

Holly A. Swenk, At-Large/President of Council
Paul Wolanski, At-Large
Cali Zingale, At-Large
Katie Rogerson, Ward 1
Robert Holub, Ward 2
Bruce F. Abens, Ward 3
Clifford Winkel, Ward 4/President Pro-Tem

Kevin Corcoran, Mayor



City Council

CITY HALL COUNCIL CHAMBERS

REGULAR AGENDA OF MAY 4, 2026

7:00 PM

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Committee of the Whole Meeting Minutes dated April 13, 2026.
(Council action required)
2. Regular City Council Meeting Minutes dated April 20, 2026.
(Council action required)

Note:

Records Commission Meeting Minutes dated December 1, 2025.
Building and Lands Committee Meeting Minutes dated March 5, 2026.
Planning Commission Meeting Minutes dated April 14, 2026.
Civil Service Commission Meeting Minutes dated April 27, 2026.

LOBBY

ADMINISTRATORS' REPORTS

1. Mayor
2. City Engineer
3. Director of Finance
4. Other Reports

March 2026 Police Department Report

COUNCIL COMMITTEE REPORTS

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

RECESS

FIRST READINGS

- O 2026-53 An Ordinance extending the moratorium on the granting of permits and on the acceptance of Planning Commission or new business applications for smoke shops in the City of North Ridgeville for an additional period not to exceed 180 days from the expiration of Ordinance 2025-148, in order to allow the Planning Commission and Council to consider possible changes to Use Regulations in the North Ridgeville Zoning Code.
(Introduced by Mayor Corcoran)
- O 2026-54 An Ordinance amending Ordinance No. 2025-36, which authorized the Mayor to advertise for bids and enter into a contract according to law and in a manner prescribed by law with the lowest and best bidder for the Root Road Park Parking Lot Improvement Project.
(Introduced by Mayor Corcoran)
- O 2026-55 An Ordinance amending Ordinance Number 2025-158 of the City of North Ridgeville, Ohio, providing appropriations for the period commencing January 1, 2026, and ending December 31, 2026.
(Introduced by Mayor Corcoran)

SECOND READINGS

THIRD READINGS

- O 2026-27 An Ordinance amending Chapter 857 of the Codified Ordinances of the City of North Ridgeville, titled *Mobile Food Vendors*, by replacing it in its entirety with a new *Chapter 857 titled Mobile Food Vehicles*.
(Introduced by Mayor Corcoran; First Reading on 04-06-2026; Committee of the Whole Meeting on 06-13-2026; Second Reading on 04-20-2026; Amended on the floor on 04-20-2026)

- O 2026-48 An Ordinance amending Chapters 1010 and 1444 of the North Ridgeville Codified Ordinances concerning engineering and building permits and fees.
(Introduced by Mayor Corcoran; First Reading on 04-06-2026; Second Reading on 04-20-2026)

MEETING ANNOUNCEMENTS

1. A Public Hearing will be held on Monday, May 18, 2026, at 6:45 p.m., in Council Chambers for Rezoning.
2. A Regular City Council meeting will be held on Monday, May 18, 2026, at 7:00 p.m., in Council Chambers.
3. The Finance Committee Meeting will be held on Wednesday, May 27, 2026, at 7:00 p.m., in Council Chambers (Rescheduled).
4. A Regular City Council meeting will be held on Monday, June 1, 2026, at 7:00 p.m., in Council Chambers.

ADJOURNMENT

**NORTH RIDGEVILLE CITY COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
CITY HALL COUNCIL CHAMBERS – 7:00 P.M.
MARCH 13, 2026**

To Order:

President Holly A. Swenk called the Committee of the Whole meeting to order on Monday, March 13, 2026, at 7:00 p.m.

Pledge of Allegiance:

Led by President Swenk

Roll Call:

Present were Council members President/Chair Holly A. Swenk, Kathryn Rogerson, Robert Holub, Bruce F. Abens, Clifford Winkel, Paul Wolanski, and Cali Zingale.

Others Present: Mayor Kevin Corcoran, Law Director Brian Moriarty, Planning and Development Director Kim Lieber, Fire Chief John Reese, Assistant Fire Chief Mike Uhnak, Clerk of Council Nicholas Ciofani, and Assistant Clerk of Council Fijabi Gallam.

New Business:

O 2026-27_ An Ordinance amending Chapter 857 of the Codified Ordinances of the City of North Ridgeville, titled Mobile Food Vendors, by replacing it in its entirety with a new Chapter 857 titled Mobile Food Vehicles.
(Introduced by Mayor Corcoran)

Chair Swenk introduced O 2026-27 and asked the administration to provide background on the legislation.

Mayor Corcoran discussed the following.

- Reported that multiple food trucks had been operating in the City, with some failing to complete the inspection process. Several food trucks had parked on and obstructed main thoroughfares. Others had set up parking lots and informally converted parking spaces into semi-permanent locations. These conditions exposed shortcomings in the current regulations.

Director Lieber discussed the following:

- Proposed changes addressing these issues were included in the presented ordinance and were accompanied by a detailed explanation. It was explained that the current ordinance had been adopted about 10 years earlier, before the widespread use of food trucks. Since

that time, the City has experienced increased requests, activity, and more complex operating situations.

- The existing ordinance lacked clear guidance and effective enforcement mechanisms. Deficiencies in the current code were identified:
 - Definitions were unclear and did not appropriately distinguish between tents, stands, and vehicles.
 - The permitting process relied on a 48-hour permit window, limiting meaningful fire department oversight.
 - Permits were tied to individual operating periods rather than ongoing operations.
 - The ordinance lacked clear operational standards, including guidance on location and duration.
 - Some food truck operations had begun to function as permanent businesses without proper zoning review.
 - Referenced Ordinance 2024-133, which repealed temporary businesses in the city, and noted sensitivity to preventing operations from becoming permanent businesses in areas not zoned for such use.
- Food trucks operating in the public right-of-way created issues related to traffic visibility, pedestrian conflicts, and emergency access. Police and fire departments expressed concern over limited enforcement authority under the existing ordinance.
- Major elements of the ordinance included:
 - Clearer definitions separating mobile food vehicles from other temporary food operations.
 - A new definition for special events to address festivals and City-sponsored activities.
 - A revised permitting process replacing the 48-hour permit with an annual permit issued through the fire department.
 - Annual inspections would be conducted at a fire station.
 - An appeal process was established for permitting denials.
 - Permits will remain valid through April 1 of the following year.
 - A \$100 application fee was added to offset inspection and administrative costs.
- Location and operational standards were established:
 - Food truck operations on private property require owner approval and paved surfaces.
 - Operations in the public right-of-way were prohibited unless part of an approved event.
 - Duration limits were established at no more than 60 days per year at a single location and no more than five consecutive days.

- Hours of operation were proposed from 7:00 a.m. to 9:00 p.m., with limited flexibility for:
 - Restaurants using food trucks as their primary food service method, and
 - City-approved activities on City property.
- Tents were prohibited except at approved special events.
- Events were limited to four days per event and a maximum of eight events annually.
- Grease-producing equipment, deep fryers, and similar cooking methods were prohibited due to fire safety concerns
- A formal process was established for permit suspension or revocation.
- The Ordinance was intended to modernize regulations, address safety concerns, and provide predictable standards—not to eliminate food truck operations.
- Existing noncompliant operators would be provided with a reasonable path toward compliance.

Assistant Chief Uhnak confirmed full support for the ordinance, stating it addressed longstanding safety concerns and significantly improved upon the previous code.

Fire Chief Reese highlighted issues related to food trucks parking on busy streets without prior notice. These situations posed safety risks, particularly to children and pedestrians crossing traffic. The ordinance was described as a necessary tool to regulate operations while still allowing neighborhood and association events in safer, controlled locations.

Mayor Corcoran stated that the Ordinance was the result of a lengthy effort involving multiple meetings. The Ordinance is intended to improve community safety.

Chair Swenk asked if any members of City Council had any comments, concerns, or questions.

Chair Swenk questioned whether the exemption from duration limits for food trucks owned or contracted by an on-site restaurant also applied to bars.

Chief Uhnak clarified that under the building code, restaurants and bars are classified as Assembly A-2 occupancies.

Director Lieber added that, from a zoning perspective, both uses were permitted within the same classification and treated the same under the ordinance.

Chair Swenk asked whether operating hour limits would apply to food trucks contracted by on-site restaurants.

Director Lieber confirmed that the 7:00 a.m. to 9:00 p.m. operating hours would still apply. There are concerns about outdoor noise and activity, particularly near residential areas.

Chair Swenk asked if anyone from the public had any comments, concerns, or questions.

No comments were offered by the public. City Council moved on to the next item of business.

City Council Bylaws

Chair Swenk remarked that she would note the potential changes, and then the committee would vote on each change individually.

- Section 14: Correspondence
 - A new Section 14 has been added. All correspondence shall be received by the Clerk's office no later than 4:30 P.M. on Tuesday prior to a regular Council meeting.

Moved by Swenk to accept the amendment to Section 14.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 15: New Business
 - Revisions to Section 15 included adding “Council appointments” to the first paragraph and adding a second paragraph stating that Council shall vote to accept Planning Commission reports, except where such reports pertain to legislation.

Moved by Swenk to accept the amendment to Section 15.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 16: New Business

City Council returned to Section 16 and reached consensus not to remove “All legislation will be introduced to Council without the emergency clause,” because it is preferable to vote on the emergency clause to provide transparency to the public. Discussion ensued, and the Committee had no further action.

- Section 19: New Business

- Revisions to Section 19 included the following:

- Revised Section 19 (A) in its entirety to—An affirmative vote of a majority of the members present is required if at least one Council member requests to read in full a legislation that includes an emergency clause.
 - Revised Section 19 (B) in its entirety— “All legislation will be read by title only” from “All legislation will be read by title only, except in the case of adopting or amending zoning laws or assessment Ordinances (Section 3.12 of the Charter), or if otherwise excepted by previous rules.”
 - Under Section 19 (C), Added: “bylaws are suspended to adhere to the”.

Moved by Swenk to accept the amendment to Section 19.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 21 (new): Committee Meetings

- A new Section 21 was added, continuing the numbering sequence after Section 22—Committee meetings shall be arranged with the Clerk of Council in order to avoid scheduling conflicts. Meeting dates and times will then be announced at the allotted time.

Moved by Swenk to accept the amendment to Section 21 (new).

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 21(old): Correspondence and Reports from Administration

- Removed: All correspondence and administration reports shall be received by the Clerk's office no later than 4:30 P.M. on the Tuesday prior to a regular Council meeting.

Moved by Swenk to accept the removal of Section 21(old): Correspondence and Reports from Administration.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 26: Audience Participation (Lobby)
 - Added a sentence to the first paragraph: Additional time by Council would be given after an affirming majority vote for up to an additional three minutes.
 - Added the following to Section 26.

“Audience members wishing to speak must adhere to the following rules of decorum:

 - Each Speaker shall state their name and address for the record.
 - All comments shall be directed to the Mayor and/or President of Council and not to other individuals.
 - Each speaker shall refrain from shouting, or the use of foul, abusive, or attacking language.
 - Each speaker will maintain a concise, civil, and courteous manner and tone.

In the event any rules of Section 26 are not adhered to the President of Council may issue a warning to said individual, citing the violation. Upon a second warning, a forfeiture of the right to speak further may be applied as determined by President of Council. The Mayor and/or President of Council also may have the offending speaker removed from the meeting if misconduct persists. Any enforcement of the rules of Section 26 shall be viewpoint neutral.

The use of language that is legally obscene as defined by applicable law or conduct that materially disrupts the orderly conduct of a council meeting is prohibited.”

Law Director Moriarty explained that the restrictions imply that council meetings are now broadcast, which opens the door to additional restrictions that otherwise would not be permitted. The public body can restrict indecent, profane, and obscene language. He recommended that in that last paragraph, after the language “legally obscene”, the phrase “indecent and/or profane” should be added. He reiterated that this is not a straight prohibition about those because they’re all subject to an interpretation or reasonableness standard.

Councilwoman Zingale expressed concerns about the decorum language in Section 26, specifically the provision requiring each speaker to maintain a concise, civil, and courteous manner. She added that Council was not intended to police tone and that such language could be subject to interpretation. She asked Law Director Moriarty for his opinion.

Law Director Moriarty stated that the language could remain because the tone and manner were consistent with prohibitions on harassment, face-to-face insults, and similar conduct, and that Council could address such matters, particularly given that meetings were being broadcast.

Councilman Wolanski added that he supports maintaining respectful participation and did not object to citizens expressing concerns respectfully.

Councilman Abens noted a grammatical correction to the sentence regarding noncompliance with Section 26, recommending removal of the word “to” following “adhered.”

Moved by Swenk and seconded by Winkel to accept the changes to Section 26, including adding “indecent and/or profane” to the final paragraph and the grammatical correction removing “to” following “adhered.”

A voice vote was taken, and the motion carried.

Yes – 6

No – 1 (Zingale)

- Section 29: Cloture Deadline

- In paragraph 3, changed Tuesday to Wednesday. “All legislation, minutes, and any other reports must be received by 4:30 P.M. Wednesday prior to a regular Council meeting by the Clerk of Council.”

Mayor Corcoran stated that, while he appreciated the intent behind the suggested deadline changes, the administration operated in a fluid environment and could not always meet artificial deadlines due to last-minute items and operational needs. He added that internal administrative operations would be handled by the administration and that it was unnecessary for Council to direct internal processes.

Chair Swenk noted that the change had been presented as a suggestion and asked if Council had any additional comments or questions.

Councilman Winkel stated that the copy before Council did not include the proposed change and requested that it be read into the record.

Chair Swenk stated that the proposed change would require the Clerk of Council to receive legislation, minutes, and other reports by 4:30 p.m. on Wednesday prior to a regular Council meeting. Chair Swenk stated that after speaking to Assistant Clerk Gallam, the Clerk of Council’s office does not get agenda materials from the Clerk of Council by 4:30 p.m. on Tuesday.

Assistant Clerk Gallam confirmed that under the current bylaws, materials were submitted to the Clerk of Council’s office by 4:30 p.m. on Tuesday and then forwarded to the Law Department and Finance Department for review, which could result in the Clerk’s office not receiving finalized materials until later in the week. The wording referring to receipt by the Clerk of Council’s office could be inaccurate depending on the review process; however, she confirmed that the proposed Wednesday deadline was feasible.

Moved by Swenk to accept the amendment to Section 29 changing the cloture deadline for legislation, minutes, and other reports from Tuesday to Wednesday (4:30 p.m.).

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- In paragraph 6, added, “emailed to City Council”. “The Director of Finance’s financial report must be received by the Clerk of Council no later than 4:00 P.M. Friday prior to a regular Council Meeting and emailed to City Council.”

Chair Swenk noted an additional proposed amendment specifying that the Director of Finance’s financial report must be received by the Clerk of Council no later than 4:00 p.m. on Friday prior to a regular Council meeting and emailed to City Council.

Councilman Winkel asked whether the timing worked for the Clerk of Council’s office, and the Clerk confirmed that it did.

Mayor Corcoran stated that Council should remain mindful that special meetings could be called with 24 hours’ notice and that there were occasions when items were received after the cloture deadline due to outside agencies requesting contracts that were received late and requiring prompt return.

Councilwoman Zingale stated that the intent of the changes was to provide Council additional time to prepare and perform due diligence. She observed that the agenda materials were often received late in the past and acknowledged that Council members also work outside City Hall. She expressed that City Council should be prepared for meetings.

Mayor Corcoran reiterated that Council members could reach out with questions in advance, including on weekends.

Councilman Winkel further noted that the Friday 4:00 p.m. timing for the financial report reflected standard practice and was largely a clarification.

Moved by Swenk to accept the additional amendment to Section 29, adding “emailed to City Council” to the Director of Finance’s financial report requirement (4:00 p.m. Friday deadline).

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 30 (new): Electronic Signatures
 - A new Section 30 was added, continuing the numbering sequence after Section 30—Electronic signatures are required for all legislation, minutes and reports unless a request is made to the Clerk of Council's Office for a wet signature.

Moved by Swenk to accept the amendment of Section 30 (new).

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

{Clerk Notes: Discussion was presented, and there was no debate, so the lack of a second does not affect the validity of the motion's adoption.}

- Section 31 (old): Suspension of Rules
 - Continue in the section sequence.
- Section 32: Amendments
 - Continue in the section sequence.

Moved by Winkel and seconded by Swenk to accept the amendment of Section 31 to Section 32.

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

Moved by Swenk and seconded by Swenk to approve the bylaws with the accepted.

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

Adjournment:

Chairwoman Swenk adjourned the meeting at 7:43 p.m.

Approved on May 4, 2026.

Holly A. Swenk
PRESIDENT OF COUNCIL

Nicholas Ciofani
CLERK OF COUNCIL

COUNCIL BY-LAWS

OFFICIALS OF COUNCIL

~~2024-2025~~ 2026-2027 Term

~~Holly A. Swenk Jason Jacobs~~

President of Council

Council At Large

~~Paul Wolanski Georgia Awig~~

Council At Large

~~Cali Zingale Martin DeVries~~

Council At Large

~~Kathryn Rogerson Holly Swenk~~

Ward 1

~~Robert Holub Erie Shaffer~~

Ward 2

Bruce Abens

Ward 3

Clifford Winkel

Ward 4a nd Pro Tem

Nicholas Ciofani

Clerk of Council

Fijabi Gallam, MMC

Assistant Clerk of Council

Tina Wieber

Deputy Clerk of Council

7307 Avon Belden Road
North Ridgeville, OHIO 44039
(440) 490-2045

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SECTION 1: ORGANIZATION

The organization meeting of Council shall be held in accordance with Section 3.9 of the Charter of the City of North Ridgeville.

SECTION 2: REGULAR MEETING

- A. Council shall hold regular meetings on the first and third Monday of each month.
- B. Meetings shall convene at 7:00 P.M. and adjourn no later than 10:00 P.M. unless extended by a two-thirds vote of the members present. (Amended 12.07.2020; Effective 01.04.2021)
- C. If a regular meeting falls on a legal holiday, that meeting shall be held on the following business day.

SECTION 3: SPECIAL MEETINGS

Special meetings shall be called by the Mayor or any three (3) members of Council. There shall be at least twenty-four (24) hours' notice given, in writing, or digitally with confirmation. Said notice shall state the subject to be considered at the meeting, and no other subject may be considered prior to those for which the meeting was called.

SECTION 4: OPEN MEETING

All meetings of Council, including regular, special, and committee meetings, shall be open to the public; except that executive sessions may be held to discuss those subjects permitted by the general laws of Ohio in accordance with the procedure set forth in the general laws of Ohio.

SECTION 5: QUORUM

A majority of the members of Council (4) shall constitute a quorum to do business (Section 3.10 of the City Charter).

SECTION 6: SEATING

- A. The President of Council will be seated in the center of the Council table. The Clerk of Council will be seated to the right hand of the President. Council's legal representative will be seated to the left hand of the President.
- B. Council seating shall be as follows:
 - Starting at the Clerk's right - Third Ward, Second Ward, First Ward;
 - Starting at Council's legal representative's left - Fourth Ward, with at-Large members taking alphabetical order.

If the President of Council is a Ward Council person, the seating shall be adjusted accordingly.
- C. The Administration shall be seated at a table near Council as follows:
 - Starting from the left ~~Safety-Service Director~~, Mayor, Engineer, and Director of Finance.

D. In the event of a Council replacement, the replacement will take the seating position of the Council member he or she has replaced.

SECTION 7: VOTING

A. A general voice vote of “yes” or “no” may be taken at the discretion of the President of Council unless a member votes no or abstains. In such case a roll-call vote will be taken.

B. All roll call votes shall be taken in seating sequence (Ward I, Ward II, etc.) except that the President shall vote last.

C. An abstention vote is to be considered as a vote not cast and shall neither count as a yes or no vote.

D. Votes Required For Passage Of Ordinances, Formal Resolution, and Motions

1. All votes require an affirmative vote of a majority of all seven (7) members of Council for passage.

2. Where a vote of two-thirds of all seven (7) members of Council is required by law – a minimum of five (5) affirmative votes are necessary.

SECTION 8: COUNCIL COMMITTEES

1. Safety Committee shall consider all matters related to the safety and protection of persons and property. This scope of activity shall include, but not be limited to, present and future needs for:

Crime Prevention

Traffic Control

Fire Prevention Fire-fighting

Disaster Prevention and Control

Animal Control

Crime Investigation

Traffic Accident Prevention

Narcotics and Drug Control

2. Buildings & Lands Committee shall consider all matters related to the development of North Ridgeville. This scope of activity shall include, but not be limited to, the present and future needs for Industrial Development, Commercial Development, and Residential Development.

