until no longer of administrative value

Warranties – 2 years after expiration

Work Schedules – 3 years

H. Records Management.

- **RC-1, RC-2, RC-3 Forms** — Permanent
- **Records Commission Minutes** — Permanent
- **Destruction Logs** — Permanent

Attachment B - Disposal Procedures.

RC-1 is used for one-time disposal of obsolete records.

RC-3 is used for ongoing disposal of records listed on the RC-2.

No records may be destroyed without Records Commission approval.

Records containing confidential information must be securely destroyed.

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 and March 16, 2026 meetings, 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.

1125.03 Off-street parking development conditions.

1125.04 Table.

1125.05 Municipal facilities.

1125.06 Regulations for the development and maintenance of parking lots.

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 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 zoning 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. Any agreement with other property owners shall be approved by the Planning Commission and approved as to form by the Village's Legal Counsel. Such agreement shall be recorded with the Summit County Fiscal Office. If the zoning use requiring an agreement with other property owners to meet the parking requirement is being leased, the property owner shall make any future lease to a similar zoning use subject to the agreement. If the zoning use of a property subject to a parking agreement changes, the parking requirements shall be re-evaluated by the Planning Commission. Any previous agreements may be subject to change.~~ 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 on the same property or an additional area within ~~500~~300 feet of such building subject to an agreement as outlined in section (c) above.

(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) Parking lots shall be used for the parking of personal passenger vehicles. No commercial repair work or service of any kind, including washing of vehicles, 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, Accessory Apartments	One and one-half for each unit and/or first bedroom and one additional for each additional bedroom over one. <u>Units of 900 sq. ft. or less one space. All units over 900 sq. ft. 2 parking spaces.</u>
(3) Accessory Apartment	One per unit located on site
(4) (3), Nursing and convalescent homes and Assisted Living or similar uses.	.75 space per bed
(5) (4) —Hotels.	One and half (1.5) for each guest room,
(6) (5) —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.
(7) (6) —Theaters and auditoriums (other than incidental to schools).	One for each four seats, plus 5 spaces
(8) (7) —Churches, auditoriums incidental to schools.	One for each four seats in the main assembly area.
(9) (8) —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.

(10) (9) —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.
(11) (10) —Stadiums and sports arenas.	One for each four seats.
(12) (11) —Mortuaries or funeral homes.	One for each 50 square feet of floor space in the slumber rooms, parlors or individual funeral service rooms.
(13) (12) — <u>All Commercial uses, Industrial, Research and Laboratory uses and other uses located in the Commercial or Mixed-Use District</u> Establishments for sale and consumption on the premises of alcoholic beverages, food or refreshments.	<u>As established by the Planning Commission per section 1125.07</u> One (1) for each 50 sq. ft. or one (1) space for every 2 seats whichever is greater.
(13) Outdoor dining	One (1) space for every four (4) seats or one (1) per 100 sq. ft. whichever is greater.
(14) Medical or dental clinics, banks, business or professional offices.	One for each 200 square feet of floor area.
(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.	One (1) space for every 250 sq. ft. of floor area
(16) All retail stores, except as otherwise specified herein.	One for each 250 square feet of floor space.
(17) Service garages, auto salesrooms, auto repair, collision shops.	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.
(18) Gasoline filling stations.	One (1) space per pump plus one (1) space for every 200 sq. ft. of floor area.
(19) Industrial establishments including manufacturing, research and testing laboratories, creameries, bottling works, printing shops, warehouses and storage buildings.	One (1) space for every 400 sq. ft. of floor area.
(14) (20) Indoor and outdoor amusement centers	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:

Parking Angle	Stall Width	Aisle Width	Stall Length
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	(feet)	(feet)	(feet)
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; and
- i. Consideration of and comparison to any previous parking standards approved under this section.

(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.

**AMENDED LEGAL SERVICES CONTRACT FOR
VILLAGE SOLICITOR AND PROSECUTOR**

This Amended Legal Services Contract for Village Solicitor and Prosecutor is entered into this 24th day of March, 2026, by and between the Village of Peninsula, Ohio (“Village”), an Ohio municipal corporation, and Bradric Bryan of Goodwin & Bryan, LLP, 22050 Mastick Road, Fairview Park, Ohio 44126, an attorney licensed to practice law in the State of Ohio.

WHEREAS, Section 733.48 of the Ohio Revised Code states the Village Council may provide legal counsel for the Village; and

WHEREAS, Bradric Bryan is an attorney and partner with the law firm Goodwin & Bryan, LLP who was first appointed as the Village’s Solicitor and Prosecutor on March 21, 2016 and has been reappointed pursuant to successor agreements since that time; and

WHEREAS, the parties’ current Legal Services Contract expires on December 31, 2026; and

WHEREAS, Council has requested that the current contract be amended to include a thirty-day notice provision prior to termination of the contract.

NOW THEREFORE, the Village, through its Mayor and as certified by its Fiscal Officer, hereby enters into the within Amended Legal Services Contract for Village Solicitor and Prosecutor regarding Bradric Bryan of Goodwin & Bryan, LLP’s service as the Solicitor and Prosecutor for the Village, as follows.

1. Term. This Amended Legal Services Contract is effective March 24, 2026 and shall expire on December 31, 2026. This contract may be terminated by either party with the provision of 30 days’ written notice to the other party.

2. Scope of Work and Compensation. Mr. Bryan, or an attorney from Goodwin & Bryan, LLP, shall regularly attend Regular and Special Council, Planning Commission, and BZA Meetings, and perform all necessary Solicitor and prosecutorial work for the Village, except as otherwise authorized by Council or pursuant to any Village contractual or insurance agreements. Such services shall be performed in accordance with and for the compensation set forth in the most current Village Employee Position List and Wage Scale Ordinance.

