



## **VILLAGE OF PENINSULA**

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

Tuesday April 28, 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**

First Energy Representative Amy Hopkins and CVNP Chief of External Affairs Ivan Kassovic  
Regarding Tree Maintenance Plans and Challenges and Power Outages

#### **PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS**

April 14, 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**

Board Vacancy

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

**Chamber of Commerce**

**Policies & Procedures Liaison, Mr. Slocum**  
Records Retention and Disposal Policy and Schedule

Cybersecurity

Proposed Events Ordinance and Application

**Fire Board, Mr. Krachinsky**

**Cemetery Board, Ms. Padrutt**

**JEDD Board, Ms. Riggins**

**Wastewater/Stormwater/Water**

**Solicitor, Mr. Bryan**

**LEGISLATION:**

First Reading:

**Ordinance No. 07-2026**

Requested by: Mayor Schneider and Councilpersons Slocum and Frank-Hensley

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

**UNFINISHED BUSINESS/NEW BUSINESS**

**Village Contracts:**

Solicitor

**Other Matters:**

Village Communications/Village Hall Sign

Council Priority List

Chickens

**EXECUTIVE SESSION (IF NECESSARY)**

**ADJOURNMENT**

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 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	Present
Moe Riggins	Present		

**OTHERS PRESENT:** Solicitor Bryan, Chief Nagy, Administrative Assistant Dorton, Fiscal Officer Katie Iaconis, and OHM Engineer Burgoyne

**PRESENTATION OF AGENDA AND AMENDMENT OF THE AGENDA:** Mr. Slocum requested that Council discuss the off-street parking ordinance, chickens, and a contract during the Unfinished Business/New Business portion of the meeting.

**SPECIAL PRESENTATIONS:**

Tony Burgoyne OHM Regarding Rt. 303 Project: Mr. Burgoyne explained the State Rt. 303 improvement project, which is focused on safety, pedestrian access, traffic calming, and downtown enhancements, has successfully secured funding through the Ohio Department of Transportation and the Ohio Public Works Commission. The project is now moving from preliminary design into detailed design and construction planning. ODOT will serve as the lead agency, which benefits the Village. ODOT will manage the project and be responsible for all regulatory requirements. That also means the project needs to adhere to ODOT’s project requirements, including additional right-of-way work, public engagement, and contract documentation. Stage Two plans must be completed by late summer or early fall, so the work must commence and proceed quickly. He explained that all the engineering costs will be covered by the grant funds. The goal is to have the project ready to go out for bid around October 2027, with construction timed to align with the sewer project to minimize the disruption.

Mr. Slocum asked whether State Rt. 303 could be lowered near the Riverview light due to significant elevation differences between the road, sidewalk, and nearby driveways. Mr. Burgoyne explained the roadway portion of the project itself is primarily a resurfacing, with some widening and modifications, rather than a full reconstruction, making major elevation changes difficult. He noted, however, there may be opportunities during detailed design to adjust driveway connections, sidewalk placement, grading, and possibly lower the road slightly through milling and resurfacing techniques. It is too early to determine specifics. He also confirmed some curbing may be added in certain areas, which will require careful grading considerations between the roadway and adjacent properties. He emphasized those decisions will be addressed during the detailed design phase.

Ms. Frank-Hensley asked for clarification on what decisions are already set versus what were still flexible, particularly in response to past public confusion about features like turn lanes and when more detailed input would occur. Mr. Burgoyne explained that major elements influencing funding were largely established during the preliminary design and cannot be significantly altered without impacting the project budget, but there is still flexibility during the design phases to refine details through coordination and public engagement meetings. These discussions will focus on elements like sidewalk placement, materials, aesthetic enhancements,

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 2026**

pedestrian access, landscaping, and other community preferences. The technical requirements must ultimately comply with ODOT standards.

Mr. Najeway asked about the previously discussed left turn lane, which he thought was part of the grant proposal but is no longer included. Mr. Burgoyne clarified that while the project does include roadway widening in select areas, their traffic analysis determined that a dedicated left turn lane at Riverview was not warranted and would likely not be approved. In addition, adding that turning lane would increase costs beyond the scope of the grant and require additional right-of-way acquisition, further complicating approval with the state. Mr. Slocum confirmed that earlier planning discussions reached the same conclusion, and in response to a question, he stated that alternatives like a roundabout were also explored but ultimately deemed impractical due to right-of-way constraints. Mr. Burgoyne reinforced that the current design reflects those technical and logistical limitations.

It was determined that while the Master Plan is posted online, the actual funding application materials were not, prompting a discussion about sharing those documents publicly. Council and Mr. Burgoyne also discussed the communication structure for the project, with Mr. Burgoyne requesting a single Village point of contact. The Mayor suggested that the best person would be the Village Engineer, Ed McCabe. Mr. Burgoyne further explained that the OHM design process would run parallel with the planning work being performed by ODOT. ODOT will perform reviews at each stage, handle right-of-way and compliance requirements, and ultimately bid and manage the construction once the design is approved. The Village's responsibilities will include participating in the design and public engagement process, adopting legislation to authorize the project, and hiring a third-party inspector for the construction phase. The cost for that inspector will also be paid for through the grant proceeds.