It shall be this Committee's responsibility to consider specifically those matters which directly influence development to each type of area, such as:

Zoning Regulation

Utility Requirements (Development only)

~~Zoning Board of Appeals Liaison~~

Land Use Developments

Housing and Building Standards

Planning Commission Liaison

A Planning Commission Alternate Liaison shall be appointed by the President of Council and, subject to the approval of a majority of all of the members of Council, for such term as Council shall determine. The Planning Commission Alternate Liaison shall serve upon the request of the Planning Commission Liaison or when the Planning Commission Liaison is unable for any cause to perform his or her duties. The Planning Commission Alternate Liaison shall have the same rights, powers, and duties as the Planning Commission Liaison.

3. Streets, Sidewalks & Bridges Committee shall consider all matters related to citizens' convenience and communication to assure that North Ridgeville is a convenient and pleasant place to live. Their scope of activity shall include, but not be limited to, the following: present and future needs for:

Highways, Roads, and Streets

Sidewalks

Bridges

Storm water and Surface Drainage

4. Utilities Committee shall consider all matters related to the environment of North Ridgeville. This scope of activity shall include, but not be limited to, the present and future needs for:

Water Service
Gas, Electric, Telephone Service
Public Communication Systems
Libraries and Similar Services
Utilities Facilities and Equipment

Sanitary Services
Public Transportation
Water, Air, Noise Pollution
Other Pollution

5. Administrative Committee shall consider all matters related to organization, procedures, and personnel. This scope of activity shall include, but not be limited to, the present and future needs of:

Organization Structure
Wages and Salaries

Staffing Requirements
Operating Procedures

6. Finance Committee shall consider all matters related to the financial requirements or conditions of the City. This scope of activity shall include, but not be limited to, the present and future needs for:

Annual Budget Appropriations
Financial Operating Reports
Funding Research

Funding Requirements
Financial Planning

SECTION 9: ORDER OF BUSINESS

The business of all regular meetings of Council shall be transacted as far as practicable, and unless changed by a vote of a majority of the members present, in the following order:

Agenda

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Minutes - Corrections (if any) and Approval
6. Lobby
7. Administrators' Reports
 - A. Mayor
 - ~~B. Safety Service Director~~
 - B. City Engineer
 - C. Director of Finance
 - E. Other Reports
8. Council Committee Reports
9. Correspondence
10. Old Business
11. New Business
12. Recess
13. First Readings
14. Second Readings
15. Third Readings
16. Meeting Announcements
17. Adjournment

SECTION 10: PRESENTATION OF MINUTES

Minutes of preceding regular, special meetings, or public hearings will not be read except by a mandated ~~vote of a majority of the members present majority vote of Council~~. The President shall allow time for a motion to read the minutes, should a member desire them to be read. A second to the motion will be required, and a roll call vote will be taken on any such motion.

The Clerk of Council shall prepare electronic copies of all minutes, or paper copies upon request, for each Council member, the Administration and the Public, ~~the Mayor, the Safety Service Director, the Law Director, the Director of Finance, and the Engineer prior to 4:00 P.M. of the Wednesday~~ prior to the regular meeting of Council.

SECTION 11: CLERK OF COUNCIL

All matters pertaining to City Council business must be filed with the Clerk's Office.

SECTION 12: MAYOR AND DIRECTORS REPORTS

The Mayor, ~~Safety Service Director~~, Engineer, and Director of Finance are requested to provide an oral report to the Council at each meeting. President of Council has the discretion to control the length of time for each report with the intention of being a brief overview. Due to time constraints, reports will be kept short.

~~All electronic reports from the administration shall be received by the Clerk's office no later than 4:30 P.M. on the Tuesday prior to a regular Council meeting, with the exception of the Department of Finance.~~

SECTION 13: COUNCIL COMMITTEE REPORTS

Council Committee reports shall be prepared after a Committee meeting if an action was taken during the meeting. A Committee of the Whole committee report is not required. The report shall be prepared by the Clerk of Council or the Committee Chairperson and signed by members of the Committee.

All reports of Committees shall be received by the Clerk's office no later than 12:00 P.M. on the Thursday prior to a regular Council meeting.

~~The Clerk of Council shall read all written committee reports. All written committee reports shall be read by the Clerk of Council.~~ An affirmative ~~vote of a majority of the members present vote of the majority of Council~~ is necessary to accept the report.

SECTION 14: CORRESPONDENCE

~~All correspondence shall be received by the Clerk's office no later than 4:30 P.M. on the Tuesday prior to a regular Council meeting.~~

SECTION 15: NEW BUSINESS

Provides members of Council the opportunity to bring up issues not covered in the meeting, pending issues, ~~Council appointments~~, or items requiring clarification.

~~Council shall vote to accept Planning Commission reports except where such reports pertain to legislation.~~

SECTION 16: ORDINANCES AND RESOLUTIONS

Ordinance and Resolution submittals include matters that have NOT been previously before Council. All proposed legislation, except as set forth below, shall be introduced to Council as the first item under Ordinances and Resolutions.

All legislation will be introduced to Council without the emergency clause.

No legislation shall be brought before Council for action at the same meeting as the committee report.

SECTION 17: OLD BUSINESS

Includes any item of business which is pending before Council, or has been tabled and needs to be brought back to the floor for consideration.

SECTION 18: SPONSORING LEGISLATION

Members of Council will have the right to sponsor legislation. The names of the sponsor(s) of Ordinances or Resolutions will appear on all legislation and in the permanent records. In addition, they will appear on the agenda.

Legislation may only be introduced by any member of Council or the Mayor.

SECTION 19: READING OF LEGISLATION

1. ~~All Ordinances in which the emergency has been incorporated will be read in full at least once if so desired by at least one member of Council.~~ An affirmative vote of a majority of the members present is required if at least one Council member requests to read in full a legislation that includes an emergency clause.
2. All legislation will be read by title only. ~~, except in the case of adopting or amending zoning laws or assessment Ordinances (Section 3.12 of the Charter), or if otherwise excepted by previous rules.~~
3. All legislation shall be posted through electronic media (Section 3.16 of the Charter) before reading and action by Council unless the ~~bylaws are suspended to adhere to the~~ Rule of Cloture.
4. Notwithstanding previous exception, if Council desires to have an Ordinance or Resolution read in full this may be done by a majority vote of Council.

SECTION 20: COMMITTEE REFERENCE

All matters presented to Council may be referred to an appropriate committee by the Council President for investigation and possible report before Council action is taken, and any matters so referred shall be studied at a public committee meeting of such committee. Any report of this study must be made to Council, in writing, no later than the next City Council Meeting (Regular, Special, or Emergency) after ninety (90) days of reference.

Any matter assigned to more than two Council committees shall be entertained at a Committee of the Whole meeting.

SECTION 21: COMMITTEE MEETINGS

Committee meetings shall be arranged with the Clerk of Council in order to avoid scheduling conflicts. Meeting dates and times will then be announced at the allotted time.

SECTION 21: —CORRESPONDENCE AND REPORTS FROM ADMINISTRATION

~~————All correspondence and administration reports shall be received by the Clerk's office no later than 4:30 P.M. on the Tuesday prior to a regular Council meeting.~~

SECTION 22: CORRESPONDENCE POLICY FROM NON-ADMINISTRATION

1. Hard copy correspondence received which concerns matters relevant to the affairs of the City, addressed to City Council as a whole, will be distributed to each City Council member electronically and noted in the correspondence portion of the agenda at the next meeting.
2. Email correspondence received which concerns matters relevant to the affairs of the City, addressed to City Council as a whole, will be distributed to each City Council member electronically. This correspondence will not be noted at a City Council meeting unless specifically asked to do so by the person, and only if the person has indicated their name and address on the correspondence.
3. Hard copy or email correspondence received which concerns matters relevant to the affairs of the City addressed to individual City Council member(s) will be distributed to the identified City Council member(s) electronically. This correspondence will not be noted at a City Council meeting unless specifically asked to do so by the person, and only if the person has indicated their name and address on the correspondence. City Council members may request that the correspondence be noted on the agenda by the cloture deadline.
4. In the event that City Council as a whole receives several items of hard copy or email correspondence on the same subject, the Clerk of Council will summarize the correspondence, noting on the agenda that a specific number of pieces came in regarding the subject matter.
5. Hard copy or email correspondence received from non-residents, excluding government agencies and businesses, shall not be noted at a City Council meeting.
6. This policy may be suspended by a majority vote of City Council.
7. All correspondence to be read at regular Council meetings must be received by the Clerk of Council no later than 4:30 P.M. Tuesday prior to a Council meeting.

SECTION 23: DOCKET

1. The Clerk of Council will prepare and maintain a docket for all Council legislation, recording the current status and ultimate disposition.
2. The Clerk of Council will notify all Council members of any outstanding business from the docket.

SECTION 24: PERMISSION TO SPEAK

No member shall be allowed to speak except from his/her assigned place. No member shall speak a second time on a given question until all others have had a chance to speak on the subject. Persons other than Council members may address Council upon recognition by the President of Council, and shall be subject to the same rules that apply to Council members. Non-members shall not speak longer than three minutes nor more than once on one question unless permitted by a majority of Council.

All questions must be addressed to the President and must proceed through the President. No member of Council, the Mayor, or any City official, or any member of the audience may call upon another person to speak until given permission by the President.

SECTION 25: PRESIDENT OF COUNCIL

Shall preside at all meetings of Council and at all meetings of Committees of the Whole. In the absence of the President, the President Pro-Tem shall preside at these meetings. The President of Council is an ex-officio member of all committees of Council, without a formal vote in the committee.

SECTION 26: AUDIENCE PARTICIPATION (LOBBY)

The public will be permitted to speak, at designated times, on any subject related to the business of Council or the general affairs of the City of North Ridgeville. Audience members shall not speak longer than three minutes nor more than once on one question unless permitted by a majority of Council. **Additional time by Council would be given after an affirming majority vote for up to an additional three minutes.**

Audience members wishing to speak must adhere to the following rules of decorum:

- Each Speaker shall state their name and address for the record.
- All comments shall be directed to the Mayor and/or President of Council and not to other individuals.
- Each speaker shall refrain from shouting or the use of foul, abusive, or attacking language.
- Each speaker will maintain a concise, civil, and courteous manner and tone.

In the event any rules of Section 26 are not adhered to the President of Council may issue a warning to said individual, citing the violation. Upon a second warning, a forfeiture of the right to speak further may be applied as determined by President of Council. The Mayor and/or President of Council also may have the offending speaker removed from the meeting if misconduct persists. Any enforcement of the rules of Section 26 shall be viewpoint-neutral.

SECTION 27: AGENDA

The Clerk of Council will prepare an agenda and distribute it via electronic media to each Council member, the Mayor, and all department heads prior to each meeting. The agenda will list the complete order of the business for said meeting. The Clerk will have sufficient paper copies of the agenda located in the back of Council Chambers for audience members.

SECTION 28: PARLIAMENTARY RULES

The Council shall be governed by Roberts Rules of Order, current revised edition, in all matters of business unless otherwise specified in the By-laws.

SECTION 29: CLOTURE DEADLINE

All correspondence to be read at regular Council meetings must be received by the Clerk of Council no later than 4:30 P.M. Tuesday prior to a Council meeting.

All Committee reports to be read at regular Council meetings must be received by the Clerk of Council no later than 12:00 P.M., Thursday prior to a Council meeting.

All legislation, minutes, and any other reports must be received by 4:30 P.M. **Tuesday Wednesday** prior to a regular Council meeting by the Clerk of Council.

Planning Commission reports to Council must be received by the Clerk of Council no later than 4:00 P.M. Wednesday prior to a regular Council meeting.

Planning Commission minutes must be received by the Clerk of Council no later than 4:00 P.M., Friday prior to a regular Council meeting.

The Director of Finance's financial report must be received by the Clerk of Council no later than 4:00 P.M. Friday prior to a regular Council Meeting, **and emailed to City Council.**

If a holiday falls on a Tuesday or Wednesday prior to a Council meeting, all materials must be received by the Clerk of Council no later than 4:30 P.M. Monday prior to a regular Council meeting.

SECTION 30: SUSPENSION OF RULES

These rules may be suspended by a two-thirds vote of all seven (7) members of Council, on any specific issue, at any special or regular meeting of Council.

SECTION 31: AMENDMENTS

These rules may be amended by a two-thirds vote of all seven (7) members of Council on at least fourteen (14) days' notice, in writing, to all members of Council. Such notice shall consist of said proposed amendments.

**ADOPTED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL JANUARY 2, 2006
 AMENDED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL FEBRUARY 4, 2008
 AMENDED BY NORTH RIDGEVILLE MUNICIPAL COUNCIL MAY 3, 2010
 CITY COUNCIL REFERRED TO ADMIN ON JANUARY 6, 2014
 ADMIN ON FEBRUARY 3, 2014
 COMMITTEE REPORT ACCEPTED ON FEBRUARY 18, 2014
 AMENDED BY CITY COUNCIL ON MARCH 3, 2014
 AMENDED BY CITY COUNCIL ON DECEMBER 7, 2020
 AMENDED BY CITY COUNCIL IN COMMITTEE OF THE WHOLE ON MARCH 6, 2023
AMENDED BY CITY COUNCIL IN COMMITTEE OF THE WHOLE ON**

Appendix A: Policy and Procedures

Policy 1. Electronic signatures are required for all legislation, minutes, and reports unless a request is made to the Clerk of Council's Office for a wet signature.

Policy 2. Neither Council, nor any of its committees, nor any of its members, shall in any matter take part in the discipline of, give orders to, any subordinates and employees in the administrative service of the City, responsible to the Mayor.

Policy 3. If a council member fails to comply with the Chair's ruling and is ruled out of order more than twice during a Council Meeting or Committee Meeting, their disruptive behavior may result in expulsion from the remainder of the meeting. After the second violation, the Chair will inform the member of the rule violation and the potential consequences. If the member commits a third violation, a vote for expulsion by the Council, without debate, will be allowed.

Policy 4. The use of obscene language is forbidden by all who are present at a meeting of Council.

Policy 5. These Council Policies shall remain in full force and effect until amended or repealed by the Council during the review of the City Council Bylaws.

Policy 8. There is hereby created an expense fund for Council, not to exceed five hundred dollars (\$500) per year, which fund shall be at its disposal for expenditures for City business, including but not limited to business meetings, luncheons, dinners, City's Apparel (limited to one polo shirt), and incidental expenses.

DRAFT

**NORTH RIDGEVILLE CITY COUNCIL
REGULAR MEETING MINUTES
April 20, 2026**

CALL TO ORDER:

President Swenk called the Council meeting to order on Monday, April 20, 2026, at 7:00 p.m.

INVOCATION:

Led by President Swenk.

PLEDGE OF ALLEGIANCE:

Led by President Swenk.

ROLL CALL:

Present were Council members President Holly A. Swenk, Kathryn Rogerson, Robert Holub, Bruce F. Abens, Clifford Winkel, Paul Wolanski, and Cali Zingale.

Others Present: Mayor Kevin Corcoran, Law Director Brian Moriarty, City Engineer Christina Eavenson, Clerk of Council Nicholas Ciofani, and Assistant Clerk of Council Fijabi Gallam.

Finance Director April Wilkerson was excused.

MINUTES - Corrections (if any) and approval:

President Swenk asked if there were any corrections to Regular City Council Meeting Minutes dated April 6, 2026. No discussion was offered. The meeting minutes stand approved as submitted.

President Swenk noted the following:

Parks and Recreation Commission Meeting Minutes Dated March 28, 2026.

LOBBY:

President Swenk opened the lobby session. She asked that anyone who comes up to speak state their name and address for the record at the podium and have three minutes to discuss any topic of their choice.

Development Concern

Albert Krage, 37903 Sugar Ridge Road, addressed the council regarding the proposed development on Sugar Ridge Road. He expressed concern that another development was being proposed and stated that such projects allowed developers to make money quickly and then leave, while taxpayers faced a permanent tax increase to support the new construction. He noted that Sugar Ridge Road lacked adequate infrastructure to support additional development. He stated that the city would need to build another fire station and provide additional police and ambulance services. He warned that schools would become even more overcrowded, resulting in a greater tax burden for city residents.

Mr. Krage raised concerns about the proposed use of the sewer system from a recently built development, explaining that residents on Sugar Ridge Road would be burdened with tying into that system. He questioned who would pay for extending the sewer line and building the necessary lift station. He further noted that local farmers, whose fields bordered the area, might experience increased flooding if the new development were raised in elevation.

Mr. Krage pointed out that no traffic study had been conducted for the area. He estimated that recent and proposed developments would add approximately 200 more vehicles to local roads, exacerbating traffic problems. He urged the council to control such growth because local residents did not want these projects or the resulting tax increases.

Law Firm Tucker Ellis and representing Summers Development Group: PPZ2025-0396 Heron Ridge Subdivision, Sugar Ridge Rd, PPN: 07-00-047-000-046

Tony Vicanti, 950 Main Avenue, Suite 1100, Cleveland, Ohio, representing the law firm Tucker Ellis LLP, and representing Summers Development Group, addressed the council regarding the Heron's Ridge subdivision application. He stated that his client had submitted two requests to table the matter that evening. Mr. Vicanti explained that, based on his reading of the City's ordinances, City Council did not have jurisdiction over the Planning Commission's preliminary plan vote, as that process was quasi-judicial and entitled the applicant to a hearing.

Mr. Vicanti noted that the current proceedings were unclear, leading to the requests to table the matter in order to clarify the correct process and ensure all procedures were properly followed. He requested that the Council table the item so that his client could work with the City to determine the appropriate course of action and be properly notified of the correct procedures.

ADMINISTRATORS' REPORTS:

1. Mayor:

Mayor Corcoran reported the following:

- Mayor Corcoran requested that several pieces of legislation be passed by emergency this evening.
 - Under First Readings:
 - Resolution 2026-51 – A resolution accepting a grant of state funds for an amount of \$490,000 and approving the grant agreement with the Ohio Department of Natural Resources for the Parks and Recreation Improvement Fund grant for the Mills Creek Conservation and Flood Control Project, Round 4. He would like to dispense with the second and third readings and add the emergency clause to meet the ODNR May 18, 2026, deadline.
 - Ordinance 2026-52 - An ordinance authorizing participation in the ODOT road salt contracts awarded in 2026. He would like to dispense with the second and third readings and add the emergency clause to meet the ODOT May 1, 2026, deadline.
 - Under Third Readings:
 - Ordinance 2026-47 - An ordinance authorizing the sale or resale of beer at the North Ridgeville Summer Concert Series. He would like to add the emergency clause to allow ample time to submit an application and receive the permit before the first concert on June 7, 2026.
- Parks & Recreation Commission Vacancy - North Ridgeville Parks & Recreation Commission has a vacancy and is looking for an energetic resident who would like to serve their community. If interested, the application is available on the City's website at nridgeville.gov. The deadline to submit an application to the Parks & Recreation Director, Kevin Fougousse, is May 1, 2026.
- Coffee & Conversation – Is on Wednesday, April 22, 2026, from 8:30 a.m. until 9:30 a.m. in Council Chambers. This month's special guest is Ludina Mills from the North Ridgeville Arts Council.
- Senior Center Chicken Paprikash Dinner - The Senior Center will be hosting the very popular Chicken Paprikash Dinner on Friday, April 24, 2026, from 5:00-7:00 p.m. at the Senior Center. Dine-in or take-out is available. They will serve chicken paprikash, salad, and bread for \$8 for adults, \$7 for seniors, and \$5 for children 10 and under. He thanked the North Ridgeville Corn Festival Committee for their sponsorship.
- Fishing Derby - Parks and Recreation and Fire Department are sponsoring their annual fishing derby at South Central Park on Saturday, May 2, 2026, from 7:30 a.m. until noon. There's no cost to participate. If interested in participating, sign-ups are through Parks & Recreation.

- Safetyville – The North Ridgeville Police Department is proud to sponsor its annual Safetyville program, an interactive, educational experience where children learn about a variety of important safety topics. Each one-week session is designed for children entering kindergarten in the fall of 2026. This year's sessions will be held the weeks of June 1, 2026, and June 8, 2026. Sign up through the Parks & Recreation website.

Moved by Mayor Corcoran and seconded by Winkel to go into an Executive session to conference with the public body's attorney concerning pending or imminent court action.

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

Adjourned into Executive Session at 7:07 p.m.

Reconvened into the Regular City Council meeting at 8:12 p.m.

Moved by Rogerson and seconded by Holub to adjourn from executive session and return to the regular City Council session.

A roll call vote was taken, and the motion carried.

Yes – 7

No – 0

Mayor Corcoran concluded his report.