Bradric Bryan/Goodwin & Bryan, LLP

Village of Peninsula

Bradric T. Bryan, Attorney and Partner

Daniel Schneider, Jr., Mayor

Certificate of Fiscal Officer

I, the undersigned Fiscal Officer of the Village, hereby certify that the amount of money required to meet the Village’s obligations under this agreement has been or will be lawfully appropriated for such purposes and is either in the treasury of the Village or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

Katie Iaconis, Fiscal Officer

CONSULTANT AGREEMENT

This Consultant Agreement (the “Agreement”) is made and entered into by and between the Village of Peninsula, Ohio (“Village”) an Ohio municipal corporation and Aislinn Consulting LLC, (the “Consultant”), an Ohio limited liability company having a business address for purposes hereof at 3339 Buckhaven Drive, Richfield, Ohio 44286.

WHEREAS, the Village desires to engage the services of the Consultant to provide certain planning assistance and services to the Village in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and promises herein contained, the sufficiency of which are acknowledged by the parties hereto, the Village and Consultant hereby agree as follows:

Article 1. Scope of Services.

Consultant shall provide the following professional planning and development services (“Services”) to the Village as support services to the Planning Commission, City Council, and Mayor. Services shall include:

1. Planning and development professional support, including zoning code and other enforcement regulations revisions and updates, as requested by the Planning Commission, Council, or Mayor;
2. Support to the Village Zoning Officer as requested;
3. Assistance and attendance at meetings in the coordination, facilitation, and monitoring, during the design and approval process, of development projects as requested; and
4. Attendance at meetings of the Village's Planning Commission and/or Board of Zoning Appeals, Village Council, and community meetings as required to support and guide projects, if necessary.

Any additional services requested by the Village shall be mutually agreed upon and may result in a separate agreement.

Article 2. Independent Contractor Relationship.

The relationship created by this Agreement is that of a consultant working as an Independent Contractor. Under no circumstances shall Consultant look to the Village as its employer, or as a partner, agent, or principal. Nothing contained herein or any document executed by the parties shall be deemed or construed by the parties or by any third party as creating the relationship of principal and agent, employer, employee, joint enterprise or undertaking, partnership, fiduciary relationship, confidential relationship, or special relationship. Consultant shall only represent itself to be and shall only be considered to be by the parties or any third party, an independent contractor of the Village. The Village is interested only in the results obtained in this Agreement. The manner and means of conducting the work are under the sole control and discretion of the Consultant.

Article 3 Term.

The term of this Agreement shall be January 1, 2026 through December 31, 2026. This Agreement may be terminated by either party with 30 days’ written notice to the other party.

Article 4. Compensation.

Payments for Services as authorized in Article 1. titled Scope of Services shall be provided on an hourly rate basis at the rate of One Hundred Dollars (\$100.00) per hour. Invoices shall be submitted monthly based on the work performed to date and shall be due and payable upon receipt. Consultant agrees that it is solely responsible for all income and/or other tax obligations, if any, including, but not limited to, all reporting and payment obligations, which may arise because of any payment by the Village to the Consultant pursuant to this Agreement. The total amount of compensation to be paid to Consultant pursuant to this Agreement shall not exceed Twenty Thousand Dollars (\$20,000) without further authorization from Council.

Article 5. Subcontracting.

The Consultant may perform the Services directly or by means of a subcontractor of the Consultant's choosing. Designation of the subcontractor shall be at the sole discretion of the Consultant, provided that its subcontractor shall be a professional qualified and capable of performing the Services. The Consultant shall notify the Village in writing prior to any Services being performed by a subcontractor.

Article 6. Notices.

All notices or communications concerning this Agreement shall be in writing and delivered to the following;

To the Village:

Mayor
Village of Peninsula
1582 Main Street
Peninsula, Ohio 44262
mayor@villageofpeninsula-oh.gov

To the Consultant:

Rita McMahon
Aislinn Consulting LLC
3339 Buckhaven Drive
Richfield, Ohio 44286
mcmahonr@att.net

Unless otherwise specified herein, any notice required or permitted by this Agreement shall be in writing and shall be deemed sufficient upon receipt, when delivered personally, by courier or overnight delivery service, email, or seventy-two (72) hours after being deposited in the regular mail with postage prepaid.

Article 8. Legal Construction.

In the event that one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained herein.

Article 9. Entire Agreement; Amendments.

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous understandings, negotiations, discussions, communications, and agreements (whether written or oral) between the parties. This Agreement may not be amended, supplemented, or modified unless such amendment, supplement, or modification is in writing and signed by all parties.

Article 10. Governing Law; Venue.

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio without reference to any conflict of laws principles that would require the application of the laws of any other jurisdiction. The Village and Consultant irrevocably consent to personal jurisdiction of the Summit County Common Pleas Court, Akron, Ohio, for any suit or action arising from or related to this Agreement and hereby waive any right the Village and Consultant may have to object to venue in such Courts.

IN WITNESS WHEREOF, the Village and Consultant have signed this Agreement through its duly authorized representatives.

VILLAGE OF PENINSULA:

AISLINN CONSULTING, LLC:

DANIEL SCHNEIDER, JR., Mayor

RITA C. MCMAHON, Managing Member

Date: _____

Date: _____

Certificate of Fiscal Officer

I, the undersigned Fiscal Officer of the Village, hereby certify that the amount of money required to meet the Village's obligations under this agreement has been or will be lawfully appropriated for such purposes and is either in the treasury of the Village or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

Katie Iaconis, Fiscal Officer, Village of Peninsula