Ms. Frank-Hensley asked for guidance on how to effectively communicate with residents about the upcoming disruptions from both the sewer and roadway projects, particularly for those directly impacted. Mr. Burgoyne emphasized the importance of proactive and clear messaging, including informing residents ahead of time about survey crews, construction activity, and safety measures. He noted that his firm will assist with the public engagement efforts in coordination with Village leadership. He acknowledged that residents would experience significant, unavoidable disruptions such as heavy equipment traffic, noise, and altered traffic patterns. Rt. 303 traffic will be one way only for a significant period. The goal is to align the sewer project and Rt. 303 corridor project, so they feel like one continuous construction project. He highlighted the need to coordinate with local safety services to maintain emergency access and noted that the construction timelines in the contract will be strictly enforced to minimize delays.

Mr. Bryan asked whether this professional services funding request from OHM would cover OHM's costs through completion of the project. Mr. Burgoyne clarified the proposed agreement encompasses the completion of all design and coordination work through the end of construction. He explained that funding for the OHM professional services work outlined in the agreement was approved by the OPWC in connection with that grant. No additional compensation requests are anticipated, and that payments for OHM's services will be drawn from the grant funds at the conclusion of each month after the work is completed and approved. He noted that a contingency amount is built into the agreement to provide for flexibility, including potential additional services if they are requested by the Village and approved in advance.

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 2026**

**RT. 303 PROJECT LEGISLATION:**

**Resolution No. 06-2026**

Sponsored by: Mayor Schneider

**An Emergency Resolution Authorizing the Mayor to Execute a Professional Services Agreement Proposal from OHM Advisors for the State Rt. 303 (Main Street) Safety**

**Improvements Project (First Reading):** Mr. Bryan read the legislation by title and asked Council how it wanted to proceed. The Mayor requested Council to vote to suspend the rules and pass the legislation this evening so the work on the project could proceed without delay. Council discussed whether to suspend the three-reading rule due to time constraints tied to the ODOT deadlines and the need to coordinate with the sewer project. Ms. Padrutt expressed concern about passing the Resolution after one reading and as emergency legislation. Other Councilmembers emphasized the need to stay on schedule, particularly given seasonal limitations and the lengthy design timeline. Mr. Slocum made a motion that was seconded by Mr. Rosales to suspend the three-reading rule. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, no; Ms. Riggins, yes; Mr. Rosales, yes. The motion was adopted. Mr. Slocum made a motion that was seconded by Mr. Rosales to pass the legislation. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, no; Ms. Riggins, yes; Mr. Rosales, yes. The Resolution was adopted.

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

March 10, 2026 Council Meeting Minutes: Ms. Frank-Hensley made a motion that was seconded by Mr. Krachinsky to approve the Minutes. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The minutes were approved.

March 24, 2026 Council Meeting Minutes: Ms. Frank-Hensley made a motion that was seconded by Mr. Slocum to amend the minutes to state that the Mayor was ‘invited to’ not ‘attended’ the Towpath Trail community meeting at Happy Days Lodge (since the meeting took place after the March 24 Council Meeting) and to clarify that the Mayor was speaking on behalf of Mr. Anderson in the Street Commissioner report. Roll call vote (on the motion to amend): Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The motion was approved. Mr. Slocum made a motion that was seconded by Ms. Frank-Hensley to adopt the minutes as amended. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The minutes were approved.

**CITIZEN PARTICIPATION:** Greg Canda emphasized the need for better communication and transparency by sharing notes from outside meetings more promptly with the Planning Commission, not just Council. It was pointed out that written notes were being shared at this meeting from the water meeting that took place earlier today and a recent sewer project meeting. Mr. Canda was provided with copies of those notes. Mr. Slocum suggested both distributing notes directly and posting them on the website for accessibility. It was pointed out that not everyone regularly checks the website. Council discussed other options like email distribution and creating organized folders.

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 2026**

John Najeway, speaking as both a short-term and long-term rental property owner, expressed frustration with how Council is handling the short-term rental regulations. He argued that prior efforts, including surveys and collaboration with the Planning Commission, were disregarded. He emphasized that enforcement of existing rules, rather than creating new restrictions should be the priority, noting that issues like noise and disturbances also occur with long-term residents. Those issues should be addressed through normal policing rather than specifically targeting short-term rentals. He highlighted the economic benefits that short-term rentals bring to the Village through taxes and local spending, warned of potential legal risks with overregulation, and encouraged Council to take a more measured, transparent approach that considers resident input, enforces current policies, and evaluates impacts before pursuing stricter limitations or elimination.

Daniel DeAngelo suggested that before making any further changes to the short-term rental regulations, Council should prioritize strong community engagement to ensure residents support those changes. He noted that not all short-term rentals create problems. He shared that he has lived next to one for several years, and he has had zero issues. He highlighted their benefits, such as accommodating visiting family members in town and allowing guests to experience the Village more authentically. He pointed out that short-term rentals make up only a small percentage of the housing in the community, suggesting their overall impact is limited. He argued that concerns should be addressed through better enforcement of existing rules rather than additional restrictions.