2. Engineer:

The representative from the Engineering Department provided the following report:

- The Engineering Division advised that Council had previously been informed of receipt of the ODNR grant; however, to allow ODNR to encumber the funds, the City was required to complete a lengthy project guide. There was a miscommunication with the consultant that led to the use of an incorrect packet, but the issue has been resolved. This was the final step needed to complete the grant, and the request is that Council dispense with the second and third readings and adopt the legislation by emergency to secure approximately \$490,000 in grant funding.
- Reported that the Taylor Parkway rehabilitation project was anticipated to begin, with the contractor expected to start work that week.

- The Cypress Avenue extension project was moving along, and the contractor was expected to begin paving that week, weather permitting.
- The Root Road Soccer Complex parking lot improvements for the Parks and Recreation Division were progressing, but challenges were encountered with soft subgrade. The City was working with the contractor to mitigate the effects of unsuitable soils prior to paving.
- The contractor for the Stony Ridge roundabout landscaping project had begun preparation work for the ground-mounted North Ridgeville sign. The veneer selected to match the City's other ground signs was not currently available, and alternative options were being evaluated before work resumed.
- The Board of Drainage and Flood Control meeting scheduled for the following week will be canceled due to no new information to report. The next scheduled meeting was reported as July 28, 2026.

City Engineer Eavenson concluded her report.

3. Director of Finance:

There was no report.

4. Other Reports:

President Swenk noted the following:

March 2026 Water Distribution and EPA Report
March 2026 Building Division Report
March 2026 Parks and Recreation Division Report

COUNCIL COMMITTEE REPORT(S):

There were none.

CORRESPONDENCE:

Clerk of Council Ciofani read the following:

Dated April 15, 2026, and April 20th, 2026: Request to Table Consideration of PPZ2025-0396 Heron Ridge Subdivision from Law Firm Tucker Ellis and representing Summers Development Group.

OLD BUSINESS:

There were none.

NEW BUSINESS:

The North Ridgeville Planning Commission took action on the following items at their regular meeting of April 14, 2026:

OLD BUSINESS

1. PPZ2026-0414 Madison Avenue Salon, LLC, 6040 Lear Nagle Road, PPN: 07-00-008-117-082

Applicant: Nicholas R. Dubecky, Integrated Outdoor Living, LLC, 47581 US Highway 20, Oberlin, OH 44074. Proposal consists of construction of a new 6,000 square foot commercial building with associated site improvements for use as a hair salon. Property is zoned B-3 Highway Commercial District.

PC ACTION: Approved by a vote of 5-0 with the following conditions:

1. All parking lot dimensions and ADA parking space requirements shall be met.
2. Provide sufficient turnaround areas on the north end of parking lot.
3. Move the first curb cut from the shared driveway west to better align with Walgreens' curb cut.
4. The Planning Commission waives the 10-foot buffer requirement for single-family homes along the northern property line.

Note: Masonry veneer is not required on the back of the building.

Councilman Winkel remarked that this property is known as the empty lot behind Walgreens, a rectangular lot that's been vacant for years. The property owners are bringing a salon to that neighborhood to utilize the property. The conditions were met.

Moved by Winkel and seconded by Rogerson to accept the Planning Commission recommendation for approval.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

NEW BUSINESS

2. PPZ2025-0396 Heron Ridge Subdivision, Sugar Ridge Rd, PPN: 07-00-047-000-046

Applicant: Sommers Development Group LLC, PO Box 1102, Chardon, OH 44024. Proposal consists of preliminary plan approval for a residential subdivision developed per Chapter 1282. Property is zoned R-1 Residence District.

PC ACTION: Denied by a vote of 5-0.

Moved by Winkel and seconded by Abens to amend PBZ2025-0396 to redefine the Planning Commission (PC) action language to read “the PC action was a motion to approve with conditions, which failed 0 to 5.”

1. A 5-foot setback variance will be applied to sublots 21 & 26.
2. The "L" turnaround at the end of Frontier Lane will turn into a "T" turnaround.
3. Engineering will verify the ditch access easement along the western border.
4. Turning movements will be provided to verify emergency vehicles can negotiate all radiuses.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

Moved by Swenk and seconded by Abens to table the Planning Commission recommendation for approval until the applicant has an opportunity to address City Council at a separate meeting.

Councilwoman Rogerson stated that she had spoken with residents on Sugar Ridge Road and had attended the Planning Commission meeting the prior week. She stated that she shared residents' concerns and noted that, although the City had enacted a ban on cluster developments, it did not take effect until after Summers submitted its application, requiring the Planning Commission to hear the proposal. She stated that she was not prepared at that time to indicate approval or disapproval, and that she intended to review the details and exercise due diligence before voting.

President Swenk commented that she agrees with Councilwoman Rogerson and thinks there are things that could be looked into a little further. She noted that she is not in favor or not in favor because she has a couple more questions that she thinks need to be answered.

A roll call vote was taken, and the motion failed.

Yes – 3

No – 4 (Winkel, Wolanski, Zingale, Swenk)

Moved by Wolanski and seconded by Winkel to approve the Planning Commission recommendation.

A roll call vote was taken, and the motion carried.

Yes – 6

No – 0

Abstain– 1 (Abens)

3. SPLT-26-0001 R.W. Beckett Corporation, Beckett Pkwy, PPN: 07-00-038-000-334
Applicant: Kenny McCartney, K.E. McCarney & Associates, 52 N. Diamond St, Mansfield, OH 44902. Proposal consists of a minor subdivision. Property is split zoned I-2 Light Industrial and I-3 Heavy Industrial Districts.

PC ACTION: Approved by a vote of 5-0.

Moved by Winkel and seconded by Wolanski to approve the Planning Commission recommendation.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

RECESS:

Moved by Winkel and seconded by Wolanski to dispense with recess.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

Ordinance and Resolution submittal(s)

FIRST READINGS:

Clerk of Council Nicholas Ciofani:

R 2026-51 A Resolution accepting a grant of state funds for an amount of \$490,000.00 and approving the grant agreement with the Ohio Department of Natural Resources (ODNR) for the Parks and Recreation Improvement Fund (7035) grant for the Mills Creek Conservation and Flood Control Project, Round 4.
(Introduced by Mayor Corcoran)

Moved by Mayor Corcoran and seconded by Winkel to dispense with the second and third readings for 2026-51.

Mayor Corcoran stated that the Mills Creek Conservation and Flood Control Project had been in development for approximately 12 years to address flooding on the east side of the City, including recurring flooding near Lear Nagle Road and the area commonly referred to as the “swamps.” It was further stated that the grant request was part of a series of state grants totaling approximately \$2 million.

Councilman Winkel stated that addressing flooding on the east side of the City had been a top priority, noting that flooding had previously resulted in road closures and damaged vehicles. He stated that he fully supported proceeding with the project and accepting the grant funding.

President Swenk agreed, sharing that flooding had historically occurred near her childhood neighborhood and that the conditions had improved over the past decade; she expressed support for accepting the grant funds and completing the repairs.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

Moved by Mayor Corcoran and seconded by Wolanski to add the emergency clause in order to accept the grant by the deadline of May 18, 2026.

A voice vote was taken on the emergency clause, and the motion was carried.

Yes – 7

No – 0

Moved by Mayor Corcoran and seconded by Wolanski to adopt 2026-51 with the emergency clause.

A roll call vote was taken on the adoption, with the emergency, and the motion carried for
Resolution Number 2026-51.

Yes – 7

No – 0

Clerk of Council Nicholas Ciofani:

O 2026-52 An Ordinance authorizing participation in the ODOT road salt contracts awarded in 2026.
(Introduced by Mayor Corcoran)

Moved by Mayor Corcoran and seconded by Winkel to dispense with the second and third readings for 2026-52.

Mayor Corcoran stated that the City purchased road salt each year as part of the annual budget process. He reported that ODOT transmitted the 2026 road salt contract during the first weekend in April and required it to be returned by May 1, 2026. He stated that there was not sufficient time to place the matter on the agenda for the prior meeting.

A voice vote was taken, and the motion carried.

Yes – 7

No – 0

Moved by Mayor Corcoran and seconded by Winkel to add the emergency clause in order to meet the ODOT deadline of May 1, 2026.

A voice vote was taken on the emergency clause, and the motion was carried.

Yes – 7

No – 0

Moved by Mayor Corcoran and seconded by Winkel to adopt 2026-52 with the emergency clause.

A roll call vote was taken on the adoption, with the emergency, and the motion carried for
Ordinance Number 2026-52.

Yes – 7

No – 0

SECOND READINGS:

Clerk of Council Nicholas Ciofani:

- O 2026-27 An Ordinance amending Chapter 857 of the Codified Ordinances of the City of North Ridgeville, titled Mobile Food Vendors, by replacing it in its entirety with a new Chapter 857 titled Mobile Food Vehicles.
(Introduced by Mayor Corcoran; First Reading on 05-02-2026; Committee of the Whole Meeting on 06-13-2026)

Moved by Swenk and seconded by Wolanski to amend Ordinance Number 2026-27 to amend the end time under regulation 857.04(e) from 9:00 p.m. to 10:00 p.m.

President Swenk stated that, if restaurants and bars were permitted to operate with food service, mobile food trucks should also be allowed to operate later. It was further stated that, after consultation with Kim Lieber, a 10:00 p.m. end time was considered more reasonable than 9:00 p.m.

A roll call vote was taken, and the motion carried.

Yes – 6

No – 1 (Winkel)

Ordinance Number 2026-27 was moved to third readings.

Clerk of Council Nicholas Ciofani:

- O 2026-48 An Ordinance amending Chapters 1010 and 1444 of the North Ridgeville Codified Ordinances concerning engineering and building permits and fees.
(Introduced by Mayor Corcoran; First Reading on 04-06-2026)

Ordinance Number 2026-48 was moved to third readings.

THIRD READINGS:

Clerk of Council Nicholas Ciofani:

- O 2026-47 An Ordinance authorizing the sale or resale of beer at the North Ridgeville Summer Concert Series.
(Introduced by Mayor Corcoran; First Reading on 04-06-2026; Dispense with second reading on 04-06-2026)

Moved by Mayor Corcoran and seconded by Holub to add the emergency to submit the application to the State and process it.

Councilwoman Zingale stated that she had discussed prior safety concerns with Parks and Recreation staff and was advised that alcohol service would be conducted by

trained personnel, with training equivalent to ServSafe, and in compliance with applicable laws.

Councilman Wolanski stated that permitting alcohol sales at the concert series could increase attendance and revenue, help the City recoup costs, and provide additional proceeds for community organizations, and he supported trying the program with the understanding it could be reevaluated in future years.

Councilman Abens stated that although he intended to support the legislation, he remained concerned about potential alcohol-related issues at family events and the need for adequate enforcement and trained bartenders.

President Swenk stated that Parks and Recreation advised her that bartenders would be fully trained and complete the required courses.

Councilman Holub stated that, while the City would have the authority to allow alcohol sales, the program could be discontinued if problems occurred.

A voice vote was taken on the emergency clause, and the motion was carried.

Yes – 7

No – 0

Moved by Mayor Corcoran and seconded by Rogerson to adopt 2026-47 with the emergency clause.

A roll call vote was taken on the adoption, with the emergency, and the motion carried for **Ordinance Number 2026-47.**

Yes – 7

No – 0

MEETING ANNOUNCEMENTS:

President Swenk noted the following:

1. The Finance Committee Meeting will be held on Monday, April 27, 2026, at 6:00 p.m., in Council Chambers. (This meeting has been rescheduled.)
2. A Regular City Council meeting will be held on Monday, May 4, 2026, at 7:00 p.m., in Council Chambers.

ADJOURNMENT:

President Swenk adjourned the meeting at 8:36 p.m.

Approval of minutes on May 4, 2026:

Holly A. Swenk
PRESIDENT OF COUNCIL

Nicholas Ciofani
CLERK OF COUNCIL

DRAFT

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
December 1, 2025**

Chairman Kevin Corcoran called the meeting to order at 2:00 p.m. in City Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Commission members present were Chairman Mayor Kevin Corcoran, Robert Esper, Finance Director April Wilkerson, Law Director Biran Moriarty, and Assistant Clerk of Council Fijabi Gallam.

Minutes from the June 16, 2025, Records Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes. No discussion. Minutes stand approved as submitted.

Approval of RC-2 – Mayor’s Court

The Assistant Clerk of Council remarked that the Mayor’s Court updated the following:

Mayor's Court had to revise its retention schedule from what was submitted in June. In September, the Supreme Court released new retention schedules for all local, county, and state court systems. Using the new guidance, Mayor’s Court consolidated all criminal offenses—traffic, misdemeanors, and felonies—into a unified schedule. A 25-year retention period was selected, which is one of the time frames expressly allowed under the new schedules. It was originally set at 10 years. The reason many of the retention items are crossed out is that they are already included in the docket files, so there is no need to keep them separate. The proposed RC-2 is attached to the minutes.

It was moved by Esper and seconded by Wilkerson to approve the RC-2 for Mayor’s Court.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Mayor’s Office

The Assistant Clerk of Council remarked that the Mayor’s Office updated the following:

There were many changes. Mentioned that under the New Business, the Commission would need to consider removing the Safety Service Director’s Retention Schedule. The Safety Service Director’s Retention Schedule was combined with the Mayor’s Office Retention Schedule. This also eliminated redundancy and confusion. Proposed RC-2 is attached to the minutes.

Director Wilkerson remarked that he 2025-09 says cash and check deposit records one year following the audit. Those documents are also retained by the finance department. She wanted to know why it is on the Mayor’s Office retention schedule.

Assistant Clerk of Council Gallam remarked that the schedule item was originally on the Mayor's schedule, so no change had been made to it, and it was kept the same. She stated that they had

not known whether it needed to be removed, since it had already been listed there previously. She further noted that they understood the item was also under the Finance Department's office, but believed it consisted only of copies related to permits and similar items for which the department received payments.

Director Wilkerson raised concerns regarding whether the Mayor's Office held the original documentation for employee grievances and whether those originals should instead be maintained in the Human Resources employee file. Director Wilkerson noted that the Human Resources Coordinator had previously emphasized the importance of retaining all original grievances, along with their outcomes, in the employee personnel files.

Law Director Moriarty stated that the Law Department maintained a file containing grievance documents, though many were believed to be copies. The law department will verify whether the original grievance documents were being retained by the Law Department and to ensure that any originals were provided to the appropriate office.

Mayor Corcoran asked about the union contracts.

Director Wilkerson remarked that the final copy is the copy adopted by the council. That's the copy that is the permanent record, but the mayor's office has the original because it's the signature. The signature is finalized in the union contract.

Clerk Gallam remarked that it was questioned why all of the contracts signed by the Mayor were not in the Mayor's office.

Director Wilkerson wanted to know whether the legislation could be updated with the signed contract.

Clerk Gallam explained that she usually receives the draft but tries to update it with a signed version if given one.

Director Wilkerson advised that the contract should be attached to the final version for the Clerk's Office so that it becomes part of the ordinance signed by the Mayor.

It was moved by Esper and seconded by Wilkerson to approve the RC-2 for the Mayor's Office.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Removal of RC-2 – Safety Service Director's Office

Mayor Corcoran noted that the Safety Service Director position no longer exists. The RC-2 was consolidated with the Mayor's Office RC-2. The RC-2 being removed is attached to the minutes.

It was moved by Mayor Corcoran and seconded by Wilkerson to approve the removal of the Safety Service Director's Office RC2.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Building Division

Director Wilkerson, while reviewing the RC-2 forms, inquired whether the Building Division handled the Alarm System Permits. It was noted that this item had previously appeared on the Safety Service Director's Office RC-2, but did not appear on the Mayor's Office schedule. The proposed RC-2 is attached to the minutes.

Clerk Gallam will check which department/division is handling the Alarm System Permits.

Mayor Corcoran noted that there are some changes on page two of the document, which is a contractor certificate of insurance, moving from paper to electronic, as with the performance bonds and the contractor's registration.

Clerk Gallam noted that the addition of the electronic records category was due to the City's transition to permitting software, through which the Building Division would house all related records. She further stated that this change was also prompted by the recently adopted contractor registration legislation.

It was moved by Moriarty and seconded by Esper to approve the Building Division RC-2.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Approval of RC-2 – Police Department

Clerk Gallam remarked that Chief Freeman requested that the Police Department retention schedule be reviewed at the current meeting so auditors would have an opportunity to examine it. The RC-2 is attached to the minutes.

- Schedule 2022-01 - The first highlighted item reflected a consolidation of the retention schedule naming to align with simpler naming conventions used elsewhere, particularly for records involving Facebook and other social media.
- On the third page from the end, identified as Master Name Index (2009-23) - It was explained that the Master Index Cards were currently stored at the water tower and consisted of outdated Police Department index cards containing limited personal and incident-related information, such as report numbers, dates, officer badge numbers, and citation references—many of which were no longer in use. These cards had no current administrative value, offense data, or disposition information. Much of the information previously recorded on the index cards was already retained elsewhere under other approved retention schedules and was now held digitally rather than on paper. The Police Department no longer accessed the cards or used the water-tower storage location, as the process had been replaced by modern software systems rather than manual index cards. It was noted that the index had been designated as a permanent

record many years ago, though the rationale for that designation was unknown. The Ohio History Connection provided a recommendation regarding municipal police records. Based on comparable record types—such as arrest cards, which carried retention periods of three, ten, or fifteen years—a retention period of twenty-five years was proposed as a reasonable compromise, allowing for disposition of the index cards.

- Although the State Auditor currently classified the record as RC-3 required, it was believed this classification stemmed from the lack of a detailed description attached to the Master Name Index. It was suggested that had the contents been clearly identified, RC-3 may not have been applied. It was further noted that the records dated back to the 1950s.

The information contained in the Master Name Index was confirmed to also exist in other Police Department records, including applications, permit records, Mayor's Court citations, and standard police reports. It was stated that the index no longer held information of long-term value, such as DUI or OVI records or other misdemeanor data, and primarily reflected routine incidents recorded by officers at the time.

Director Moriarty inquired if the schedule mentioned videos on the second page; are those body cam videos?

Clerk Gallam explained that there's another section for body cam. The one that was questions us for social media, posting and videos.

Clerk Gallam added that once the Commission approve the new retention schedule for the Police Department it would go to the State Auditors for review and determine if RC-3 is still required.

It was moved by Esper and seconded by Wilkerson to approve the Police Department RC-2.

A voice vote was taken and the motion carried.

Yes – 4

No – 0

Adjournment

Chairman Corcoran asked for any further discussion. No further discussion was offered.

The meeting was adjourned at 2:17 p.m.

These meeting minutes were approved on this ___ day of _____ 2026.

