Village of Peninsula

AGENDA
SPECIAL MEETING OF BOARD OF ZONING APPEALS

Tuesday September 15, 2026
6:00 p.m. Peninsula Village Hall
1582 Main Street
Peninsula, Ohio 44264

PURPOSE: Approval of Minutes for August 4, 2026 Meeting and Administrative Business of the Board

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES
August 4, 2026 Meeting Minutes

ADMINISTRATIVE BUSINESS

ADJOURNMENT

Record of Proceedings
Board of Zoning Appeals

Held: Tuesday, August 4, 2026

CALL TO ORDER: Mr. Padrutt called the meeting to order at 6:34 p.m.

ROLL CALL:

Sara Leffler	Present	Greg Canda	Present	William Cole	Present
Matthew Padrutt	Present	John Shega	Present		

OTHERS PRESENT: Solicitor Brad Bryan and Administrative Assistant Faith Dorton

ELECTION OF BOARD OFFICERS: Mr. Padrutt made a motion to appoint himself as the Board Chair. That motion was seconded by Mr. Shega. Roll Call Vote: Mr. Shega, yes; Mr. Cole, yes; Mr. Padrutt, yes; Mr. Canda, yes; Ms. Leffler, yes. The motion was approved. Mr. Canda made a motion that was seconded by Mr. Padrutt to appoint Mr. Shega as Vice-Chair. Roll Call Vote: Mr. Shega, yes; Mr. Cole, yes; Mr. Padrutt, yes; Mr. Canda, yes; Ms. Leffler, yes. The motion was approved.

APPROVAL OF MINUTES:

June 9, 2026 Meeting Minutes

Mr. Canda made a motion that was seconded by Mr. Shega to approve the minutes. Roll Call Vote: Mr. Shega, yes; Mr. Cole, abstain; Mr. Padrutt, yes; Mr. Canda, yes; Ms. Leffler, abstain. The minutes were approved.

RESOLUTION FIXING TIME AND PLACE OF REGULAR BOARD MEETINGS PURSUANT TO SECTION 1145.04(b): Mr. Padrutt proposed having a regular meeting schedule for the Board. The Board discussed how frequently it should meet, particularly because meeting minutes must currently be approved within 60 days. It was noted that requirement effectively necessitates meetings at least every two months, even when the only business is approving previous minutes. Concerns were expressed that could result in unnecessary meetings. It was suggested that Council be asked to extend the requirement to possibly 90 days, while also emphasizing that some regular schedule was important to avoid another lengthy period, such as the previous three-year gap without a BZA meeting. Members also discussed aligning BZA meetings with either Council or Planning Commission meetings. Mr. Canda encouraged BZA members to attend Planning Commission meetings to better understand the intent behind zoning regulations. Other members favored Tuesdays because they were more convenient. Mr. Bryan explained variance hearings generally require about three weeks of lead time to allow for application reviews and the required 10-day notice to adjoining property owners. It was determined that meetings would be held every other month on the fourth Tuesday of the month at 6:00 p.m., starting with October 27. It was acknowledged that meeting falls outside of the 60-day period required for the approval of minutes and a Special Meeting would be needed sometime prior to October 27. Mr. Padrutt made a motion that was seconded by Mr. Cole to approve that Regular Meeting schedule. Roll Call Vote: Mr. Shega, yes; Mr. Cole, yes; Mr. Padrutt, yes; Mr. Canda, yes; Ms. Leffler, yes. The motion was approved.

ADOPTION OF RULES OF PROCEDURE PURSUANT TO SECTION 1145.04(b), INCLUDING PROVISIONS GOVERNING THE CALLING AND CANCELLTION OF MEETINGS, OFFICER SUCCESSION, QUORUMS, VOTING, AND DESIGNATION OF PARLIAMENTARY AUTHORITY: Mr. Padrutt presented proposed BZA Rules of Procedure intended to clarify responsibilities and prevent uncertainty like what occurred following the previous chair's resignation. The proposed Rules provide for the election of a Chair and Vice-Chair, the Vice-Chair performing the duties of Chair in the event of a vacancy or the absence of the Chair, procedures for calling and cancelling meetings, quorums and voting requirements, details pertaining to minutes, adopted parliamentary procedures, and amendments to the Rules. The Rules were reviewed and discussed by the Board. Mr. Bryan then asked if the Board wanted to move forward with adopting the Rules or preferred to wait until the next meeting to further consider them. Mr. Canda stated he wanted until the next meeting to review them before taking a vote. Mr. Padrutt stated he wanted the Board to vote on the Rules this evening, noting they can be amended in the future if the Board finds something is problematic. Mr. Padrutt then made a motion that was seconded by Ms. Leffler to adopt the proposed rules of Procedure. Roll Call Vote: Mr. Shega, yes; Mr. Cole, yes; Mr. Padrutt, yes; Mr. Canda, no; Ms. Leffler, yes. The motion was approved.

REVIEW OF MEETING NOTICE PROCEDURES UNDER CODIFIED ORDINANCE CHAPTER 125: The Board next reviewed the meeting notice procedures which involve notice of the meeting to Board Members, posting the meeting on the Village website and at the Village posting places, and sending notice of the meeting to persons on the Village notice list.

REVIEW OF STATUS OF PENDING APPLICATIONS AND MATTERS BEFORE BOARD: It was noted that there were no pending applications before the Board.

ADJOURNMENT: Mr. Shega made a motion that was seconded by Mr. Padrutt to adjourn the meeting. Roll Call Vote: Mr. Shega, yes; Mr. Cole, yes; Mr. Padrutt, yes; Mr. Canda, yes; Ms. Leffler, yes. The motion was approved. The meeting was adjourned at 7:11 p.m.

Approval of Board Acknowledged by:

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Matthew Padrutt, Board Chair Date