Mr. Slocum spoke on behalf of Steve Craig, who was unable to be in attendance. Mr. Slocum stated Mr. Craig urges Council to follow the previously established, collaborative process, engaging the public, Village Planner, and Planning Commission, before making further changes to the short-term rental ordinance. He warned that bypassing this process would be a mistake. Mr. Craig expressed support for maintaining a controlled level of short-term rentals and viewing them as an asset that helps preserve the Village's character and provides convenient lodging for visitors without relying on hotels. He noted that different types of rentals offer distinct experiences and emphasized issues with short-term rentals stem from enforcement shortcomings, which can be improved without discarding the existing regulations.

**REPORTS**

**Mayor, Daniel Schneider, Jr.:** The Mayor reported on a recent Zoom meeting regarding the sewer project. He explained the design work is fully complete, but the project is currently on hold due to a funding gap, with the total cost now estimated to be between 17 and 19 million dollars and only 8 million dollars formally secured. The County is exploring additional funding options, including potential support tied to Akron being relieved of its federal environmental consent decree obligations. No action is required from the Village at his time. When the project commences, residents should expect connection costs to be around \$4,274, plus the permit fee. Construction is now projected to begin in roughly two years. The Mayor emphasized that once funding is secured, the project is ready to move forward quickly, and efforts will be made to provide residents with clearer cost estimates as the timeline develops.

A report was provided on a water infrastructure meeting discussing potential collaboration with Akron as a supplier. Considerations included significant infrastructure challenges, opportunities for system improvements, and potential expansion of service areas. The formation of a committee to evaluate options and demand, as well as pursuing federal funding

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 2026**

through programs like the Water Resources Development Act were discussed. No funding from that Act has been allocated as of this time, but significant funds are potentially available from that federal source.

The Mayor also provided updates on several other matters, including thanking Ms. Frank-Hensley for providing the no overnight parking signage for the Village Akron-Peninsula Road lot. The sinkhole repairs on S. Locust have been delayed due to the weather. A guardrail project on Main Street has been referred to the Village Engineer for further evaluation. The Mayor requested Council approval to dispose of or distribute the old, unusable street markers, suggesting a first-come, first-served approach for interested residents. He reported on the recovery of a stolen marker from Kent. The new granite street markers have been installed apart from two roads. The full inventory of two extra blank markers has now been utilized. Mr. Slocum made a motion that was seconded by Mr. Rosales to authorize the Mayor to give away at no cost to residents or dispose of the old street markers. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The motion was approved.

**Fiscal Officer, Ms. Iaconis:** Ms. Iaconis shared a brief financial update, noting she is catching up after being on vacation and will have financial reports to Council soon. The new Village payroll system is being utilized. She stated revenues are currently stable, particularly property tax income. She stated it is unclear whether Summit County will follow the actions of Cuyahoga County, which no longer provides advances on property tax payments. She stated she will have a clearer picture on the tax revenues, including RITA collections, after the April 15 filing deadline. She apologized again for delays in providing detailed financial information to Council.

**Street Commissioner, Mr. Anderson:** The Mayor stated there was nothing to report.

**Finance Liaison, Mr. Krachinsky:** Mr. Krachinsky stated he had nothing to report.

**Police Department:** The Mayor requested that a Police Department issue be saved for an executive session.

**Roads and Public Works:** The Mayor requested a motion to approve funding to fix two damaged guard rails in the total amount of \$12,155. Mr. Slocum made a motion that was seconded by Mr. Rosales to authorize an amount not to exceed \$13,000 to repair the guard rails. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The motion was approved. The Mayor noted that another guard rail was fixed by the Service Department, which saved the Village a few thousand dollars.

**Planning Commission, Ms. Frank-Hensley:** Ms. Frank-Hensley reported the Planning Commission's next meeting will address short-term rentals based on Council feedback. She shared some residents expressed frustration over the recent parking ordinance amendment vote and questioned whether Council is supportive of local businesses. Mr. Slocum initiated a discussion on how to move forward with the parking legislation, suggesting it could be sent back to Planning for further consideration. Ms. Riggins and Ms. Padrutt objected to sending the Ordinance back to the Planning Commission, noting that it has already been done once. They

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 2026**

reiterated their prior concerns about giving the Planning Commission too much discretion, taking the decision-making process from the BZA, and not requiring enough parking spaces for apartments. Mr. Rosales asked for clarification on those concerns. Ms. Riggins explained she has already explained her concerns with the parking requirement amendments and the ordinance's overall structure in detail in writing and at prior meetings. Ms. Padrutt emphasized her concerns about process and loss of checks and balances. Mr. Slocum and Mr. Krachinsky stated they supported the proposal for providing flexibility in addressing the Village's limited parking situation and encouraging business growth, arguing the ordinance allows the Planning Commission to make case-by-case decisions and avoid overburdening developments. Mr. Bryan noted there are differences in required decision-making criteria for the Planning Commission and the BZA. Mr. Slocum requested that the parking ordinance be put back on the agenda for next meeting once again on third reading. Mr. Bryan stated since the Ordinance was voted upon and did not pass, it would need to be reintroduced on first reading. He stated he would make sure it is on the agenda.