Fijabi Gallam, MMC
Assistant Clerk of Council
Records Commission Secretary

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

North Ridgeville

Mayor's Court

(Local Government Entity)

_____(Unit)

Stacey Dennison

Department Head

(Signature of Responsible Official)
(Date)

(Name)

(Title)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

7307 Avon Belden Road

Records Commission
North Ridgeville

44039

440-490-2055
(Telephone Number)
Lorain

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

frallam@nridgeville.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of North Ridgeville

Mayor's Court

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
MCT-01	Annual Case Reports	Permanent	Paper/ Electronic: <u>once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-02	Annual Money Reports	Permanent	Paper/ Electronic: <u>once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-03	Case Files & Case Documents – <u>All Criminal offenses are stored together. Warrants, Returns, Expungements (sealed), Jail Commitments, and Complaints are stored in case files.</u>	25 Years following annual financial audit	Paper/Electronic	
MCT-04	Case Files & Case Documents – <u>All Traffic offenses are stored together. Warrants, Returns, Expungements (sealed), Jail Commitments, and Complaints are stored in case files.</u>	25 40 Years following the annual financial audit	Paper/Electronic	
MCT-05	Community Service Forms	3 Years After the Case Closed	Paper/Electronic	
MCT-05	Dockets Criminal/Traffic/ <u>OVI</u>	Permanent	Paper/Electronic: <u>Once a record is preserved electronically,</u>	

SAO/LGRP-RC2-(Part 2), Revised December 2025



			<u>any paper copies may be destroyed.</u>	
MCT-06	Fine and Fee Record	<u>54 Years following the annual financial audit</u>	Paper/ Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
<u>99-12</u>	<u>Jail Commitments</u>	<u>2-Years-After Case-Closed</u>	<u>Paper/Electronic</u>	
MCT-07	Monthly Bank Statements and Cancelled Checks	<u>3 Years following the annual financial audit</u>	Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-08	Monthly Reports, Case & Money Breakdown	<u>3 Years following the annual financial audit</u> <u>Permanent</u>	Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-9	Parking Citations	<u>Until Paid & following the annual financial audit</u>	Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
MCT-10	Receipts	<u>3-4 Years following the annual financial audit</u>	Paper/Electronic: <u>Once a record is preserved electronically, any paper copies may be destroyed.</u>	
<u>99-4</u>	<u>Warrants/Criminal</u>	<u>25-Years following annual financial audit</u>	<u>Paper/Electronic</u>	
<u>99-3</u>	<u>Warrants/Traffic</u>	<u>40-Years following annual financial audit</u>	<u>Paper/Electronic</u>	
<u>44-4</u>	<u>Case Files M-1 to M-4 Traffic</u>	<u>25-Years following annual financial audit</u>	<u>Paper/Electronic</u>	

SAO/LGRP-RC2-(Part 2), Revised December 2025



44-2	Case Files, Criminal M4 to M4	60 Years	Paper/Electronic	
44-3	Case Files, Criminal-MM	6 Years following annual financial audit	Paper/Electronic	
MCT-11	Case Files & Case Documents -All OVI offenses are stored together. Warrants, Returns, Expungements (sealed), Jail Commitments, and Complaints are stored in case files.	60-25 Years following annual financial report	Paper/Electronic	
44-6	Case Files—Traffic-MM	6 Years following annual financial report	Paper/Electronic	
MCT-12	Cash Payment Records	5 Years following annual financial audit report	Paper/Electronic; Once a record is preserved electronically, any paper copies may be destroyed.	
44-7	Complaints—Traffic (With Case File)	6 Years following annual financial report	Paper/Electronic	
44-8	Expungements	Sealed and Destroyed as Case Files	Paper/Electronic	
MCT-13	Supreme Court Reports	3 Years following annual financial report	Paper/Electronic; Once a record is preserved electronically, any paper copies may be destroyed.	
MCT-14	Mayor's Court Audio Recordings	5 years after the final judgment in the case Permanent	Cassette Tapes/ Audio Software	

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of North Ridgeville

Mayor's Office

(Local Government Entity)

(Unit)

Kevin Corcoran

Mayor

11-24-2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(440) 490-2045

7307 Avon Belden Road

North Ridgeville

44039

(Telephone Number)

Lorain

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: fgallam@nridgeville.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

12-01-2025

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of North Ridgeville

Mayor's Office

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2025-01	Contracts & agreements (all originals to Mayor's Office)	15 years after expiration/ termination	Paper, Electronic		☐
2025-02	All correspondence and reports from departments (copies of originals)	Until no longer administratively needed	Paper, Electronic		☐
2025-03	Proclamations	2 years	Electronic		☐
2025-04	Community newsletters	Until superseded or obsolete, retain one copy	Paper, Electronic		☒
2025-05	Wedding certificates	2 years	Paper		☒
2025-06	Social media postings, videos, public service announcements, etc.	Until no longer administratively needed or until superseded	Electronic		☐
2025-07	Employee grievances (submitted to Mayor's Office)	One year after employee leaves municipal employment	Paper, Electronic		☐
2025-08	Permits issued by Mayor's Office (garage sale, sale of vehicle, business alarm system, block party, solicitor/peddler, mobile frozen dessert, junk yard)	2 years	Paper, Electronic		☐
2025-09	Cash/check deposit records	One year following the annual audit	Paper, Electronic		☐
2025-10	Union contracts	15 years after termination	Paper, Electronic		☐



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrct@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
FEBRUARY 1, 2021
STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 3

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

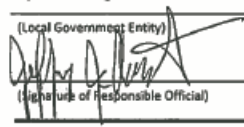
Section A: Local Government Unit

City of North Ridgeville

Safety Service Director's Office

(Local Government Entity)

(Unit)


(Signature of Responsible Official)

Jeffry Armbruster
(Name)

Safety Service Director
(Title)

12-15-2022
(Date)

Section B: Records Commission

See ORC 149.38 - ORC 149.412 for Records Commission Information

Records Commission

440-353-1508

7307 Avon Belden Road

North Ridgeville

44039

(Telephone Number)
Lorain

(Address)

(City)

(Zip Code)

(County)

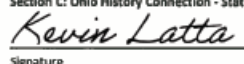
To have this form returned to the Records Commission electronically, include an email address:
fgallam@nridgeville.org

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Records Commission Chair Signature

12-15-2022
Date

Section C: Ohio History Connection - State Archives


Signature

Electronic Records Archivist

2023.02.07

Title

Date

Section D: Auditor of State

Martin E. Meeks
Digitally signed by Martin E. Meeks
Date: 2023.02.15 08:53:20 -0500

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

SAO/LGRP- RC-2 (Part 1 & 2), Revised August 2018

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of North Ridgeville

Safety Service Director's Office

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2022-1	Alarm System Permits	3 years	Paper/ Electronic		☐
2022-2	Block Party Permits	2 years	Paper/ Electronic		☐
2022-3	Solicitation Permits	2 years	Paper/ Electronic		☐
2022-4	Temporary Business Permits	2 years	Paper/ Electronic		☐
2022-5	Taxi Cab Permits	2 years	Paper/ Electronic		☐
2022-6	Mobile Frozen Dessert Permits	2 years	Paper/ Electronic		☐
2022-7	Garage Sale/Sale of Vehicle Permits	2 years	Paper/ Electronic		☐
2022-8	Junk Yard Permits	2 years	Paper/ Electronic		☐
2022-9	City Deposits	Until Annual Audit is Complete	Paper/ Electronic	Audited means: the years encompassed by the records have been audited by the	☐
2022-10	Request for Proposals	Until No Longer of Admin. Value	Paper/ Electronic	Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	☐
2022-11	Grievances	2 years After Resolved	Paper/ Electronic		☐
2022-12	Labor Union Contracts	Until Superseded by New Contract	Paper/ Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of North Ridgeville

Safety Service Director's Office

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2022-13	Copies of Contracts, Notices, Reports	Until No Longer of Admin. Value	Paper/ Electronic		☐
					☐
					☐
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					☐



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit (To complete this form online, use "tab" key to jump from box to box.)

City of North Ridgeville

Building Division

(local government entity)

(unit)

Guy M. Fursdon

Chief Building Official

December 1, 2025

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission
City of North Ridgeville

(440) 490-2045

Records Commission

(telephone number)

7307 Avon Belden Road

North Ridgeville

44039

Lorain

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: fgallam@nridgeville.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

12/01/2026

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: Records Retention Schedule

City of North Ridgeville

Building Department

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
BLDG-01	Address folders-detail of each address history	Dispose of paper once digitally stored**	Paper		☐
	Address record -detail of each address history	Permanent	Electronic		
BLDG-02	Appeals on interpretation of Code (kept in address folder)	Dispose of paper once digitally stored**	Paper		☐
	Appeals on interpretation of Code	Permanent	Electronic		
BLDG-03	Architect or engineer letters/response to construction issues (kept in address folder)	Dispose of paper once digitally stored**	Paper		☐
	Architect or engineer letters/response to construction issues	Permanent	Electronic		
BLDG-04	Bids (unsuccessful) (Projects handled by Bld Dept. only)	Dispose of paper once digitally stored**	Paper		☐
		3 years after letting of contract and annual audit	Electronic		
	Bids (successful) (Projects handled by Bld Dept. only)	Dispose of paper once digitally stored**	Paper		
		Permanent	Electronic		

BLDG-05	Board of Zoning Case files (copies)	Dispose of paper once digitally stored**	Paper		☒
	Board of Zoning Case files (copies)	Permanent	Electronic		
BLDG-06	Building/Zoning/Demolition Permit Documentation (includes application, HVAC load, IECC compliance, contractor misc. paperwork, residential & commercial drawings, Certificate of Plan Approval, permit fees, plan review comment sheet, inspection checklist and records, etc.)	Dispose of paper once digitally stored**	Paper		☒
	Building/Zoning/Demolition Permit Documentation (includes application HVAC load, IECC compliance, contractor misc. paperwork, residential & commercial drawings, Certificate of Plan Approval, permit fees, plan review comment sheet, inspection checklist and records, etc.)	Permanent	Electronic		
BLDG-07	Building permit record books (sewer-no longer created)	Dispose of once digitally stored	Paper		☒
	Building permit record (since 2000)	Permanent	Electronic		
BLDG-08	Census information file	Permanent	Paper		☒
BLDG-09	Certificate of Occupancy (kept in address folder)	Dispose of paper once digitally stored**	Paper		☒
	Certificate of Occupancy	Permanent	Electronic		
BLDG-10	Complaints to include notes and violation records (includes notices, notes, photos, etc.)	Dispose of paper once digitally stored	Paper		☐
	Complaints- and violation records (includes notices, notes, photos, etc.)	Permanent	Electronic		
BLDG-11	Contractor's Certificate of Insurance	Dispose of once digitally stored	Paper		☐
		10 years	Electronic		

BLDG-12	Contractor's Performance Bonds	Dispose of once digitally stored 10 years	Paper Electronic		☐
BLDG-13	Contractor's Registration	Dispose of once digitally stored 10 years	Paper Electronic		☐
BLDG-14	Daily inspection assignment sheet Daily inspection assignment sheet	Dispose of paper once digitally stored Permanent	Paper Electronic		☐
BLDG-15	Daily inspection tickets/detail list Daily inspection tickets/detail list	Dispose of paper once digitally stored** Permanent	Paper Electronic		☐
BLDG-16	Daily report (deposits from permits) Daily report (deposits from permits)	3 years following annual financial audit Permanent	Paper Electronic		☐
BLDG-17	Daily violation tickets Daily violation tickets	Dispose of paper once digitally stored** Permanent	Paper Electronic		☐
BLDG-18	Department Code Interpretations (since 2000)	Permanent	Electronic		☐
BLDG-19	Ledger files (revenue in ZonePro) (since 2000)	Permanent	Electronic		☐
BLDG-20	Liens (assessment info) Liens (assessment info) (since 2000 - spreadsheet only)	3 years Dispose of once digitally stored Permanent	Paper Electronic		☐
BLDG-21	Monthly County Report record	3 years following annual	Paper/Electronic		☐

		financial audit			
BLDG-22	Monthly Reports (department activity to City Council)	5 years	Paper		☐
	Monthly Reports (department activity to City Council) (since 2001)	Permanent	Electronic		
BLDG-23	Municipal owned building plans/records	Dispose of paper once digitally stored**	Paper		☐
	Municipal owned building plans/records	Permanent	Electronic		
BLDG-24	Planning Commission Case files (copies)	Dispose of paper once digitally stored**	Paper		☒
	Planning Commission case files (copies)	Permanent	Electronic		
BLDG-25	Prevailing wage records (Bld. Dept handled projects only)	5 years after completion of project provided audited	Paper/Electronic		☒
BLDG-26	Property splits	Dispose of paper once digitally stored**	Paper		☒
	Property splits	Permanent	Electronic		
BLDG-27	Re-inspection fee sheet	Permanent	Electronic		☐
BLDG-28	Return receipts (certified mail)	Dispose of once digitally stored	Paper		☐
	Return receipts (certified mail)	Permanent	Electronic		
BLDG-29	Sidewalk refund request	Until refunded & following annual financial audit	Electronic		☐
BLDG-30	Sidewalk refund record	5 years following annual financial audit	Paper		☐
	Sidewalk refund record (since 2009)	Permanent	Electronic		

BLDG-31	State Building Codes	Until superseded-retain one copy perm.	Paper		☐
BLDG-32	State annual reports of dept. activity	5 years	Paper		☐
BLDG-33	Subdivision files	Dispose of paper once digitally stored**	Paper		☒
BLDG-34	Subdivision files ZonePro Building Dept. Software System (converted to BS&A software system)	Permanent Permanent	Electronic Electronic		☐

Section A: Local Government Unit

City of North Ridgeville

Police

(Local Government Entity)

(Unit)

6/24/2022	Mike Freeman	Police Chief
(Signature of Responsible Official) (Date)	(Name)	(Title)

Section B: Records Commission information

See ORC 149.38 – ORC 149.412 for Records Commission

Records Commission			
7307 Avon Belden Road	North Ridgeville	44039	(Telephone Number) Lorain
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:

fgallam@nridgeville.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

	12/01/2025
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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Please Note: *The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form*

Administr ation	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2019-01	Internal Investigations (non-criminal)	Investigation result in written reprimand: <u>One</u> year provided no intervening disciplinary action taken against the employee during this period	Paper / Electr onic	
		Investigation result in time off/lost pay: <u>Five</u> years provided no intervening disciplinary action taken against the employee during this period	Paper / Electr onic	
2012-01	Recovery of Property Record	2 years after disposition of property	Paper	
2009-08	Citizen complaints against personnel	4 years provided no action pending	Paper	
2015-07	Treasurers deposit sheets	Until no longer administratively needed.	Paper	
2020-17	Submitted reports to other governmental agencies	Destroy paper once scanned into computer system. 5 years	Paper Electr onic	
2020-18	Completed hunting registration and related forms	Destroy paper once scanned into computer system. 2 years	Paper Electr onic	
2020-19	Monthly Reports	Destroy paper once scanned into computer system. 5 years	Paper Electr onic	
	Annual Department Budget Preparation Sheets	Until that year's budget is accepted by council	Paper / Electr onic	
	Criminal Analysis Reports	Until no longer administratively needed	Paper / Electr onic	
	Employee Grievance Forms	Seven years and no pending action	Paper	
	Memorandums	1 year	Paper / Electr onic	
	Copies of city permits	Until no longer administratively needed	Paper	
	Mutual Aid Agreement	Until suspended or revised	Paper	
	Off Duty Work - Sign Up Sheets	Until no longer administratively needed	Paper	
	Monthly/Daily Planners and Calendars	Until no longer administratively needed	Paper / Electr onic	
	Shift bid process forms	1 year	Paper	
	Receipt of Directive, Procedures, General Orders	Until policy is suspended, revised or receipted again	Electr onic	
2015-04	Application/Permits – Block Party, Parades, Solicitation	Until no longer administratively needed	Paper	

2020-20	School safety drill forms (drills performed by schools)	Destroy paper once scanned into computer system. 5 years	Paper Electr onic	
2011-15	Time Sheets	3 years	Paper / Electr onic	
2012-02	Time Off Cards	3 years	Paper / Electr onic	
2020-21	UCR	Destroy paper once scanned into computer system. 5 years	Paper Electr onic	
2022-01	Social media postings, videos, public service announcements, etc	Until No longer administratively needed or Until superseded	Electr onic	

Alcohol Breath Testing Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS- LGRP
2016-01	BAC Calibration/RFI Tests:	3 years provided no action pending	Paper	
	Operators Permit	2 years or until renewed	Paper	
	BAC Test Result Form	3 years provided no action pending	Paper	
	Officer Proficiency Tests	3 years provided no action pending	Paper	

Body WORN Camera System (BWCS) Recordi ngs	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
	Traffic Stop	30 days	Digital Media	
	Traffic Crash	90 days	Digital Media	
	Call for Service	30 days	Digital Media	
	Traffic Arrests (MM)	90 days	Digital Media	
	Traffic Arrests M1 – M4	180 days	Digital Media	

	Criminal (MM or Unclassified)	180 days	Digital Media	
	Criminal (M4 – M1)	2 years	Digital Media	
	All Felonies	7 years	Digital Media	
	Use of Force	1 year	Digital Media	
	Vehicle Pursuits	2 years	Digital Media	

CVSA	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2020-22	CVSA background reports(in house) if hired	Destroy paper once scanned into computer system. Until no longer with agency and no actions pending	Paper / Electronic	
	CVSA background reports (in house)	If not hired, 7 years.	Paper / Electronic	
	CVSA background reports (other agency)	2 years	Paper / Electronic	
	CVSA for Criminal Cases	Retention based upon criminal case retention periods	Paper / Electronic	
	CVSA for administrative investigation	2 years provided no action pending	Paper / Electronic	

Dispatch Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-01	Animal Trap Log	Until no longer administratively needed	Paper	
2015-12	Key logs	30 days	Paper	

Employee Related Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
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2020-23	Employee Injury Reports	Until no longer with agency and no actions pending	Paper	
	Quarterly Employee Evaluations	Destroy paper once scanned into computer system. Until the employee is no longer employed by NRPD	Paper Electronic	
	FTO Evaluations	Destroy paper once scanned into computer system. Until the employee is no longer employed by NRPD	Paper Electronic	
	Pre-Employment Background Reports	Destroy paper once scanned into computer system. If hired, until no longer employed by agency. If not hired 7 years	Paper Electronic	
2020-24	Employee Training records	Destroy paper once scanned into computer system. Until the employee is no longer employed by NRPD	Paper Electronic	
	Employee Training Requests	Until the employee is no longer employed by NRPD	Paper	

Firearms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2009-17	Individual Officer Firearm Qualification Records	Until no longer with agency and no actions pending	Paper/ Electronic	
	Firearm Training Day Record	5 years and no action pending	Paper/ Electronic	
	Yearly Firearm Training Plan	10 years and no actions pending	Paper/ Electronic	
	Firearm Inventory Sheet	5 years	Paper/ Electronic	

Jail	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2020-25	Jail Video - booking/dayroom	30 days	Digital Media	
	Booking Photos	Destroy paper once scanned into computer system.	Paper	

		3 years	Electronic	
	Commitment/Release Orders	Place in Case Jacket. Retention will run with criminal case retention period	Paper/ Electronic	
	Book-In Records	Destroy paper once scanned into computer system. 3 years	Paper Electronic	
	Inmate medical records/medication logs/medical bills/letters declining payment of bills	Destroy paper once scanned into computer system. 6 years	Paper/ Electronic	
	Visitation Logs	1 year	Paper	
	Rule 4 Waivers	2 years	Paper	
	Jail Incident Report	Destroy paper once scanned into computer system. 5 years	Paper/ Electronic	
	Jail Laundry Receipts	Destroy paper once scanned into computer system. 3 years	Paper Electronic	
	State Inspection Reports/Related Records	Destroy paper once scanned into computer system. 5 years	Paper/ Electronic	
	Jail maintenance records	2 years	Paper	
	Monthly NRPD Jail Inspection Reports	Destroy paper once scanned into computer system. 5 years	Paper Electronic	
2020-26	Inmate activity/check logs	Destroy paper once scanned into computer system. 2 years	Paper Electronic	
	Quarterly Jail Fire Drill Reports	Destroy paper once scanned into computer system. 2 years	Paper Electronic	
	Immigration Detainers	2 years	Paper	
	Jail Medical/Mental Health Plan	5 years	Paper/ Electronic	

Offense Reports	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2020-27	NON-CHARGED CRIMINAL REPORTS			
	NC misdemeanor offense reports	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	
	Non-charged felony offense reports	Destroy paper once scanned into computer system. 6 years with the exception of the following:	Paper Electronic	

	<i>Aggravated Vehicular Manslaughter</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Involuntary Manslaughter</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Kidnapping</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Trafficking in Persons</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Unlawful Sexual Conduct with a Minor</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>GSI</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Compelling Prostitution</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Arson</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Soliciting or Providing Support for Acts of Terrorism</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Making Terroristic Threats</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Terrorism</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Criminal Possession of Chem., Biolog., Radiol., or Nuclear Weapon, Expl. Device</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Criminal Use of Chem., Biolog., Radiol., or Nuclear Weapon, Expl. Device</i>	Destroy paper once scanned into computer system.	Paper Electronic	

		20 years for following offenses		
	<i>Illegal assembly or possession of chemicals or substance for manufacture of prohibited weapons</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Money laundering in support of terrorism</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Robbery</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Burglary</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Burglary</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Riot</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Felonious Assault</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Aggravated Assault</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Assault</i>	Destroy paper once scanned into computer system. 20 years for following offenses	Paper Electronic	
	<i>Rape</i>	Destroy paper once scanned into computer system. 25 years for following crime	Paper Electronic	
	<i>Murder</i>	Destroy paper once scanned into computer system. There is no statute of limitations	Paper Electronic	
	<i>Aggravated Murder</i>	Destroy paper once scanned into computer system. There is no statute of limitations	Paper Electronic	

	Aggravated Murder	Destroy paper once scanned into computer system. There is no statute of limitations	Paper Electronic	
	CHARGED CRIMINAL REPORTS			
	Charged Misdemeanor Offense Reports	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	
	Charged felony offense reports	Destroy paper once scanned into computer system. 6 years with the exception of the following:	Paper Electronic	
	<u>Convicted of the following but did not plead guilty or no contest:</u>			
	Aggravated Murder	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Murder	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Voluntary Manslaughter	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Involuntary Manslaughter	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Aggravated Vehicular Manslaughter	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Rape	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	Sexual Battery	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
	GSI -victim is under the age of 18	Destroy paper once scanned into computer system. 30 year retention	Paper Electronic	
		****Retention of the above is extended beyond 30 plus years if the following applies:		