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

**Board of Zoning Appeals:** The Mayor noted that there is a meeting scheduled for later this month. Mr. Bryan announced it will take place on April 28 at 6:00. Mr. Bryan also reported that Mr. Barnhart resigned from the Board on Friday, and there is now another opening on the Board.

**Buildings and Grounds, Ms. Frank-Hensley and Ms. Riggins:** Ms. Frank-Hensley asked the Mayor about the equipment at the back of the room. The Mayor stated that is part of the new equipment for the Council Chambers and confirmed that more is on the way.

**Chamber of Commerce & Economic Development:** Ms. Frank-Hensley shared insights from the recent meeting at Happy Days Lodge hosted by Destination Cleveland and the Chamber involving Towpath Trail communities and related organizations. The meeting reported on Towpath Trail usage and a cycling survey and highlighted the importance of creating a cohesive "trail town" experience with amenities, attractions, and strong connectivity to attract cyclists and others. She noted opportunities for collaboration regarding improved signage, better alignment with the Area Master Plan, and updating regional trail information online. Daniel DeAngelo added that regional efforts are underway to update the countywide trail map, which was last updated in 2012. He offered to share the Area Master Plan and the Conservancy's multi-use path plans with the group to ensure they are supported at the regional level. Ms. Frank-Hensley stated she forwarded the Village Area Master Plan to Destination Cleveland.

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

**Records Retention and Disposal Policy and Schedule, Public Records Standard Operating Procedures, Cybersecurity, and Events Ordinance or Policy:** The Mayor introduced a discussion about the records retention and disposal policy and schedule. Mr. Slocum suggested improvements, including reorganizing the retention schedule into a clearer spreadsheet format and clarifying some of the timelines, such as retention period differences between disciplinary records and performance evaluation records. Mr. Bryan explained that certain recordings, like

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 2026**

police dash cam and body cam footage, are automatically deleted after a set period due to storage limitations, unless they are tied to an incident or report, in which case they are preserved. Additional clarification was provided around inventory records and other categories, with acknowledgment that some items need refinement. Mr. Slocum and Ms. Frank-Hensley offered to make the updates and convert the schedule into a spreadsheet or excel format.

Mr. Slocum provided an update on cybersecurity, noting he is seeking a second quote for a cyber risk assessment after already receiving one quote, while the Village's IT consultant is compiling an inventory of Village hardware and software to support the process. Options for providing employee training were also discussed. The Mayor agreed to follow up on the training information.

The discussion then shifted to record management. Ms. Padrutt highlighted the need to properly index and organize Village records, noting there are resources and volunteers available from the State. The Mayor explained the Village has already partially engaged a contractor and received a quote for digitizing Village records. Those efforts are on hold until the policy and schedule are finalized.

Ms. Padrutt stated the Village needed an updated event policy and permit form, noting the current 2009 event form is outdated. She is concerned about potential liability risks as the event season approaches. The Mayor and Council discussed an upcoming unsanctioned event for which multiple vendors have been engaged. Mr. Slocum suggested circulating proposed updated event legislation for Council's review. Ms. Riggins noted the situation could serve as a learning opportunity. It was agreed that clearer policies are needed moving forward.

**Fire Board, Mr. Krachinsky:** Mr. Krachinsky reported there will be two Fire Department levies on the May ballot. One is a renewal of an existing levy, and the other is an additional levy for equipment. He noted that early voting has already begun. More detailed information on the levies will be provided at the next meeting. Informational materials are being circulated locally to explain the purpose and need for the levies.

**Cemetery Board, Ms. Padrutt:** Ms. Padrutt stated there was nothing to report.

**JEDD Board, Ms. Riggins:** Ms. Riggins reported that, based on communication from Mike Anderson, the issue involving the Cuyahoga Valley Scenic Railroad payroll taxes has been resolved. Ms. Riggins stated Mr. Anderson advised her that Ms. Iaconis' financial report was accurate to the penny.

**Wastewater/Stormwater/Water:** The matter noted these matters have already been discussed.

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

**ADDITIONAL LEGISLATION:** None.

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 2026**

**UNFINISHED BUSINESS/NEW BUSINESS:**

**Village Contracts**

Motion to Authorize the Mayor to Execute a Consultant Agreement with Aislinn Consulting LLC/Rita McMahon for Planning Assistance and Services: Mr. Bryan stated he spoke with Ms. McMahon and Ms. Iaconis regarding this contract. Ms. McMahon stated she was ok with reducing the not-to-exceed amount from \$20,000 to \$15,000, and Ms. Iaconis confirmed that sufficient funds have been budgeted for this work under the professional services line item. Ms. Frank Hensley made a motion that was seconded by Mr. Krachinsky to authorize the agreement. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The motion was approved.

Insurance: The Mayor asked Ms. Iaconis for a quick update on insurance. Ms. Iaconis explained the Village already works with its broker, Wichert Insurance, which conducts an annual bidding process by collecting updated information and sending it to multiple insurance carriers for quotes for the different coverage areas. Ms. Iaconis is required to provide the updated application information by May 4. Ms. Padrutt clarified that prior discussions were more about ensuring the process remains effective over time rather than seeking immediate changes. Ms. Iaconis confirmed that the insurance coverage is reviewed and bid out each year through this process.

Solicitor: Ms. Padrutt proposed forming a three-person committee to review the Solicitor contract process, including advertising, conducting interviews, and making a recommendation to Council. Mr. Rosales, Mr. Slocum, and Ms. Padrutt volunteered to be on the committee. Mr. Slocum made a motion that was seconded by Mr. Rosales to appoint those individuals to the committee. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The motion was approved.

**Other Matters:**

Short-Term Rentals: A discussion continued around how to proceed with short-term rental regulations, with Ms. Frank-Hensley seeking clarification on direction after prior Council and public input. Mr. Slocum made a motion that was seconded by Mr. Rosales to refer this matter back to the Planning Commission with the specific feedback provided by Council. A discussion took place about Council's preference to grandfather existing compliant rentals and improve enforcement. Ms. Frank-Hensley stated she is now unsure of her earlier position on this issue after hearing feedback from members of the community. Mr. Slocum stated he still has concerns about short-term rentals based upon the Village's population decline and the impact of non-owner-occupied rentals on community stability. It was suggested that more stringent proof of rental activity should be required and audits could be implemented. Mr. Bryan confirmed the current ordinance allows audits to be conducted. Mr. Krachinsky suggested that due to time and staff constraints, not everyone should be audited. One or two certificate holders could be randomly selected for an audit each year. Council also discussed assigning enforcement responsibilities under the ordinance to the Zoning Officer.

Due to the time and the need for an executive session, Council decided to defer any additional discussion items to the next Council Meeting.

**Record of Proceedings  
Regular Council Meeting**

**Held: Tuesday, April 14, 2026**

**EXECUTIVE SESSION (IF NECESSARY):** Mr. Bryan clarified that the requested motion to enter into executive session was being made pursuant to Ohio Revised Code Sections 121.22 (G)(1) and (G)(3) for the purpose of receiving and considering a report involving the dismissal of a probationary auxiliary police officer and to have a conference with the Solicitor regarding threatened court action against the Village. That motion was made by Mr. Slocum and seconded by Mr. Rosales. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The motion was approved. Council entered into executive session at 9:16 p.m. At 9:44 p.m., Ms. Padrutt made a motion that was seconded by Mr. Slocum to come out of executive session. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes.

Mr. Bryan announced that he was reporting on behalf of the Mayor that the Mayor sent a letter of termination to probationary, Auxiliary Police Officer Thomas O’Grady, and the Mayor was requesting Council to confirm his decision to terminate Auxiliary Officer O’Grady within his six-month probationary period for unsatisfactory performance. Mr. Slocum made that motion that was seconded by Ms. Frank-Hensley. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The motion was approved.

**ADJOURNMENT:** Mr. Slocum made a motion to adjourn the meeting that was seconded by Ms. Frank-Hensley. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mrs. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The meeting was adjourned at 9:45 p.m.

Respectfully submitted:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# 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 the public appointed by the Mayor.

### 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 once every six months and 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** – Permanent

**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 Records** - 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)** – In accordance with Police Department Policies and Technical Retention Settings

**Video Recordings Related to Cases** – Until conclusion of case

**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.

### **311.02 SPECIAL EVENTS POLICY AND PERMIT.**

(a) Purpose and Scope. The Village recognizes that special events enhance the quality of life and economic vitality of our historic community. However, due to our unique geography within the Cuyahoga Valley National Park and our limited infrastructure, this policy ensures that events are conducted safely, minimize disruption to residents, and protect Village resources.

(b) Definition of Event. For the purposes of this policy, an “event” is defined as any planned occurrence, march, procession, or assembly on public or private property that significantly impacts the normal flow of traffic, requires the use of Village personnel or resources or involves a gathering that exceeds typical occupancy of the site.

(c) General Requirements. No person, group of persons, or organization shall conduct or participate in any event or block off any street or highway area, without first obtaining a permit from the Mayor.

(d) Permit Applications. Applications for permits under this section shall be made on such forms prescribed by the Mayor, shall be filed with the Mayor, and shall contain such information necessary for determining whether a permit should be issued. Applications shall be filed before the time intended for such event and in accordance with the timeframes set forth in Subsection (e) of this ordinance. The Mayor shall make a determination on the application within ten days of the date on which the application is filed. The Mayor has the discretion to grant an event permit related to celebrations or protests of Local, State, Federal, or World Events upon shorter notice if it is determined by the Mayor and Chief of Police, or their designees, that the Village is able to provide the required safety resources and services within the timeframe between the filing of the application and the time of the parade, event, assemblage, or procession. The required information provided in the application shall include, at a minimum:

- (1) The estimated number of participants.
- (2) A detailed route map, including assembly and dispersal areas.
- (3) A description of equipment, signage, or other event logistics.
- (4) Proof of liability insurance coverage for the event with minimum coverage amounts of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- (5) Any additional safety and resource requirements, such as police, fire/EMS, street closures, public service and sanitation, and/or utility use.

(e) Event Tiers and Application Filing Timeframes.