		1) Offender is still in prison or on probation for offense. 2) Is required to register as a sexual offender. 3) There is pending civil litigation stemming from the offense.		
	<i>Convicted of the following and plead guilty or no contest:</i>			
	Aggravated Murder	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Murder	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Voluntary Manslaughter	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Involuntary Manslaughter	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Aggravated Vehicular Manslaughter	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Rape	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	Sexual Battery	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	GSI -victim is under the age of 18	Destroy paper once scanned into computer system. 5 years provided no action pending	Paper Electronic	
	<i>Other Police Reports:</i>			
	Suicide/Unintentional Death Reports -As declared by LC Coroner	Destroy paper once scanned into computer system. 6 years provided no pending action	Paper Electronic	
2020-28	Child Abuse reports	Destroy paper once scanned into computer system.	Paper Electronic	

		7 years provided no pending actions		
	Non-criminal informational reports	Destroy paper once scanned into computer system. 1 years	Paper Electronic	
2020-29	Animal Bite Reports	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	

Police Work Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2011-11	Aggression/Resistance Form	Destroy paper once scanned into computer system. 3 years provided no actions pending	Paper Electronic	
2015-13	Vehicle Lockout Forms	1 year	Paper	
2011-10	Ride along forms	Destroy paper once scanned into computer system. 3 years	Paper Electronic	
2012-04	Vehicle Pursuit Forms	Destroy paper once scanned into computer system. 3 years	Paper Electronic	

Record Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-03	Audio recordings of police radio and telephone conversations	180 days provided no action pending	Electronic	
2015-06	Credit card receipts for bond purposes	Place in corresponding case jacket. Retention based upon criminal case retention periods.	Paper	
2009-14	Dispatch CAD logs	7 years	Paper/ Electronic	
2020-30	Expungement Reports	Destroy paper once scanned into computer system. Place in corresponding case jacket. Retention based upon criminal case retention period.	Paper/ Electronic	

		50 years unless forwarded to a state or federal agency		
2009-16	Fingerprint paper cards			
2015-09	Incident logs	3 years	Electronic	
	Master Name Index – Arrest Cards/Records. The index includes data on victims, witnesses, suspects, offenders, and other related people. Index cards no longer have administrative value since the implementation of multiple Centralized Databases that are referenced in other retention schedules of this RC-2.			
2009-23		25 years	Paper/ Electronic	RC-3 Required
	Building Security Cameras	30 days	Digital media	
	LEADS Audit Report	3 years	Paper	
2009-09	LEADS Printouts/CCH	Until no longer administratively needed. Not a public record	Paper	
	LEADS/FBI Audit	1 year	Paper	
	LEADS TRAINING RECORDS	Maintain for duration of employment	Paper	
	Courts motions for disposal of property forms	Destroy paper once scanned into computer system. Place in case file and run concurrent with case retention	Paper Electronic	
	Media Releases	Destroy paper once scanned into computer system. Place in case file and runs concurrent with case retention	Paper Electronic	
	Temporary Protection Orders	Until cancelled or suspended – sent back to court	Paper	
	Receipt Books	5 years	Paper	

Services	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
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2020-31	Completed Disposal of Impounded Vehicle Forms	3 years	Paper	
	Gov. Deals Auction/Sale Transaction Forms	3 years	Paper	
	Mayor Permission Letters for disposal of city owned property	Destroy paper once scanned into computer system. 5 years	Paper Electronic	
2020-32	Police Vehicle Maintenance Requests/Records	Destroy paper once scanned into computer system. Life of vehicle while owned by City	Paper/ Electronic	
	Building Maintenance Requests/Records	5 years	Paper	
	Generator maintenance checks	Life of equipment for city use	Paper	
	Building/Jail Exterminating Records	2 years	Paper	
	Animal Trap Forms	Until no longer administratively needed	Paper	

Traffic Related Forms	Record Title and Description	Retention Period	Media Type	For use by the Auditor of State or OHS-LGRP
2015-16	Voided Traffic Citations/Traffic Ticket Logs	3 years	Paper	
2009-30	Written Warnings/Correction Orders	1 year	Paper	
2020-33	Crash Reports and related documents	Destroy paper once scanned into computer system. 3 years	Paper Electronic	
2020-34	Traffic Detail Productivity Sheets	Destroy paper once scanned into computer system. 3 years provided no action pending	Paper Electronic	
	Federal Traffic Grant Forms/Financial Submissions	As specified in grant	Paper	
2009-29	Vehicle Tow Sheets	3 years	Paper	
2015-05	Correction Order	1 year	Paper	
2020-35	Report of Violation of School Bus Red Lights Reports/Associated Video	180 days	Paper	

**NORTH RIDGEVILLE CITY COUNCIL
BUILDING AND LANDS COMMITTEE MEETING MINUTES
CITY COUNCIL CHAMBERS – 5:45 P.M.
MONDAY, MARCH 5, 2026**

To Order and Pledge of Allegiance:

Chairman Bruce Abens called the Building and Lands Committee meeting to order at 6:15 p.m. and led the Pledge of Allegiance.

Roll Call:

Members present: Chairman Bruce Abens, Councilman Clifford Winkel, and Councilwoman Kathryn Rogerson.

Others Present: Councilman Robert Holub, Councilman Paul Wolanski, Councilwoman Cali Zingale, Councilwoman Holly Swenk, Planning and Development Director Kim Lieber, Mayor Kevin Corcoran, John Patrick Picard from John Patrick Picard Architect, Inc., and Assistant Clerk of Council Fijabi Gallam.

Action on Minutes:

Chairman Abens asked if there were any corrections to the minutes dated August 18, 2025. No discussion was offered. The minutes stand approved as submitted.

{Clerk notes: The Chair began with the second item of new business.}

Discussion regarding 2026-16:

2026-16 An Ordinance authorizing the issuance of a Request for Concept Proposals for the adaptive reuse of Old Town Hall.
(Introduced by Mayor Corcoran; First Reading on 02-17-2026)

Chair Abens asked Planning and Development Director Kim Lieber and Mayor Cocoran to explain Ordinance Number 2026-16.

Mayor Corcoran remarked that the purpose of the request was to obtain outside opinions on potential reuse options for the building's long-term viability. He noted that the proposal was exploratory in nature, not a final plan or commitment, and represented an initial information-gathering step. A presentation on the Town Hall issues was given on July 9, 2025.

Director Lieber outlined the agenda, which included a review of existing building conditions, repair work completed to date, the City's overall revitalization strategy, an overview of conceptual plans, and an explanation of the request for concept proposals. She reported that involvement with the building began in early 2023 after the Fire Chief raised concerns regarding hazardous conditions that posed risks to public safety. An architect with experience in historic preservation was retained to evaluate the building, address building code and accessibility issues, and provide professional recommendations. The City's goal was to preserve the building while positioning it for future use.

Mr. Picard presented the audit of the Old Town Hall and the findings of the existing conditions assessment. He focused on preservation and stated that the building was historically significant

and in fundamentally sound condition. However, he identified several serious safety and code issues, including unsafe emergency egress, open stairwells that violated fire codes, inaccessible restrooms, a lack of ADA-compliant vertical access, and extensive electrical hazards. Numerous uncoded and exposed electrical wires were discovered, along with plumbing leaks and environmental control deficiencies that threatened the building's integrity.

He explained that HVAC systems had been restored to operational status to prevent further deterioration. It was not maintaining stable temperature and humidity conditions is essential for preserving historic structures. He also reported on deteriorating roof conditions, water infiltration, spalling brick, rotting wood elements, and peeling paint. These issues were largely attributed to prolonged exposure to moisture and mechanical failures.

Director Lieber added that the City's response followed the Fire Chief's closure of the building in March 2023. Multiple repair packages were developed and bid separately to control costs, including roofing, electrical, HVAC, plumbing, painting, and interior cleanup. Repair work was largely completed by mid-2024 at a cost of approximately \$180,000, stabilizing the building, correcting immediate safety hazards, and preventing further damage.

Mr. Picard explained that the building was not suitable for public occupancy. As a publicly owned building, it must comply fully with the Americans with Disabilities Act, including accessible entrances, vertical circulation, fire suppression, and restroom capacity. He explained that prior partial modifications did not meet ADA standards and that reoccupying the building without comprehensive upgrades was not legally permissible.

Director Lieber described the Planning efforts with a focus on long-term objectives. It included developing conceptual plans, estimating renovation costs, engaging key stakeholders, and identifying a feasible implementation strategy. Objectives prioritized safety, accessibility, code compliance, historic preservation, continued public use, and financial sustainability.

Mr. Picard reviewed building code classifications and stated that the building had historically functioned as an assembly space. For maximum flexibility and safety, the most restrictive assembly classification (5B wood building) was assumed in planning. Parking availability was highlighted as a significant asset of the site, supporting its viability for public gatherings.

Director Lieber added that the proposed building additions include house elevators, stairways, restrooms, and support spaces that could not be accommodated within the existing footprint. The plans envisioned first-floor assembly space, second-floor performance and event areas, generously sized lobbies with historical displays, outdoor programming opportunities, and improved parking access. Based on stakeholder feedback on July 9, 2025, additional second-floor space was incorporated for storage, production, green room, and support needs.

Mr. Picard noted that the site is able to accommodate 111 parking spaces and about 300 people in the building.

Mr. Picard explained that large lobby areas were created to accommodate large crowds during events, shows, or intermissions, allowing patrons to gather, obtain refreshments, and access restrooms designed to handle those capacities. An elevator was included to connect all spaces. At the rear of the building, the final area on the left-hand side was designated a commercial kitchen support space, and the elevator served it as well.

On the upper level, two different floor plans were developed. One configuration provided seating for 82 individual seats in an auditorium-style arrangement, and the other allowed approximately 80 seats arranged with tables and chairs. The floor plan incorporated curves in the center to level the floor, ensuring tables and food service remained stable, and to provide better sightlines and vantage points to the stage.

Following the stakeholder meeting, staff reviewed the needs of each group, including the Historical Society and the Old Town Hall Players. Previously, the Historical Society utilized approximately 1,788 square feet of usable space. Under the preliminary plans, the total space available to them—including lobby display areas and workspace—was approximately 1,565 square feet, a reduction of about 200 square feet that was not considered significant. The theater space increased by approximately 456 square feet. Overall, no group experienced a substantial loss of space. It was noted that, as the plans were still preliminary, adjustments could be made—such as adding 200 square feet—to equalize space if desired, and this context was shared to reflect the current reality of the design.

Preliminary cost estimates were reviewed. Renovation and additions were estimated at approximately \$2.6 million, with additional site work at \$550,000, A/E & projected administration at \$250,000, and contingency bringing the total project cost to just under \$3.8 million. Annual operational costs were discussed, including utilities, maintenance, and long-term equipment replacement planning.

It was stated that the renovation would provide an estimated useful life of 45 to 50 years for the building. While HVAC equipment typically has a lifespan of approximately 20 to 25 years, the slate roof was noted to have a significantly longer lifespan when properly maintained. The brick masonry and structural framing of the building were found to be in very good condition, with only one rotted board identified in the attic. Based on these findings, staff expressed confidence that the building could be returned to active use within the projected cost range.

Estimated monthly operating costs for the expanded, fully operational building—including heating, cooling, elevators, and increased power usage—were projected to range from \$10,000 to \$15,000. It was clarified that prior operating costs were lower because the building was smaller and less fully utilized. Annual maintenance costs were estimated to range from \$3,000 to \$8,000, recognizing that such expenses would not occur every year. It was recommended that funds be set aside annually to prepare for future major replacements, such as rooftop units at the end of their service life.

Director Lieber acknowledged that the project would require a substantial investment, both in construction and ongoing operations. As a result, the need to explore all available funding sources for the City, including options through the City, the CIC, and external partners, was identified. It was noted that certain funding sources carry specific requirements, and careful consideration would be necessary to ensure alignment with the City's intended use of the building.

Following the stakeholder meeting, feedback prompted revisions to the concept plans and additional work. This included an environmental review of the building to identify asbestos and other hazardous materials. Consulted with professionals across Ohio who had experience renovating historic buildings to learn how they identified funding sources and partnerships. This research led to the development of a Request for Concept Proposals (RFCP).

The legislative item before Council was identified as Ordinance 2026-16, authorizing issuance of the RFCP. It was explained that this process differed from a traditional RFP, as it did not request

firm schedules, budgets, or cost commitments. Instead, the RFCP focused on vision, design concepts, community engagement, and adaptive reuse ideas. Respondents were asked to propose ways to activate the building for civic and cultural use, both indoors and outdoors, in a manner consistent with the project goals previously discussed. The City expressed interest in creative and innovative solutions and potential partnership models that could support the project. It was explained that issuing the RFCP was a non-binding, information-gathering step intended to gauge market interest, ideas, and potential partners who could bring capital and expertise. Director Lieber noted that although concept plans existed, feedback from experienced professionals in historic preservation and adaptive reuse would help determine feasibility and identify improvements. The RFCP process would help reduce risk by identifying challenges early. Overall, the RFCP was described as a prudent and constructive next step in evaluating available options.

Director Lieber pointed out that throughout the building's long history, it has served a wide variety of purposes. These included governmental functions such as a town hall, police facility, and public library, as well as educational uses, including kindergarten classes for a period of time. The building was also used for entertainment and community activities, including an opera house, teen center, roller skating, basketball, and church services. More recently, the building functioned as a museum and theater. The building had never been defined for a single purpose. The current approach was described as preservation through active use, with the goal of inviting the community into the building on a daily basis.

Chair Abens asked if anyone from the audience had any comments or questions.

Larry Phillips, a resident of Terrell Road in North Ridgeville and a member of the Board of Directors for the Old Town Hall Theater, inquired about the timeframe for the request for proposals to be approved and for the next steps to proceed.

Chair Abens remarked that there is no timeframe at this point.

Director Lieber responded that while a deadline for proposal submission would be set at approximately four to six weeks, the timeline for next steps would depend entirely on the substance of the responses received.

Eugene Kleinholz of 7470 Root Road identified himself as a trustee of the Historical Society and a longtime civil servant who served the City for 50 years under eight different mayors. He shared personal history with the building, recalling its use as City Hall and noting his own interactions with the City following military service. He raised the importance of the building's historic significance. Like its role as the Eastern Lorain County Draft Board during World War I and World War II, where local residents departed for service, some never returning, with their names memorialized at the site. He noted the building's reverence and community importance. Mr. Kleinholz stressed that the Historical Society's work required more than display cases, advocating for a dedicated first-floor workspace for workshops and public engagement. He suggested that flexible displays and collaboration—potentially including space for the Chamber of Commerce—could enhance public access and storytelling about North Ridgeville's history. He cautioned against entering long-term agreements with third parties, expressing concern that such arrangements could be regretted over time, and concluded that the building should remain a shared asset for all citizens, to be managed collaboratively.

Paul Wolanski of 6048 Opal Street stated that he was a member of the First Congregational Church, which is located approximately five houses from the site. He suggested that, in the event

of traffic or parking overflow, the church's board of trustees and nearby properties such as Liston's might be able to accommodate additional parking, potentially providing up to 100 extra spaces. He also noted that City Hall parking could serve as an option, though it would require a slightly longer walk.

Genevieve Flieger of 32797 Chestnut Ridge Road in North Ridgeville addressed Council and shared ideas for potential uses of the building. She suggested looking at the City of Elyria as an example, where the Arts Council has a permanent home that includes a gift shop for local artists to sell their work, along with dedicated workshop space for classes, resulting in consistent community use. She noted that the Elyria facility is volunteer-run, keeping staffing costs low while allowing the Arts Council to establish a presence, expand, and integrate more fully into the community. Ms. Flieger also highlighted Elyria's practice of offering temporary space within City Hall to small businesses that have outgrown home-based operations but are not yet ready for a storefront, allowing them to build their brand over a short period before moving into retail space. She stated that this approach supports local business growth at low cost and increases daily foot traffic in civic buildings, helping to justify operational expenses such as utilities.

No further comments from the public

Councilwoman Rogerson expressed appreciation for the presentation and for the Historical Society. She inquired if there would be a section in the proposal to say that there needs to be a dedicated space for the historical society in the Old Town Hall.

Director Lieber explained that, as currently written, the Request for Concept Proposals did not include specific requirements, though those considerations would be addressed in future discussions with potential developers. The intent was to keep the RFCP broad and open-ended in order to encourage a wide range of ideas. It was noted that if firms were shortlisted and interviews conducted, the City would clearly communicate its goals, including ensuring continued public access to the building and the ability to display historic artifacts. It was further stated that proposals could come from for-profit, nonprofit, or educational organizations, and that no group would be excluded from consideration. The City expressed openness to the creative ideas raised during the discussion and emphasized a desire to avoid placing unnecessary constraints on the process at this stage, allowing the creative process to unfold naturally.

Councilwoman Rogerson wanted to know whether the Historical Society was told they had a place in the Old Town Hall, regardless of what happens to the building.

Mayor Corcoran stated that nothing was guaranteed at that point; however, the concept plans that had been developed included space for the Historical Society, as referenced multiple times during the presentation. All versions of the plans prepared to date included designated space intended to accommodate their needs.

Councilman Winkel asked whether the Request for Proposals was intended to be based on the presented drawings or whether respondents would be free to propose entirely different concepts.

Director Lieber explained that the drawings were intended to seed creative ideas, demonstrate one concept that could meet building code and accessibility requirements, and show how additions might function in a way that respects the original building. However, the plans were not meant to be prescriptive and were described as conceptual lines on paper. It was emphasized that other developers could present different approaches, including alternative layouts or uses of

the footprint, and that the City was open to considering a range of creative ideas generated through the process.

Chair Abens noted that all that was presented were good ideas, but he would rather not put any limitations in the RFP. He remarked that he is looking for the best use and affordability.

No further comments from the Administration or the Committee.

Moved by Winkel and seconded by Rogerson to send Ordinance Number 2026-16 back to City Council for consideration as submitted.

A voice vote was taken, and the motion carried.

Yes – 3

No – 0

Adjournment:

The meeting was adjourned at 6:29 p.m.

Date Approved:

Fijabi Gallam, MMC
Assistant Clerk of Council



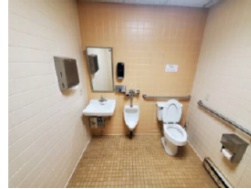
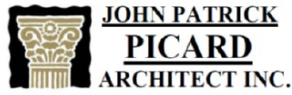
Outline

- Review of Existing Conditions & Repair Work
- Old Town Hall Renaissance Strategy
- Concept Plans
- Request for Concept Proposals



Existing Conditions Inspection

March 9, 2023



- Building Code/Fire Code Violations
- Accessibility Issues
- Building Envelope and Environment Concerns

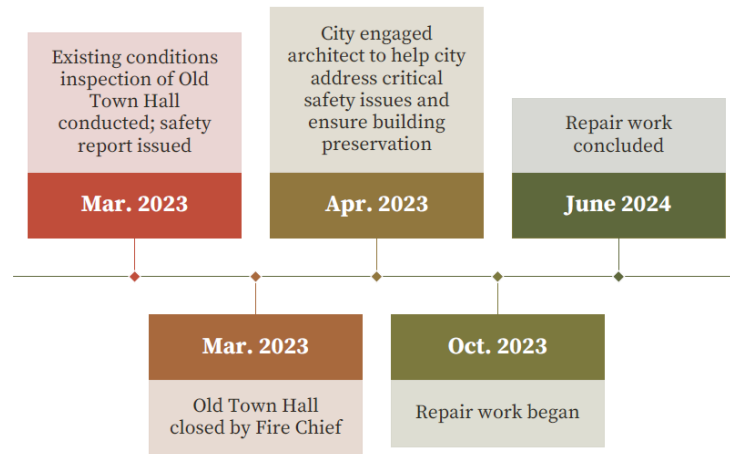
"The North Ridgeville Old Town Hall, built in 1883, is a beautiful and important historic artifact of the City of North Ridgeville. The building has a rich history of events and uses and is in fairly good condition. Unfortunately, the building is now at a time in its history that some action needs to be taken to keep it and its users safe." –John Patrick Picard



Photos: March 9, 2023



Repair Timeline



Repair Investment

Item	Cost
Investigation	\$4,800
Roofing	\$38,270
Painting	\$43,475
Electrical	\$5,770
HVAC/Plumbing	\$18,535
Demo/Clean Up	\$29,860
A/E	\$38,970
Total	\$179,680

Stabilized, But Not Restored

What the Repairs Did:

- ✓ Addressed immediate safety hazards
- ✓ Stabilized the building to prevent further deterioration
- ✓ Protected key historic features from damage

What the Repairs Did NOT Do:

- ✗ Did **not** make the building ready for occupancy
- ✗ Did **not** address functional systems (HVAC, plumbing, ADA access)
- ✗ Did **not** prepare spaces for programming or events

Repairs were a short-term stabilization—full renovation is still required to safely and effectively use the building.