- (1) Tier One (Small): Under 50 attendees. Block parties or small gathering with no road closures or commercial vendors. Deadline for application 30 days.
- (2) Tier Two (Medium): 50-250 attendees. May require minor police assistance, food vendors, or use of public squares. Deadline for application 60 days.

(3) Tier Three (Large): 250+ attendees. Festivals, races, or parades requiring closures and multidisciplinary department coordination. Deadline for application 90 days.

(f) The Village shall establish predetermined event routes that are designed to minimize disruptions to traffic and residential areas. Events should prioritize using the designated routes unless alternate routes are approved by the Mayor and Chief of Police or their designees based upon public safety and logistical needs. Organizers are responsible for submitting a parking plan for events exceeding 100 attendees. Shuttles are recommended for Tier 3 events. All events must adhere to the hours of the Village of Peninsula's noise ordinance.

(g) Fees for events shall be assessed based upon their size and the Village services anticipated to be required. Fees shall be in accordance with the specified fees and/or fee ranges set forth in the Event Fee Schedule contained in Subsection (l) of this ordinance. The additional costs associated with these permits shall consider the event's anticipated need for Village resources such as police, street closure, public service and sanitation, and utility usage. A cost breakdown related to the issuance of a permit shall be provided to the applicant in connection with the permit application process. If the Village determines that Village personnel, vehicles, and/or services are required in connection with the event, a minimum of four hours shall be charged for each Village employee, Village vehicle, and/or service required, at an hourly rate determined by the Fiscal Officer, or their designee, that approximates the Village's actual cost for the required employees, vehicles, and services. If the event lasts for more than four hours, and/or the above personnel, vehicles, and/or services are required for more than four hours, the applicant shall be responsible for the actual time the Village employees, vehicles, and other services are on scene in connection with the event.

(h) The permit may be refused or cancelled if:

- (1) The time, place, size, or conduct of the event, including the assembly areas and route, would unreasonably interfere with the public convenience, the safe use of the streets and highways, or violate predetermined route guidelines.
- (2) The event requires a diversion of Village resources to the extent that it impairs regular Village functions, including police or public service and sanitation services.
- (3) The event conflicts with, or would strain resources from a Village sponsored parade, event, assemblage, procession, or race, or another parade, event, assemblage, procession, or race for which a permit has been issued.
- (4) The application contains false, misleading, or incomplete information.
- (5) An emergency such as a fire, storm, or other unforeseen event would prevent the proper conduct of the event.

(i) Security. Event organizers shall be responsible for hiring off-duty Village police officers

to provide necessary traffic control and crowd management services during the event, in accordance with the Village's safety standards. The number of officers required will be determined by the Chief of Police or their designee based upon the size and requirements of the event and its route and/or location. Applicants shall not be permitted to utilize private or non-Village security for the event without the permission of the Police Chief or their designee.

(j) The permit may prescribe reasonable conditions, including:

- (1) Hours of assembly and dispersal.
- (2) Use of predetermined or alternate approved routes.
- (3) Portions of streets that may be used or occupied.
- (4) Village and Fire Department resources necessary for the event, such as police, public service and sanitation, utility usage, and off duty Fire/EMS.

(k) In addition to permit fees, organizers may be responsible for the costs of additional Village services required for the event, such as trash removal, restroom facilities, or utility access, to ensure minimal disruption to residents and businesses.

(l) Event Fee Schedule.

(1) Persons, For-Profit Organizations and Entities, and Non-Profit Organizations and Entities Not Based in the Village.

\$500 per event, plus actual additional costs to the Village and \$1,000 deposit. After the event and all additional costs from the event are calculated, any additional costs will be billed or deposit funds entitled to be refunded will be returned. If multiple events encompassed by this section are held by the same entity on the same day within a four-hour timeframe, only one permit fee and deposit will be required.

(2) Village affiliated or based public and private schools or parent-teacher organizations, or non-profit entities based in Peninsula.

No fee.

(m) Appeals. A determination denying an application for a permit for a parade, event, assemblage, procession, or race upon any public street or highway may be appealed to the Summit County Common Pleas Court within thirty days of the date the application was denied.

# VILLAGE OF PENINSULA EVENT PERMIT APPLICATION

## 1. Applicant & Organization

- Organization Name: \_\_\_\_\_
- Primary Contact: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

## 2. Event Overview

- Event Title: \_\_\_\_\_
- Dates(s): \_\_\_\_\_
- Hours: \_\_\_\_\_
- Location/Address: \_\_\_\_\_
- Estimated Total Attendance: \_\_\_\_\_

## 3. Requirements and Logistics

- \_\_\_\_\_ Road Closures Requested (map must be attached)
- \_\_\_\_\_ Amplified Music/Sound
- \_\_\_\_\_ Alcohol Sales (Requires permit)
- \_\_\_\_\_ Tents or Temporary Structures
- \_\_\_\_\_ Food Trucks (County Health Dept. current food operation permit to be displayed)
- \_\_\_\_\_ Certificate of Insurance Coverage Naming the Village as Additional Insured with Minimum Coverage Amount of \$1,000,000 per occurrence and \$2,000,000 in the Aggregate

## 4. Acknowledgement & Signature

By signing below, I certify that I am authorized to act on behalf of the applicant organization. I agree to indemnify and hold harmless the Village of Peninsula from any claims resulting from this event. I understand that failure to comply with Village ordinances may result in immediate revocation of this permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

VILLAGE OF PENINSULA, OHIO  
ORDINANCE NO.: 07-2026  
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, on March 28, 2026, a Council vote on the passage of Ordinance 26-2025 failed due to the lack of a sufficient number of affirmative votes; and

WHEREAS, Council now 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

## Village Community Sign

**Purpose:** To install a **drive-by community information sign** that improves communication with residents and visitors while remaining affordable, easy to maintain, and visually consistent with the Village's character.