Old Town Hall Renaissance

-  Step 1: Define Project Objectives
-  Step 2: Assess Needs and Develop Concept Plans
-  Step 3: Prepare Cost Estimates
-  Step 4: Engage Key Stakeholders
-  Step 5: Create Implementation Plan



Needs Study: Code Review

Building

- Floor Area 2,788 Square Feet
- 5B Wood Framed Construction
- Occupant Load:
 - 540 standing
 - 100 to 120 actual seating capacity

Use Groups

- Assembly:
 - A-1: Performing Arts Viewing
 - A-2: Food and Drink Consumption
 - A-3: Museum
- Others?

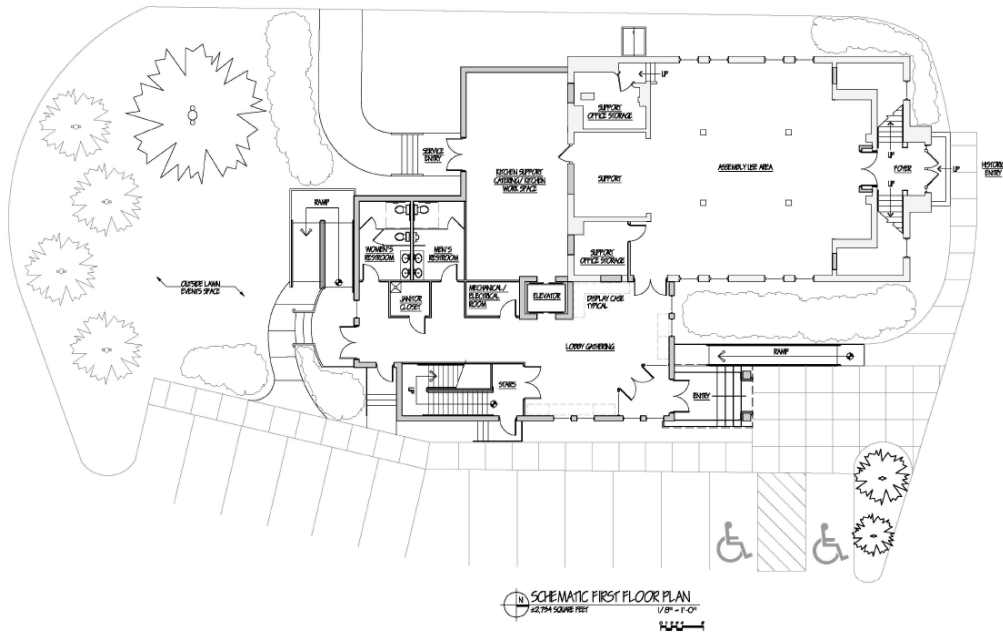
Implications

- Use most restrictive use for planning
- Fire suppression required
- Elevator required
- Additional stair tower recommended
- New restrooms required

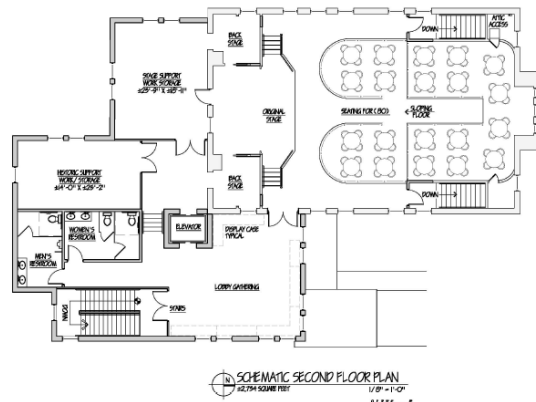
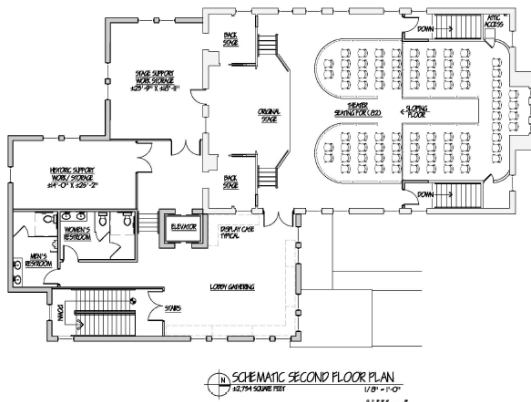
Concept Plans



Conceptual First Floor Plan



Conceptual Second Floor Plan



Preliminary Cost Estimate

Item	Estimate
Building Addition & Renovations	\$2,634,000
Site Work	\$550,000
A/E & Project Administration	\$250,000
Contingency	\$300,000
Total	\$3,734,000

Note: Cost estimate does not include furniture, fixtures, equipment, etc.

Ongoing Additional Costs

Monthly Utilities

- Estimated at \$10,000 to \$15,000 per month
- Includes water, sewer, electric, gas
- Will vary by use

Annual Maintenance

- Approximately \$3,000 to \$8,000 per year
- \$1.00 to \$3.00 per square foot
 - Low end – simple maintenance needs, general upkeep, minor repairs
 - High end – comprehensive maintenance, significant repairs, preventative maintenance

Potential Resources & Partners

Ohio History Fund Grants

Ohio Department of Development

Ohio Facilities Construction Commission Cultural Facilities Grants

Community Development Block Grant

Ohio Historic Preservation Tax Credit Program

Federal Historic Tax Credits

National Trust for Historic Preservation Grants

Local Foundation & Community Support

Public-Private Partnership

Event-Based Revenue Model

Educational Institution Collaboration

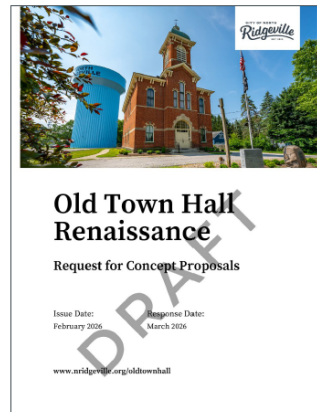
Request for Concept Proposals



Ordinance 2026-16

Formal request seeking concepts from qualified developers:

- Focuses on **vision, design, and community engagement**, not detailed construction or finances
- Demonstrates **adaptive reuse and historic preservation**
- Shows plans for **civic and cultural activation** of indoor and outdoor spaces
- Ensures **consistent evaluation** against city goals
- Encourages **creative, innovative solutions**
- Maintains **transparency and competitiveness** in review process



Why the RFP is the Right Next Step

No commitment to proceed – information gathering only; any agreement will require Council approval

Validate feasibility of concept plans – test assumptions before committing resources

Engage qualified professionals – benefit from specialized expertise in historic preservation and complex projects

Explore options for partnerships – consider public-private collaboration for long-term sustainability

Reduce risk for the City – professional proposals highlight potential challenges early



DRAFT

**NORTH RIDGEVILLE PLANNING COMMISSION
MINUTES OF REGULAR MEETING
TUESDAY, APRIL 14, 2026**

CALL TO ORDER

Chairman Smolik called the Planning Commission meeting to order with the Pledge of Allegiance at 7:00 PM.

ROLL CALL

Present were members Steve Ali, Frank Toth, Vice-Chairman Paul Schumann, Council Liaison Cliff Winkel, and Chairman James Smolik.

Also present were City Engineer Christina Eavenson, Planning & Development Director Kimberly Lieber, Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

MINUTES

Chairman Smolik stated that the Commission had received the regular meeting minutes of March 10, 2026, and asked if there were any corrections.

None were given.

Chairman Smolik stated the minutes were approved as submitted.

CORRESPONDENCE

Administrative Approvals

1. PPZ2026-0416 Kinetic/Windstream Ohio, multiple locations
Administrative Approval of a Planning Commission application to install fiber optic cable throughout the city.

Chairman Smolik asked Director Lieber to discuss the Administrative Approvals.

Director Lieber reported that Kinetic Windstream obtained administrative approval to install fiber optic cable through various locations in the city and was administratively approved and going through engineering for a permit.

OLD BUSINESS

1. PPZ2026-0414 Madison Avenue Salon, LLC, 6040 Lear Nagle Road, PPN: 07-00-008-117-082
Applicant: Nicholas R. Dubecky, Integrated Outdoor Living, LLC, 47581 US Highway 20, Oberlin, OH 44074. Proposal consists of construction of a new 6,000 square foot commercial building with associated site improvements for use as a hair salon. Property is zoned B-3 Highway Commercial District.

Application was read.

Chairman Smolik asked Director Lieber for findings of fact.

Director Lieber reported that, at the previous meeting, the Commission had requested additional detail on the architectural renderings, which have since been provided. All four elevations are now fully detailed, with materials and colors identified as requested.

She noted that the parking lot layout has been revised to include dimensions for aisles and parking spaces. However, she pointed out that while the minimum parking space size is 9 by 18 feet, a few ADA spaces appear to be shown at 8 feet in width. Although the total number of ADA spaces exceeds the required amount, she explained that two van-accessible spaces are needed. She suggested that one of the hatched accessible areas could potentially be removed and reallocated to bring the 8-foot spaces into compliance with minimum size requirements.

Director Lieber also stated that the applicant has improved coordination between the site plan and the landscape plan. Additionally, the lighting plan has been fully redesigned and is now compliant with photometric maximums, including the replacement of several double-headed fixtures with single-headed fixtures.

Overall, she concluded that the submission reflects significantly improved detail, coordination, and compliance for the Commission's review.

City Engineer Eavenson stated that, with respect to the revised site plan, the applicant should ensure compliance with the requirements of Chapter 1285, which governs parking and driveway design. She noted that minimum turning radii within the parking lot must be maintained, and that landscape or striped islands should include a minimum four-foot buffer at the end of each parking row to prevent car doors from opening into drive aisles.

She further recommended that, at the north end of the site, the two dead-end parking rows be modified to allow for vehicle turnaround. This could be achieved either by adding additional pavement or by striping out a parking space near the end. She also noted that, in some cases, a loading zone or an ADA space has been used to accommodate turnaround movements, which she would consider acceptable.

Additionally, City Engineer Eavenson addressed prior concerns regarding the proximity of the first driveway to the Lear Nagel Road intersection. While engineering review determined that there is adequate space for vehicle queuing, she suggested that the applicant consider shifting the driveway slightly west to align with the Walgreens driveway, creating a more direct, head-on approach and improving overall site design.

Nicholas Dubecki, 47581 US Highway 20, Oberlin, OH 44074.

Madison Karnow, 33484 Center Ridge Rd, North Ridgeville, OH 44039.

Mr. Dubecki stated that he revised the landscape plan to improve clarity and overall cohesion. He noted that his engineer also updated the parking lot plan to include detailed measurements for entrances and exits. He expressed flexibility regarding ADA space adjustments, indicating that changes could be made at the Commission's discretion and that nothing was set in stone. He added that, if necessary, additional pavement could be added at the north end to facilitate circulation, and a nearby tree could be shifted further north to accommodate those changes.

He discussed the distance between Lear Nagle Road and the first entry drive, noting that he provided measurements and supporting photographs. In the photos, he positioned his four-door, long-bed truck at the proposed driveway location to illustrate the available space. Based on these observations, he emphasized that there is substantial distance between the Walgreens drive-through and the proposed development, allowing adequate room for vehicle stacking and site access. He noted that traffic volumes would not be comparable to a high-intensity use such as a fast-food drive-through, and that sufficient space exists for vehicles to queue without impeding access to the site.

Mr. Dubecki also stated that building elevations were updated to include veneer stone along the base, giving the structure a less industrial appearance. He indicated a preference to omit the veneer on the rear façade to reduce construction costs but confirmed willingness to include it if required by the Commission.

Finally, he explained that updated 3D renderings were provided to better illustrate the project, including the veneer stone, paver entryway, trellises, and landscaping. While the renderings were enhanced for visualization, he confirmed that no changes were made to the previously proposed plant materials.

Chairman Smolik asked if any audience members had any questions or comments in regard to the application.

William St. John, 5714 Main Avenue, North Ridgeville, OH 44039.

Mr. St. John stated that it was very well thought out and was excited to see new businesses come to the city. He thought that anything they could do to help that and welcome them would be very helpful for future growth in the city. He said that he thought it was an amazing job and they were class people.

Bruce Abens, 9373 Kenmore Way, North Ridgeville, Ohio 44039.

Mr. Abens mentioned that he noticed on the artist rendering that he included the sidewalks on Lear Nagel and just wanted to make sure that was in the final approval.

Chairman Smolik asked if there were any other questions or comments from the general audience.

None were given.

Chairman Smolik asked if there were any questions or comments from the Commission.

Vice-Chairman Schumann stated that there were some recommendations from the Planning Department and he wanted to go over those briefly. He asked if there would be any ground mounted equipment.

Mr. Dubecki stated that there would not be ground mounted equipment and that they would not be utilizing the air hammer anymore.

Vice-Chairman Schumann asked if he was willing to move stuff around to fix the ADA requirement with the parking lot because they would probably put that in as a recommendation.

Mr. Dubecki stated that curbing was going to be everywhere around the parking lot, all the way around,

other than just the cuts that were needed for watershed for both north sides towards the retention basin.

Vice-Chairman Schumann asked about that driveway move, if he had a problem with that.

Mr. Dubecki stated that the proposed changes were acceptable. He indicated that one or two parking spaces could be shifted to the east, allowing the driveway to be relocated slightly farther west, if deemed appropriate.

Vice-Chairman Schumann stated that he had no objection to omitting the veneer on the rear of the building and asked what material would be used instead.

Mr. Dubecki responded that the rear façade would consist of steel siding extending down to a Z-channel.

Vice-Chairman Schumann stated that he had no concerns with that approach, noting that the rear of the building does not face any significant view.

Member Toth expressed appreciation for the applicant's willingness to consider relocating the eastern curb cut. He also noted a discrepancy regarding outdoor equipment, recalling that at a previous meeting the applicant had proposed exterior air handling equipment with ductwork.

Mr. Dubecki clarified that the equipment would not be a large, ground-mounted air handling unit. Instead, it would consist of a standard exterior air conditioning unit, similar in scale to a residential unit, with no exposed ductwork.

Member Toth stated that screening might still be necessary and asked for clarification.

Director Lieber explained that the current code only requires screening for dumpsters; however, the Planning Commission may require additional screening if it deems it appropriate. He then inquired about the retention basin located behind the property that serves the Walgreens parking lot, specifically whether stormwater from that site is piped into the basin or flows over the surface.

Mr. Dubecki confirmed that the stormwater is piped into the basin.

Member Toth asked for confirmation that runoff would not flow across the subject property's parking lot.

Mr. Dubecki confirmed that it would not. He explained that existing catch basins on the site convey stormwater underground to the retention basin, and that only minimal sheet flow from the subject site would occur over a short distance. He added that the landscape plan includes river rock (No. 34 stone) to help buffer the drainage area during heavy rainfall.

Member Toth stated that the application materials indicated the proposed water line connection would run through the Walgreens parking lot and connect to Center Ridge Road. He asked whether documentation for the required easement had been provided to the City.

Mr. Dubecki responded that they have retained legal counsel due to a lack of cooperation from Walgreens. He explained that communication has been difficult, and that Walgreens has requested compensation simply to discuss the easement, which he felt was unreasonable, particularly given existing drainage conditions affecting the property. He stated that efforts are ongoing to secure the necessary easements, though it may require additional legal coordination. He added that there are existing access and easement issues, including a shared entrance partially located on both properties, that Walgreens has also been unwilling to address. Mr. Dubecki noted that these matters are currently being handled legally and that all documentation will be provided to the Engineering Department once finalized. He acknowledged that approvals would be contingent upon receipt of the required easement agreements.

Council Liaison Winkel thanked the applicant for his willingness to revise the entrance location and provide a turnaround area as requested by Engineering. He asked City Engineer Eavenson to clarify the location, specifically referencing the northeast portion of the site.

City Engineer Eavenson confirmed that the concern was with dead-end parking areas lacking adequate turnaround space when fully occupied. She reiterated that this could be addressed either by adding pavement to create a designated turnaround area or by striping out a parking space to allow for vehicle maneuvering.

Mr. Dubecki agreed to add pavement in the northeast area to accommodate a turnaround and noted that a nearby tree could be shifted slightly north to allow for the adjustment. He stated that he agreed with the need to provide adequate turning space.

Chairman Smolik stated that he appreciated the revisions to the plan and noted that he had recently spoken with the project architect. He expressed support for the inclusion of masonry veneer, emphasizing the importance of maintaining design quality. He stated a preference for extending the veneer to the rear of the building to ensure consistency on all elevations and to avoid setting a precedent for lower-quality pre-engineered structures in the future. He added that he believed the proposed changes overall improved the project and asked if there were any further questions or comments.

Director Lieber reminded the Commission that any motion should address the required 10-foot buffer adjacent to the residential zoning district, which in this case includes the area near the high-tension wires and the adjacent church property. She noted that if the Commission intended to waive this requirement, it should be clearly stated in the motion.

Moved by Smolik and seconded by Ali to approve the project with the following conditions:

1. All parking lot dimensions and ADA parking space requirements shall be met.
2. Provide sufficient turnaround areas on the north end of parking lot.
3. Move the first curb cut from the shared driveway west to better align with Walgreen's curb cut.
4. The Planning Commission waives the 10 foot buffer requirement for single family homes along the northern property line.

Note: Masonry veneer is not required on the back of the building.

A roll call vote was taken

Yes – 5 No – 0

NEW BUSINESS

1. PPZ2025-0396 Heron Ridge Subdivison, Sugar Ridge Rd, PPN: 07-00-047-000-046

Applicant: Sommers Development Group LLC, PO Box 1102, Chardon, OH 44024. Proposal consists of preliminary plan approval for a residential subdivision developed per Chapter 1282. Property is zoned R-1 Residence District.

Application was read.

Chairman Smolik asked Director Lieber for findings of fact.

Director Lieber reported that the proposal is for a 51-lot residential subdivision to be located on the north side of Sugar Ridge Road, west of the Bender intersection. The property is zoned R-1 Residence District. She noted that Sommers Development, the project developer, also constructed the Eagle Meadow subdivision at Bender and Sugar Ridge.

She explained that the applicant is proposing a cluster subdivision under Chapter 1282. Because the application was submitted in late 2025—prior to the effective date of Ordinance 2025-154, which suspended by-right cluster subdivisions in the R-1 District as of January 14, 2026—the proposal must be reviewed under the regulations in effect at the time of submission and is therefore considered a permitted use.

Director Lieber noted that the site is significantly impacted by north-south utility easements along the western portion of the property, which have influenced the subdivision layout. She stated that the proposal meets code requirements for minimum development area, maximum density, lot mix, and open space. The site contains 26.33 acres, exceeding the 25-acre minimum. The proposed density is 1.94 dwelling units per acre, below the maximum of 2.3. The plan includes 32 single-family lots and 19 cluster lots, representing 31.7% cluster lots, where up to 35% is permitted. Open space exceeds the 20% minimum requirement, with 26.2% provided.

All single-family lots meet zoning requirements for lot area and setbacks. Cluster lots meet required setbacks from open space; however, Sub-lots 21 and 26 do not meet the minimum 35-foot setback from adjacent single-family side lot lines. The applicant has requested that the Planning Commission consider a reduced setback of 5 feet and has provided supporting rationale. Director Lieber noted that Chapter 1282 allows the Commission to consider such reductions where the overall design intent is maintained. If the Commission does not grant this flexibility, the applicant will need to revise the plan or seek a variance from the Board of Zoning Appeals. She clarified that this consideration is not a variance but rather a built-in flexibility within the code.

She further reported that a trip generation analysis was submitted, indicating that projected traffic volumes during peak hours do not warrant a full traffic impact study. However, circulation and access remain part of the Commission's review. The subdivision layout includes provisions for future connectivity to adjacent undeveloped properties, with temporary T-turnarounds provided where

through streets do not yet exist. Sidewalks are included throughout the development and along the Sugar Ridge Road frontage.

Open space is designed in large, contiguous areas rather than small, fragmented parcels. These areas include two stormwater detention ponds, as well as additional open space and walking trails. A centralized mailbox area with off-street parking is proposed along Heron Ridge Drive, north of Crestfield Lane, near the center of the development.

Street tree selection will be finalized at a later stage in coordination with the City's arborist and submitted with the final plat. Water service is available along Sugar Ridge Road; however, sanitary sewer is not currently available. The developer proposes extending sanitary sewer west along Sugar Ridge Road from its current terminus at Jack Ryan Drive to serve the subdivision.

Finally, Director Lieber stated that the homeowner's association (HOA) documents have been submitted and are under review by the Law Department.

City Engineer Eavenson stated that several key items were identified during Engineering's preliminary review. She noted that all designated open space areas should include at least 20 feet of frontage or access from a public street and indicated that some of the proposed open space areas do not appear to meet this requirement.