The sign would display: Council meeting dates and times, Public hearings and notices, Community events and Time-sensitive Village updates

Objectives	Requirements
<ul style="list-style-type: none"> <li>• Provide clear, readable information to passing motorists</li> <li>• Improve transparency and awareness of Village activities</li> <li>• Control both upfront and long-term costs</li> <li>• Avoid unnecessary technical complexity</li> <li>• Select a visible but appropriate Village location</li> </ul>	<ul style="list-style-type: none"> <li>• Be readable at normal vehicle speeds</li> <li>• Use high-contrast, legible lettering</li> <li>• Fit within Village budget constraints (xxx?)</li> <li>• Require minimal ongoing maintenance</li> <li>• Align with Village aesthetics and character</li> <li>• Comply with safety, zoning, and placement standards</li> </ul>

### Options Considered

	A – Electronic / LED Sign	B - Changeable-Letter Sign (Stock)*	C- Changeable-Letter Sign (Crafted)*	D – Analog – Programmable display
	<ul style="list-style-type: none"> <li>• Programmable digital display</li> <li>• Higher visibility potential</li> <li>• Higher purchase, power, and maintenance costs</li> </ul>	<ul style="list-style-type: none"> <li>• Replaceable letters on a fixed sign face</li> <li>• No electronics or power required</li> <li>• Lower cost and very low maintenance</li> <li>• Fits with aesthetic</li> </ul>	<ul style="list-style-type: none"> <li>• Same letters &amp; functionality as B</li> <li>• Timber posts or local millstone base</li> <li>• Top carving - changeable</li> <li>• Unique local aesthetic</li> </ul>	<ul style="list-style-type: none"> <li>• Programmable digital display</li> <li>• Higher visibility potential</li> <li>• Higher cost, power, and maintenance costs</li> <li>• Unique aesthetic</li> </ul>
<b>Budgetary Estimate</b>	\$15,000 – \$40,000+ installed	\$3,000 – \$10,000 installed	Components < \$3,000 - custom TBD	\$ 23k?
<b>Conclusion</b>	Too expensive and does not fit with aesthetic	Recommended		Not designed for outdoor use

Item	LED Sign	Changeable-Letter Sign
Electrical Required	Yes	No - ????
Maintenance	Moderate-High	Very Low
Operational Risk	Higher	Very Low
Life Expectancy	7-10 yrs typical	15-20+ yrs
Visual Impact	High / Bright	Traditional

\* Sandwich boards and movable road signs were not seen as practical options, since they contribute to visual clutter and lack aesthetic appeal.

### Recommended Option: B or C

**Changeable-Letter Drive-By Sign** This option best balances: Cost control, Reliability, Visual compatibility and

Ease of long-term operation.

To address additional administrative burden – solicit community volunteer for message updating and purchase tiles with pre-made text - Example: Council Meetings 7:30 pm

**Location:** Final placement should consider safety, visibility, and right-of-way limits.

Village Hall - On Building or Angled at corner of building	Village Hall - Edge of Police Parking (East Side)	Village Hall – Parallel to walkway
<b>Pros:</b> Clear civic association, easy access for updates, single sided	<b>Pros:</b> Improved drive-by visibility, still tied to Village Hall	<b>Pros:</b> Maximum exposure viewable,
<b>Cons:</b> Possible space or sightline constraints	<b>Cons:</b> Requires careful placement for traffic safety and may be obstructed by parked cars	<b>Cons:</b> Some space or sightline constraints or obstructions

### Other Location Ideas

- Boston Township Hall Lawn– joint community sign. High visibility, shared cost or we pay, they provide land.
- Bronson Green – ‘central’ part of town
- Near Railroad Tracks – safety concern, too much going on

### Location Recommendation – TBD

### Next Steps

- Confirm final location and sign dimensions and budget
- Finalize design
- Obtain pricing and installation estimates
- Determine update responsibility and schedule

Item	Category	Subject	Assigned to	Plan	Status	Notes	Planning Commission
5	Infrastructure	Water District	Mayor & TBD	March Meetings	In process	Joint water district assessment. Approved funding for study via OHM. Boston Hts taking the lead	Yes
6	Zoning / Enforcement	STRs (Short-Term Rentals)	Moe Riggins	March Meetings	In process	Owner-occupied?; revenue (fees, bed tax); expenses (inspection, enforcement); complaint process; enforcement gaps; occupancy limits; age of children; overflow parking; cap on cars; monitoring after hours; avoid Bath-type issues	Yes
7	Infrastructure	Wastewater / Sewer Project	Mayor & TBD	March Meetings		Committee?; monitor project; ensure pedestrian/bike path; protect trees/sidewalks; traffic management during construction	Yes
8	Land Use	General Die Casters Property & Player's Barn Property	Amy Frank-Hensley & Moe Riggins	TBD	Area Master Plan	Purchase?; affordability; contamination concerns; buried barrels; environmental risk. PB Agreed upon plan and timeline	Yes
16	Governance / Ordinances	Peninsula Ordinances	Amy - Planning Liaison		Area Master Plan	Create or update ordinances; include BZA and Planning rules	Yes
17	Governance / Ordinances	Noise Ordinance / Enforcement?				Prohibit roosters in Village center? Rooster complaints and garbage trucks pre-7am	Yes
18	Governance / Ordinances	Dark Sky Ordinance				Adopt dark sky protections	Yes
19	Infrastructure	Stormwater Runoff			New	Evaluate and recommend solutions to maintain appropriate stormwater runoff solutions	Yes
20	Infrastructure	303 Project/Main Street Infrastructure Review			Area Master Plan	Preserve sandstone sidewalks; review speed zone; install pedestrian lights; add street trees; gather public feedback	Yes
21	Infrastructure	West Mill Sidewalk Improvements			Area Master Plan	Coordinate with NPS on sidewalk; Sidewalk Improvements (W. Mill to Locust)	Yes
22	Infrastructure / Finance	303 Project Funding			Area Master Plan	Track and manage state funding	Yes
23	Infrastructure / Parking	Alternate Parking Options - Partnerships			Area Master Plan	Promote Pine Lane, Deep Lock Quarry, Canal Visitor Center, North Rim MTB lot; install distance signage	Yes
24	Infrastructure / Parking	Parking (General)			Area Master Plan	Define how much is enough. Explore alternatives for peak days or events. Count public parking; usage timeline; promote existing parking; pave/stripe N. Locust lot; signage; keep paid parking but add pay stations	Yes
27	Master Plan	Economic / Community Outcomes			Area Master Plan	More long-term residents; more businesses; RTA income; Monitor Occupancy rates and vacant properties	Yes
28	Master Plan	Village Master Plan Implementation			Area Master Plan	Create plan to implement goals of the Master Plan. Short-term/quick wins. Example: Streetscapes- Plant street trees north and south Locust	Yes
30	Zoning	Zoning Changes to Protect Village Character			Area Master Plan	Review and implement zoning changes	Yes

**Working document-  
updated frequently**

**Village of Peninsula  
Council Priority List**

Accurate as of - 4/14/2026

Item	Category	Subject	Assigned to	Plan	Status	Notes	Planning Commission
31	Zoning / Preservation	Historic Preservation Overlay Enforcement			Long Range Plan	Stronger enforcement, education for residents and business within the district. Sustainable education for new property owners & reflection on existing boundaries	Yes
1	Policy	Cybersecurity Policy	Dick Stocum- Policies & Procedures	Due July	In process	Create cybersecurity policy and process	
2	Public Safety	Safety (speed, utilities, etc.)	Mayor	Purchase speed recording/flushing signs	In process	Speed issues; utilities; speed signs; expand 25 mph zone; nighttime enforcement concerns	
3	Governance	Rules of Council	Dick Stocum- Policies & Procedures	January - February	COMPLETE	Review and update rules	
4	Communication	Video recording and teleconferencing capabilities	Amy Frank-Hensley & Mayor	Install equipment per approved quote	In process	Update equipment in Village Hall to allow posting of meeting videos on website, teleconferencing capabilities and presenting content on a screen. Phase 2 to consider live streaming	
9	Operations	Building & Grounds	Amy Frank-Hensley & Moe Riggins	TBD		General maintenance	
10	Policy	Record Retention Policy and Public Records Process	Dick Stocum- Policies & Procedures	Review drafts and finalize	In process	Create/update retention policy; related to transparency; improve transparency; address public records processes; much can be completed in one meeting	
11	Policy	Events Policy	Jodi Padruitt		New	Establish policy to address issues such as parking, notifications and safety	
12	Communication	Communication Improvements including Village hall sign		Q1		Improve communication between leadership and residents/businesses. Enhance push communications, simple agenda notices, feedback loop/form. "Always on" survey or update form for better reporting. Install events sign (non-electronic)	
13	Finance	Standard Financial Reports	Dan Krachinsky - Finance Liaison	Q1	In process	Establish or improve reporting	
14	Finance	Contract Review	Jodi Padruitt & Dan Krachinsky	Review each per plan	In process	Time for reviews established, will review per timelines	
15	Finance	Police Force Budget Review				Understand vehicle utilization and general spends. Public wonders why we have so many cars in the parking lot?	
25	Intergovernmental	CVNP / Conservancy				Coordination with CVNP/Conservancy	
26	Intergovernmental	JEDD - Clarity & Opportunity review	Moe Riggins - Liaison		Area Master Plan	Financial review of JEDD impact and oversight of what's next	
29	Public Safety	Maintaining Public Trust in Uncertain Times				Confirming our police and 911 services are prepared to effectively handle issues that might arise because of immigration enforcement federal agency (ICE)	