She further explained that the existing survey does not depict a swale along the western property line; however, county aerial imagery and RGIS mapping indicate the presence of a defined swale meandering along that boundary. She requested that this feature be clearly shown on the survey and considered in the proposed grading plan to ensure that drainage flow from the Sugar Ridge Road right-of-way is not impeded.

Regarding street design, she noted that Crestview Lane and Frontier Lane terminate at the western property line with T-type turnarounds. She referenced Codified Ordinance Section 1226.09, which requires cul-de-sacs at closed street ends with a minimum right-of-way diameter of 120 feet. While T-type turnarounds may be permitted, they are typically considered only in limited circumstances, such as where few homes are served, a hardship exists, or there is evidence of future connectivity to adjacent properties. She stated that such justification has not been provided at this time.

She added that the eastern terminus of Frontier Lane serves only one lot, and Engineering would support a T-type turnaround at that location; however, she recommended revising the current L-shaped configuration to a standard T-shape. She also noted that water mains at dead-end streets should be looped, which is more effectively accommodated with a cul-de-sac design, and encouraged the applicant to reevaluate the geometry of these street terminations.

City Engineer Eavenson further stated that the code includes requirements for both horizontal and vertical roadway alignment and observed that some of the proposed horizontal curves appear tight. She asked that the applicant verify compliance with these standards. Additionally, she noted that side lot lines are generally required to be perpendicular or radial to the street and suggested that the layout—particularly near the entrance—be reviewed, as some lots appear constrained.

Finally, she reiterated that the site contains multiple utility easements and encumbrances and requested that written approvals from the relevant utility providers be obtained for any proposed improvements within those areas as part of the Engineering review process.

The Assistant Law Director stated that the Law Department is not aware of any pending legal issues related to the development. He commented favorably on the design of the open space, noting that its contiguous layout is uncommon.

He reminded the Commission that this is a preliminary review and emphasized that the applicant must meet all requirements prior to final approval. He encouraged the Commission to evaluate the proposal against the applicable code requirements and to raise any concerns or suggestions at this stage of the process. He concluded that, from a legal standpoint, there are no objections at this time.

Chairman Smolik asked the applicant to state their name and address for the record.

Greg Sommers, Sommers Development Group, 10585 Somerset Drive, Chardon, Ohio, 44024.

Mr. Sommers stated that the proposed Heron Ridge development consists of a 51-lot residential subdivision. He explained that the team worked closely with the Planning Department to achieve a high-quality design, with careful consideration given to open space, utility easements, stormwater management, and traffic flow.

He referenced the nearby Eagle Meadow subdivision, which his team also developed, noting its successful outcome and emphasizing a continued focus on strong streetscape design and functional open space. He stated that the intent is to provide meaningful, usable open space areas rather than fragmented or leftover parcels, and that more detailed landscape plans will be provided as the project advances. He added that the central mailbox area is intended to be enhanced with amenities so that it serves as a neighborhood asset.

Mr. Sommers also addressed the requested setback modification for two cluster lots, explaining that the goal was to minimize deviations from the code. He noted that this request was developed in coordination with the Planning Department and their engineer, and that it reflects a practical design approach while maintaining overall consistency. He added that the plan could be adjusted through lot configuration, if necessary, but emphasized a preference for larger lots, consistent with the character seen in Eagle Meadow and similar developments. He stated that the request was not intended to circumvent the code, but rather to achieve a balanced and functional design.

He concluded by respectfully requesting a positive recommendation from the Commission.

Chairman Smolik asked if there were any members of the audience that had questions or comments in regard to this application.

Curtis Linden, 39080 Sugar Ridge Road, North Ridgeville, OH 44039.

Mr. Linden stated that he owns the properties to the east and west, as well as the house in front of the subject site, and that none of these properties are for sale and will not be for sale in the future. He noted that he is a fourth-generation owner of the farm, which predates the City, and remarked that agricultural

use has historically been and continues to be present on the property. He added that the farm is generally a quiet neighbor.

He then asked where the proposed retention ponds would be located within the development.

Chairman Smolik stated that there were two retention ponds, one on the far right and then one was in the upper left.

Mr. Linden asked if that was the common space.

Chairman Smolik stated that it was.

Mr. Linden stated that he had concerns regarding the proposed retention ponds. He acknowledged their purpose but noted that, in his experience, they can attract geese and create maintenance issues for adjacent property owners.

He also expressed concerns regarding the overhead power lines near Sugar Ridge Road, stating that he has lived in the area for 47 years and has observed instances of arcing and line failures. He stated that if such an incident were to occur across the roadway, access to the proposed 51-lot development could be impacted during an emergency.

Mr. Linden further stated that his family has been on the property for approximately 85 years and that they intend to remain. He added that all improvements and property holdings have been earned and maintained over time.

He also noted the presence of a gas transmission line on the east side of the property and urged that appropriate due diligence be conducted, referencing prior issues encountered with gas infrastructure during the Eagle Meadow development on Chestnut Ridge when road improvements were proposed near similar facilities.

Chairman Smolik asked Is there any other questions or comments from the general public.

Dan Bainbridge 39060 Sugar Ridge Rd, North Ridgeville, OH 44039.

Mr. Bainbridge stated that he resides in the home closest to the proposed development and acknowledged that growth is expected but expressed concern regarding the scale and impact of the project. He noted that he chose his property for its open space, privacy, and natural setting, which currently includes gardens, mature landscaping, and frequent wildlife activity.

He stated that the proposed 51-lot development would significantly alter the character of the area, resulting in increased density, loss of privacy, additional noise, and more traffic on Sugar Ridge Road. He also expressed safety concerns related to increased vehicular activity near his property, particularly with respect to children playing outdoors and nighttime headlight impacts.

Mr. Bainbridge requested that the Commission consider relocating the proposed entrance away from his property and provide a meaningful buffer, such as landscaping or fencing, to help mitigate impacts. He

concluded by asking that the density and layout be reconsidered and that the concerns of existing residents be taken into account.

Chairman Smolik asked if there were any other questions or comments from the general audience.

Albert Krage, 37903 Sugar Ridge Rd, North Ridgeville, OH 44039.

Mr. Krage stated that he has lived in the area since 1989 and expressed opposition to continued residential development, urging the City to slow or stop additional approvals. He stated that current and proposed subdivisions were cumulatively adding significant growth, increasing population and traffic on Sugar Ridge Road, and contributing to higher long-term costs for City services and infrastructure.

He expressed concerns regarding traffic volumes, safety, and existing roadway conditions, including commercial traffic and speeding. He stated that additional development would require expanded public services, including fire, police, and EMS resources, as well as potential school capacity impacts, all of which he believes would increase taxes for existing residents.

Mr. Krage also raised concerns regarding infrastructure capacity, including water service, sewer extensions, and associated costs such as lift stations and tap-in fees. He questioned how such improvements would be funded and suggested that existing residents could be burdened with additional costs.

He further stated that the area should remain primarily farmland and open space and expressed concern about loss of agricultural land and potential changes to the rural character of the area. He concluded by reiterating his opposition to the proposed development density and suggested alternative uses for the property, including maintaining open space.

Chairman Smolik asked if there were any other questions or comments.

Holly Swank, 36259 Center Ridge Road, North Ridgeville, OH 44039.

Ms. Swenk stated that Mr. Sommers referenced Eagle Meadows Subdivision and noted that a home at the corner of that development is currently listed for sale. She stated that she has received complaints that construction in Eagle Meadows has been completed for approximately six months, but that common areas remain unfinished, pond banks are in poor condition, and sidewalks have not been installed along Bender Road. She asked whether those items would be addressed and completed prior to approval or construction of the new subdivision.

Chairman Smolik stated that the applicant can answer that if he wanted to.

Ms. Swenk stated that she has received approximately five complaints regarding conditions in the existing neighborhood. She also expressed concern about the impact of additional residential development on local school capacity, noting that a new high school was recently constructed at taxpayer expense. She further stated that existing agricultural uses in the area may result in future odor complaints from new residents and noted these as general concerns related to the proposed development.

Chairman Smolik asked if there were any other questions or comments from the audience.

Carol Nagel, 51264 Betts Road, Wellington, Ohio 44090.

Ms. Nagel stated that she is a partial property owner adjacent to the subject site and is strongly opposed to the proposed development. She expressed concern that 51 homes would significantly increase traffic on Sugar Ridge Road, estimating approximately 100 additional vehicles, and stated that area roadways are already congested and in need of maintenance. She also referenced broader concerns about infrastructure capacity, including road conditions, school overcrowding, and emergency medical services, noting that EMS resources are frequently stretched, and mutual aid is often required.

Ms. Nagel concluded by reiterating her opposition to the project and stated that the adjacent property will not be developed or sold for connection to the proposed subdivision.

Bernard Garcia, 7324 Root Road, North Ridgeville, OH 44039.

Mr. Garcia thanked the Commission for the opportunity to speak. He referenced the proposed Meijer grocery project near the North Olmsted border, expressing support but questioning why commercial and industrial developments appear to progress more slowly than residential projects. He asked about the decision-making process for land use, noting concerns about placing housing developments near agricultural areas. He also inquired about the city-owned North Ridgeville Industrial Park and what role the public will have in determining its use. Finally, he asked whether the city's planning codes allow for developments such as data centers, given issues seen in other Lorain County communities.

Chairman Smolik stated that he wanted to keep the questions and comments in regard to the application. He stated that they were not there to discuss things outside the application but that he was more than welcome to call the administration or council.

Mr. Garcia suggested exploring improvements to the city's west gateway at State Route 10 and the Route 83 connector, potentially in collaboration with stakeholders, and noted this could be addressed at a future meeting. He also expressed concern that recent developments may have been approved without sufficient public input, echoing sentiments shared by other speakers.

Chairman Smolik stated that he wanted to follow up on some of the questions. He asked Director Lieber if she wanted to explain how the application process happened and the city really doesn't control that schedule, for example when projects come, like Meijer hasn't submitted formally for planning commission yet.

Director Lieber stated that the City responds to all development applications—residential and commercial—based on existing zoning regulations adopted by City Council. She noted that while the City actively promotes and seeks economic development opportunities, residential development is driven by private property owners who have the right to develop in accordance with current codes, limiting the City's regulatory authority to adopt ordinances.

She acknowledged community concerns regarding growth and emphasized that decisions are guided by the current zoning code, which is in the process of being updated. She added that work sessions with the Planning Commission may begin as early as next month. Additionally, the City has eliminated cluster development as a by-right option; future proposals would require rezoning to a Planned Unit Development, subject to Council approval and enhanced regulations.

**NORTH RIDGEVILLE PLANNING COMMISSION
REGULAR MEETING–TUESDAY, APRIL 14, 2026**

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Bradley Baker, 37801 Sugar Ridge Road, North Ridgeville, Ohio 44039.

Mr. Baker stated that he shares concerns expressed by neighbors regarding the proposed small subdivision. He questioned whether the project is structured to avoid regulations that apply to larger developments, noting the potential for adjacent properties to be developed similarly in the future. He asked whether existing limits on subdivision size or density could be circumvented by dividing projects into smaller phases.

Chairman Smolik stated that the minimum development area for this is 25 acres and this is 26.33, so they met the code.

Mr. Baker stated that he understood they met the code but asked if there were limits for how much housing they could have. He asked if there were different rules if you have more houses. Chairman Smolik stated that it was based on density.

Chairman Smolik asked if there was anyone else in the audience who wished to speak.

Katie Rogerson, 7346 Songbird Lane, North Ridgeville, OH 44039.

Ms. Rogerson requested background information on the property's zoning history, specifically when and why it was designated as residential. She noted hearing that it may have previously been considered for commercial or light industrial use and stated that clarification on this history would be helpful.

Director Lieber stated that the parcel and surrounding area have been zoned residential since the City's original zoning code was adopted in the 1960s. She noted that a past proposal to rezone the area for industrial use was denied by Council following community opposition, after which residential development was pursued. She emphasized that property owners have the right to develop land in accordance with its zoning. She also explained that cluster development has been permitted by right in R-1 districts since the 1960s, with an additional cluster provision added in 1994, making it a longstanding component of the City's zoning code.

Kim Stermole, 37872 Sugar Ridge Road, North Ridgeville, OH 44039.

Ms. Stermole, a 40-year resident, expressed concern about increasing development surrounding her property, stating she feels impacted on multiple sides. She noted that she and her husband chose the area for its semi-rural character and are unable to relocate at this stage in their lives. She raised concerns about potential impacts on property values, loss of landscape and wildlife, and ongoing construction conditions, including large dirt piles and dust. She also expressed concern about possible environmental effects, such as runoff, and encouraged officials to closely evaluate the impacts of continued development.

Chairman Smolik asked if there were any other questions or comments from the public.

None were given.

Chairman Smolik asked if there were any other questions or comments from the Commission.

None were given.

Chairman Smolik stated that he understood their constitutional right to develop property. Unfortunately, he just didn't think that project was able to be performed based on the frontage along Sugar Ridge Road. He mentioned that they couldn't even get a 60-foot right-of-way to get back into the rear portion of the subdivision. Everything is shoved to that house and unless there's additional land on Sugar Ridge Road to redo that configuration of the subdivision entryway, he was in no way in favor of a plan like that. He stated that it was just not enough room along the front of Sugar Ridge and everything was shoved in. He asked if there were any other questions or comments from the commission.

Member Toth stated that in their Planning notes package, there was a mention of a ditch on the eastern border, a minor ditch. However, the engineer pointed out that it did require an easement, a 25-foot easement on both sides, which he believed would run right along where that gas line easement was.

City Engineer Eavenson stated that a named ditch exists along the west property line and requires a designated right-of-way for maintenance access by Public Works. She noted that this feature was not identified in the survey or proposed grading plans and would need to be addressed.

Member Toth stated that he believed it was identified in their packet as the Chapel Ditch.

City Engineer Eavenson stated that she was not sure, but it was on the western side of the property and not the eastern side.

Member Toth stated that he was curious about the requirement for a paved access drive to the basins and existing ditches for maintenance, the access path shall have a curb cut with signage, the sidewalk thickness shall be increased to 8 inches in these areas, the easement is required to be in a block owned by the HOA, and asked if that had been complied with.

Chairman Smolik stated that some of that information would be presented when they went for a plat approval, that was when a lot of the easements were and asked if he was correct.

City Engineer Eavenson stated that was correct. She stated that she was most concerned about accessibility to those spaces and that some of those were kind of landlocked. She stated that they just wanted to make sure that they are accessible to maintenance crews for future maintenance.

Member Toth stated that there was a note that they had a piece of legislation passed late last year that required, Ordinance 2025-157 that became effective in January to ensure stormwater and sanitary improvements were placed within common areas to ensure proper maintenance. He stated that the notes the Commission received were left a little open-ended that the law department would review and respond to the applicant regarding the applicability of this new regulation to their project.

City Engineer Eavenson stated that she didn't think there was enough detail in this plan set to truly identify if that was

Director Lieber stated that her recollection was that because of the timeline of the application in relation to the effective date of that ordinance, that ordinance requiring the blocks did not apply to that project.

Member Toth stated that the Chief Building Official raised a concern regarding the average width of the lots needing to be at 85 feet and he wasn't sure where that ended up because the last information the Commission received from the applicant was they were at 83 and some change.

Director Lieber stated that that had been resolved.

Member Toth asked if their average lot width complied now.

Director Lieber stated that it did.

Member Toth asked if all of their setbacks were in compliance with the exception of the two cluster lots needing the side setback.

Director Lieber stated that was correct.

Member Toth asked if everything else was good.

Director Lieber stated yes, from a zoning standpoint.

Chairman Smolik asked if there were any other questions or comments from the Commission.

Member Toth stated that this project is difficult because of the rights of the property owner to develop this land. However, he agreed with the chairman that the access on Sugar Ridge did not support this size of the development.

Moved by Smolik and seconded by Schumann to approve the project with the following conditions:

1. A 5 foot setback variance will be applied to sublots 21 & 26.
2. The “L” turnaround at the end of Frontier Lane will turn into a “T” turnaround.
3. Engineering will verify the ditch access easement along the western border.
4. Turning movements will be provided to verify emergency vehicles can negotiate all radiuses.

A roll call vote was taken

Yes – 0 No – 5

2. SPLT-26-0001 R.W. Beckett Corporation, Beckett Pkwy, PPN: 07-00-038-000-334
Applicant: Kenny McCartney, K.E. McCarney & Associates, 52 N. Diamond St, Mansfield, OH 44902.
Proposal consists of a minor subdivision. Property is split zoned I-2 Light Industrial and I-3 Heavy Industrial Districts.

Application was read.

Chairman Smolik stated that he failed to provide a little housekeeping. He explained that the Commission was a recommending body and what happens is that any motion they make then goes to Council and gets voted on by Council. If the Commission makes a recommendation, the Council just needs a majority to accept it. If the Commission rejects an application, there needs to be a supermajority to overrule it. He explained that those were just some housekeeping rules. He asked Director Lieber for findings of fact on the next application.

Director Lieber explained that the proposal is for a minor subdivision, defined as a lot split creating no more than five lots, including the parent parcel. She noted that such subdivisions are typically approved administratively if they meet code requirements and do not involve changes to public streets. However, this case requires Planning Commission review because it includes the extension of Beckett Parkway, a private street, and therefore does not qualify for administrative approval.

She stated that the proposed lots meet size and orientation requirements and are zoned for industrial use. No specific development is proposed at this time; the request is solely to divide the 193.09-acre parcel into multiple lots.

City Engineer Eavenson stated that engineering had asked that all applicable easements and encumbrances be included in the plat, and the applicant had done that. Other than that, there were no other concerns.

Chairman Smolik asked for the applicant state their name and address for the record.

Ken Harp, Beckett Thermal Solutions, 137 Barrington Court, Elyria, OH 44035.

Mr. Harp stated that he represented Beckett Thermal Solutions and the Beckett family of companies. He explained that the proposal involves only the parceling of property to facilitate an internal land transaction between Beckett entities, with existing easements remaining in place. He noted that the division would provide flexibility for future uses, including potential building development, green space, and continued farming.

He added that the property has been zoned industrial since the mid-1990s and that there are no plans to change the zoning. While the company is in preliminary design stages for a possible second building west of the existing Beckett Thermal facility, no timeline has been established and no formal development plans have been submitted. He also clarified that there is no intent for the proposed roadway to function as a public through street.

Chairman Smolik asked if there were any questions or comments from the general audience.

Brad Baker, 37801 Sugar Ridge Road, North Ridgeville, OH 44039.

Mr. Baker stated that he lived very close to this place and he wasn't sure what a minor subdivision was and if that traffic went back at Parkway and then came back out to race. He asked if that was how they would get in and out. He stated that he didn't understand the minor subdivision portion.

Chairman Smolik explained that it was just bookkeeping, just an administrative splitting of lots up. He explained that there was nothing proposed at this point in time. There was a giant parcel and they were breaking it up into smaller parcels and subdividing it.

Mr. Baker asked if they were subdividing it for a subdivision.

Chairman Smolik stated that no, it was one giant industrial lot. They were splitting it into five or so smaller industrial lots and had nothing to do with single-family homes or subdivisions. It was subdividing it, was what they were doing.

Mr. Baker stated that it was again drawing more traffic down Race Road, which was a challenge already.

And I thought that there were some plans for Race Road to be bent to go east and then come down again. He asked how it dealt with Race Road and the traffic patterns on that now.

Chairman Smolik stated that there were no traffic changes because there was no planned development. It was just adjusting real estate and that was all it was.

Mr. Baker expressed concern that subdividing the property for smaller industrial uses could lead to additional development over time, resulting in increased truck traffic on Race Road. He asked for clarification on the long-term plans for Race Road, noting his understanding that it may eventually become a stub road.

Chairman Smolik stated that he thought that if there were any future development, it would be presented to Planning Commission, and that was when traffic studies would be done. He stated that he didn't know if the administration wanted to speak to any plans for Race Road.

Director Lieber informed the Commission that ODOT was planning an overpass at Race Road, with construction anticipated in the 2030–2032 timeframe. A consultant was currently conducting a preliminary feasibility study, and public input opportunities would be provided once more details were available. She noted that no final alignment had been approved at that time.

She also stated that Beckett Parkway will still need to connect to Race Road in some form, and access will remain necessary as it is the primary route for the area.

Mr. Baker asked whether, once the overpass is approved or constructed, Race Road would return to its normal width before reaching Beckett Parkway.

Director Lieber stated that only preliminary studies have been done, so she didn't think they could fairly comment on the alignment or the elevation, but that the Race-Beckett connection would continue to exist because there was no other alternative.

Chairman Smolik asked if there were any other comments or questions from the public audience.

Janein Casson, 38322 Sugar Ridge Road, North Ridgeville, OH 44039.

Ms. Casson, a recent resident of Sugar Ridge Road, stated that her property borders Parcel A. She expressed concern about trees and debris being pushed onto her property from adjacent land, noting potential impacts to her property and property value. She requested assistance in addressing the issue and emphasized the importance of maintaining good neighbor relations among property owners and adjacent developments.

Kim Stermole, 37872 Sugar Ridge Road, North Ridgeville, OH 44039.

Ms. Stermole expressed concerns regarding long-standing development and tax abatement practices involving Beckett properties, stating that similar considerations are not extended to individual residents. She reiterated a 40-year request from residents to extend Taylor Parkway to connect to the industrial area near Bender, which she believes would help redirect truck traffic away from Sugar Ridge Road. She stated that continued development and industrial expansion in the area have increased traffic impacts on residential streets and urged that resident concerns be given greater consideration in future planning

decisions

Chairman Smolik commented for point of clarification, It was not a rezoning. It was not a rezoning.

Ms. Stermole stated that although the current proposal involves parceling land, future rezoning remains possible as conditions change over time. She expressed concern that residents lack certainty regarding future development decisions and that keeping up with multiple meetings and processes is burdensome. She also stated that, given past approvals and accommodations granted to Beckett properties, she believes residents should see corresponding benefits in return.

Chairman Smolik asked if there were any additional further questions or comments from the audience.

None were given.

Chairman Smolik asked if they were going to be a good neighbor and if there's any hazardous trees, they would take care of that.

Mr. Harp asked if that was related to the lady's question.

Chairman Smolik stated that it was and that he was doing a follow-up.

Mr. Harp stated that he would be happy to speak with her afterwards and address that.

He asked if there were any questions or comments from the Commission.

None were given.

Moved by Smolik and seconded by Toth to approve the project as presented.

A roll call vote was taken

Yes – 5 No – 0

ADJOURNMENT

Chairman Smolik adjourned the meeting at 8:22 PM.

James Smolik
Chairman

Tina Wieber
Deputy Clerk of Council

Thursday, May 28, 2026
Date Approved

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – TUESDAY, APRIL 27, 2026**

CALL TO ORDER

The meeting was called to order at 5:00 PM.

ROLL CALL

{Clerk Notes: Audio recording failed due to technical issues}

Present were Secretary Amie Espinosa-Gonzalez and Vice-Chairman Paul Graupmann.

Also present was Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

Chairwoman Cheryl Farver was excused.

APPROVAL OF MINUTES

Regular Meeting Minutes of March 23, 2026

Vice-Chairman Graupmann stated that the Commission received the meeting minutes from the March 27, 2026, meeting and asked if there were any comments, questions or corrections.

None were given and minutes were accepted as submitted.

REPORTS

Received Oath of Office for Sergeant Jacob Julio dated March 27, 2026.

Vice-Chairman Graupmann stated that the first item under reports was that the Commission received the Oath of Office for Sergeant Jacob Julio dated March 27, 2026. He congratulated Sgt. Julio on his recent promotion.

Update on Fire Lieutenant Promotional Examination.

Vice-Chairman Graupmann asked Deputy Clerk of Council to give the update on the promotional examination.

Deputy Clerk of Council Wieber stated that the invitations for the Fire Lieutenant's promotional examination had gone out the previous Friday and the written examination would take place on May 22, 2026.

UNFINISHED BUSINESS

(None listed)

NEW BUSINESS

Certify the 2026-2028 Patrol Officer Step 1 Entrance Eligibility List.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – TUESDAY, APRIL 27, 2026**

PAGE 2

Vice-Chairman Graupmann stated that the Commission had been provided a copy of the 2026-2028 Patrol Officer Step 1 Entrance Eligibility List and asked if there were any questions.

None were given.

Moved by Graupmann and seconded by Espinosa-Gonzalez to certify the 2026-2028 Patrol Officer Step 1 Entrance Eligibility List.

A roll call vote was taken and the motion carried.

Yes – 2 No – 0

Certify the 2026-2028 Top 10 Patrol Officer Step 1 Entrance Eligibility List.

Vice-Chairman Graupmann stated that the Commission had been provided a copy of the 2026-2028 Top 10 Patrol Officer Step 1 Entrance Eligibility List. He asked if there were any questions or concerns.

None were given.

Moved by Graupmann and seconded by Espinosa-Gonzalez to certify the 2026-2028 Top 10 Patrol Officer Step 1 Entrance Eligibility List.

A roll call vote was taken and the motion carried.

Yes – 2 No – 0

Certification of payroll by Civil Service Commission (Per Rule I, Section 3).

Vice-Chairman Graupman stated that the next item on the agenda was the Certification of payroll by Civil Service Commission (Per Rule I, Section 3) and the Commission had been provided a copy of the list.

Moved by Graupmann and seconded by Espinosa-Gonzalez to approve the certification of payroll by Civil Service Commission (Per Rule I, Section 3) due to last month's appointments.

A roll call vote was taken and the motion carried.

Yes – 2 No – 0

Assistant Law Director Morgan noted that the Commission had received correspondence from Firefighter Pocos, who was present at the meeting. She explained that adding a lobby session to the agenda was at the Commission's discretion, as it was not a regularly listed item for Civil Service, unlike Council and other boards and commissions. She further stated that the decision to include or exclude a lobby session, regardless of attendance, was entirely up to the Commission.

Vice-Chairman Graupmann stated that he planned on asking Mr. Poco if he wished to come forward and speak.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – TUESDAY, APRIL 27, 2026**

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PUBLIC COMMENT

Vice-Chairman Graupmann asked if there was anyone in the audience who wished to speak that evening to come forward.

Kevin Pocos, 36891 Kinzel Rd, Avon, OH 44011.

Mr. Pocos stated that he had not planned to speak but attended the meeting to see whether any action would be taken regarding the correspondence he submitted.

Vice-Chairman Graupmann stated that he had reviewed the correspondence and that, from the Commission's perspective, the matter had been discussed at the previous meeting, and no further action would be taken.

Mr. Pocos asked whether there would be any additional discussion on the topics raised in his letter.

Vice-Chairman Graupmann reiterated that the Commission considered the matter addressed and closed. He noted that Mr. Pocos referenced legality in his correspondence and stated that, if he believed legal issues remained, his recourse would be to pursue the matter through a court of law.

Mr. Pocos asked if he could receive that statement in writing.

Vice-Chairman Graupman signaled no.

He announced that the next regular Civil Service Commission meeting would be held on Monday, May 18, 2026, at 5:00 p.m.

ADJOURNMENT

The meeting was adjourned at 5:10 PM.

Paul Graupmann
Vice-Chairman

Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, May 18, 2026
Date Approved



MONTHLY SUMMARY REPORT

March 2026



The following is a condensed report of select activities performed by the police department for this period. All figures herein have been compiled from the records of this department.

PATROL ACTIVITY

	This Period	Year to Date	Prior YTD
Officer Activity	2446	6822	5860
Dispatched Calls for Service	1030	3015	2529
Citations	233	689	637
Traffic Detail Citations	83	167	140
Parking Citations	30	94	68
Warnings	332	839	657

CRIMINAL ACTIVITY

	This Period	Year to Date	Prior YTD
Criminal Arrests	56	166	127
OVI Arrests	8	24	27
Traffic Detail Arrests	1	1	0

ACCIDENTS

	This Period	Year to Date	Prior YTD
Accidents Investigated	36	160	125
Injury Accidents	7	31	28
Fatal Accidents	0	0	1
Accident Citations	25	113	90

DETECTIVE BUREAU

	This Period	Year to Date	Prior YTD
Current Case Load	59	n/a	n/a
Cases Cleared by Arrest	0	4	7
Cases Unfounded	1	1	2
Criminal Arrests	0	5	25

DISPATCH ACTIVITY

	This Period	Year to Date	Prior YTD
Number of Calls Received	1009	2752	2731
Number of Persons On Station	90	321	174
<i>Total</i>	<i>1099</i>	<i>3073</i>	<i>2905</i>

TOTAL WORK HOURS

	This Period	Year to Date	Prior YTD
Patrol	5015	13830.5	12,847.5
Detective Bureau	671.5	1904	2000
Dispatch	1107	2891.5	2184

Quarterly Vehicle Mileage - January 2026

Vehicle ID#	License#	Vehicle Year	Odometer
X-112	ET Truck	2012	1797
X-129	unassigned	2015	93,033
X-132	74	2016	87,439
X-135	69	2016	91,651
X-138	503	2017	98,405
X-139	500	2017	102,041
X-140	601	2017	73,358
X-141	605	2017	114,106
X-142	50	2017	96,264
X-143	unassigned	2018	109,128
X-144	79	2018	97,250
X-145	505	2018	113,704
X-146	104	2018	72,492
X-147	unassigned	2018	120,450
X-151	502	2019	62,606
X-153	43	2019	71,443
X-154	97	2019	76,055
X-155	unassigned	2019	94,316
X-157	99	2020	91,000
X-158	63	2020	55,500
X-159	41	2020	47,473
X-160	98	2020	59,505
X-161	91	2020	69,050
X-163	600	2021	33,953
X-164	96	2021	54,070

X-165	608	2021	82,300
X-166	88	2021	68,000
X-167	89	2021	87,279
X-168	unmarked	2009	42,922
X-169	87	2022	53,641
X-170	607	2022	52,208
X-171	58	2022	42,800
X-172	75	2022	47,000
X-173	77	2022	46,700
X-174	unmarked	2021	53,254
X-175	unmarked	2020	82,752
X-176	609	2024	20,575
X-177	70	2024	8,300
X-178	80	2024	13,768
X-179	84	2024	13,800
X-180	606	2024	10,490
X-181	38	2017	137,837
X-182	51	2025	2,635
X-183	602	2025	1,381
X-184	603	2025	2,500
X-185	604	2025	164
X-186	42	2025	1,606

SUPPORT CAR ACTIVITY

Total Units Participating	23
Total Marked Units	20
Total Unmarked Units	3
Total Marked Units within City of North Ridgeville	9
Total Marked Units outside City of North Ridgeville	11
Total Unmarked Units within City of North Ridgeville	2
Total Unmarked Units outside City of North Ridgeville	1

Location & Activity	Disposition	Total minutes	Unit #
Lee Ave - 911 Hang up	Report	41	91
Avalon / Otten - Traffic stop	Warning	5	75
NRHS - Juvenile Complaint	Unable to locate	18	91
Speedway - Suspicious Condition	Assisted	31	96
Speedway - Suspicious Condition	Assisted	30	89
Root / Chestnut Ridge - Injury Accident	Report	35	96
James Rd - Burglary	Arrest	59	74
Jaycox / Mildred - Accident Hit-skip	Arrest/assist	25	74
US 20 / Emerald - Traffic Stop	Warning	5	100
Hatching Way - Alarm	Checked OK	17	99

While this statistical synopsis in no way accounts for all of the activities that this department is tasked with performing, it does provide for, in very general terms, a brief overview of some of the more common police tasks.



Michael Freeman
Chief of Police



To: City Council
From: Mayor Corcoran
Prepared By: Law Department - Brian Moriarity
Meeting Date: Monday, May 4, 2026 7:00 PM
Agenda Name: Regular City Council Meeting

LEGISLATION TITLE:

O 2026-53 An Ordinance extending the moratorium on the granting of permits and on the acceptance of Planning Commission or new business applications for smoke shops in the City of North Ridgeville for an additional period not to exceed 180 days from the expiration of Ordinance 2025-148, in order to allow the Planning Commission and Council to consider possible changes to Use Regulations in the North Ridgeville Zoning Code.
(Introduced by Mayor Corcoran)

WHY THIS LEGISLATION IS NEEDED (PURPOSE & BACKGROUND):

Recommended Actions:

Dispense Second and Third Readings and Adopt With Emergency

Reason for Legislation and Action:

Ordinance No. 2025-148, which extended a moratorium for the granting of permits for smoke shops, will expire on May 6.

FINANCIAL SUMMARY:

Was this item budgeted as part of annual appropriations?	No
If so, what fund is this expenditure budgeted for?	
Does this legislation change the annual appropriation estimate?	
Is this an increase or a decrease in appropriations?	
Original Budget Amount	

Amount Requesting	
Linked Legislation	2025-148 2025-84 2024-92

See 2026 Approved Budget [here](#).

ATTACHMENTS:

1. ORD. NO. 2026-53 Additional Moratorium on granting permits for Smoke Shops - Introduced

DATE:	<u>May 4, 2026</u>	1 ST READING:	<u>May 4, 2026</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u></u>

ORDINANCE NO. 2026-53

AN ORDINANCE EXTENDING THE MORATORIUM ON THE GRANTING OF PERMITS AND ON THE ACCEPTANCE OF PLANNING COMMISSION OR NEW BUSINESS APPLICATIONS FOR SMOKE SHOPS IN THE CITY OF NORTH RIDGEVILLE FOR AN ADDITIONAL PERIOD NOT TO EXCEED 180 DAYS FROM THE EXPIRATION OF ORDINANCE 2025-148, IN ORDER TO ALLOW THE PLANNING COMMISSION AND COUNCIL TO CONSIDER POSSIBLE CHANGES TO USE REGULATIONS IN THE NORTH RIDGEVILLE ZONING CODE.

WHEREAS, as part of the ongoing master planning effort, City officials have been undertaking a review of the permitted and conditional uses listed in the City’s Zoning Code; and

WHEREAS, Council finds that a growing number of smoke shops raises concerns regarding public health, youth access to tobacco and vaping products, and the character of surrounding neighborhoods, warranting further study and potential revisions to applicable zoning and business regulations; and

WHEREAS, Planning Commission and Council require time to undertake review of the current regulations and proposed changes to the North Ridgeville Zoning Code to ensure the safe, efficient and orderly development of property within the City.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. Council hereby imposes a moratorium on the granting of permits and on the acceptance of Planning Commission applications for smoke shops in the City of North Ridgeville for a period not to exceed 180 days from the expiration date of Ordinance 2025-148, in order to allow the Planning Commission and Council to consider possible changes to the current use regulations in the Zoning Code.

SECTION 2. "Smoke shop" means any store, stand, booth or concession that devotes 30 percent or more of its display floor area to tobacco products, or to the display and sale of tobacco, electronic smoking devices or drug paraphernalia to purchasers for consumption or use.

SECTION 3. During the period of the moratorium, no such permits shall be granted or applications accepted for such use.

SECTION 4. During the period of the moratorium, the Planning Commission and Council shall work diligently to review and recommend any changes to the existing ordinance.

SECTION 5. The moratorium shall be in effect for 180 days from the expiration date of Ordinance 2025-148 or until changes are enacted to amend the Codified Ordinances of the City of North Ridgeville or until Council approves legislation explicitly revoking this moratorium, whichever occurs first.

SECTION 6. In all other respects, the North Ridgeville Zoning Code, as amended from time to time, shall remain in full force and effect.

SECTION 7. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 8. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR



To: City Council
From: Mayor Corcoran
Prepared By: Parks and Recreation Division - Kevin Fougrousse
Meeting Date: Monday, May 4, 2026 7:00 PM
Agenda Name: Regular City Council Meeting

LEGISLATION TITLE:

O 2026-54 An Ordinance amending Ordinance No. 2025-36, which authorized the Mayor to advertise for bids and enter into a contract according to law and in a manner prescribed by law with the lowest and best bidder for the Root Road Park Parking Lot Improvement Project.
(Introduced by Mayor Corcoran)

WHY THIS LEGISLATION IS NEEDED (PURPOSE & BACKGROUND):

Recommended Actions:

Dispense Second and Third Readings and Adopt With Emergency

Reason for Legislation and Action:

The estimated cost of this project in Ordinance No. 2025-36 was \$817,800.00. The lowest and best bid was awarded to Grassbaugh with a total price of \$763,357.08. Due to excavation of soils for the retention pond to create the landscape mounds and suboptimal base for asphalt build-up, we have experienced overruns. The new project estimate is now \$1,024,000.00.

FINANCIAL SUMMARY:

Was this item budgeted as part of annual appropriations?	Yes
If so, what fund is this expenditure budgeted for?	Yes, the project was budgeted for in 2025. Funds to be used for expenditures are: Department 691: Storm Water Management Fund (\$109,200.00), Department 267: State Grants Fund (\$500,000.00) and Department 410: Capital Project Fund (208,600.00).
Does this legislation change the annual appropriation estimate?	Yes, it will change the annual appropriation estimate.

Is this an increase or a decrease in appropriations?	Increase
Original Budget Amount	\$817,800.00
Amount Requesting	\$260,642.92
Linked Legislation	2025-36

See 2026 Approved Budget [here](#).

ATTACHMENTS:

1. ORD. NO. 2026-54 Root Road Park Parking Lot Improvement Project - Introduced

DATE:	<u>May 4, 2026</u>	1 ST READING:	<u>May 4, 2026</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u></u>
		EFFECTIVE:	<u></u>

ORDINANCE NO. 2026-54

**AN ORDINANCE AMENDING ORDINANCE NO. 2025-36 WHICH
AUTHORIZED THE MAYOR TO ADVERTISE FOR BIDS AND
ENTER INTO A CONTRACT ACCORDING TO LAW AND IN A
MANNER PRESCRIBED BY LAW WITH THE LOWEST AND
BEST BIDDER FOR THE ROOT ROAD PARK PARKING LOT
IMPROVEMENT PROJECT.**

WHEREAS, the Root Road Park Parking Lot Improvements Project was approved by City Council for an estimated cost of \$817,800.00 via Ordinance No. 2025-36, which was passed and went into effect on March 3, 2025; and

WHEREAS, due to the below stated cost overruns, this project is now estimated to be \$1,024,000.00; and

WHEREAS, project plans to excavate soil from the stormwater retention pond and create landscaping mounds around the park proved to be a hindrance for park operations and maintenance; therefore, it was determined that the soil needed to be removed to an off-site location; and

WHEREAS, in preparation for an asphalt parking lot, it was determined that the bearing capacity of the existing base was inadequate to support the asphalt buildup; therefore, most of the existing base had to be removed so that a stone subbase could be constructed in preparation for new pavement. Geotextiles were implemented to prevent migration of soft soils into the new subbase; and

WHEREAS, creating a sound and stable base is necessary for long-term performance and durability of the parking lot. The original bid had only accounted for a small amount for unsuitable soil remediation. The contractor also encountered utility conflicts that the survey and record drawings had not identified. Existing utilities had to be adjusted, connected, removed or abandoned in place appropriately. There was no contingency provided for these items in the base bid.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. Due to the major cost overrun items listed above, Ordinance 2025-36 is hereby amended by increasing the estimated cost of the Root Road Park Parking Lot Improvement Project to \$1,024,000.00.

SECTION 2. All other sections, terms and provisions of Ordinance No. 2025-36 not specifically modified or affected by this amending Ordinance shall remain in full force and effect.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____

CLERK OF COUNCIL

APPROVED: _____

MAYOR



To: City Council
From: Mayor Corcoran
Prepared By: Department of Finance - April Wilkerson
Meeting Date: Monday, May 4, 2026 7:00 PM
Agenda Name: Regular City Council Meeting

LEGISLATION TITLE:

O 2026-55 An Ordinance amending Ordinance Number 2025-158 of the City of North Ridgeville, Ohio, providing appropriations for the period commencing January 1, 2026, and ending December 31, 2026.
(Introduced by Mayor Corcoran)

WHY THIS LEGISLATION IS NEEDED (PURPOSE & BACKGROUND):

Recommended Actions:

Dispense Second and Third Readings and Adopt With Emergency

Reason for Legislation and Action:

This legislation is needed to meet the City's financial obligations as authorized by Council. A detailed memorandum will follow.

General Fund — **additional** appropriations are required to cover accessories for the Ford F-150 trucks leased for the Building and Engineering, as well as to fund the annual lease payments for the Engineering vehicles. While the lease vehicles were discussed and approved during the annual appropriations process, the updated lease cost for Engineering was not included in the originally appropriated amount.

Special Revenue Funds — **additional** appropriations needed to accommodate the following: Safetyville – t-shirts for children participating in the program. Ambulance – fees associated with advertising and sale of an ambulance.

Capital Project Fund — **additional** appropriations are needed to cover the increased cost of asphalt for paving the Public Works parking lot; engineering costs associated with the salt barn project; and increased project costs related to the Root Road parking lot project (see Ordinance [2025-54](#)).

On April 6, 2026, Council adopted Ordinance [2026-31](#) authorizing the Mayor to advertise for bids and enter into a contract for the construction of a salt barn. This amendment appropriates the engineering costs associated with that project, as outlined in the legislation.

Enterprise Fund – additional appropriations to accommodate the following: French Creek – accessories to outfit new Ford F250 approved during annual appropriations.

FINANCIAL SUMMARY:

Was this item budgeted as part of annual appropriations?	No
If so, what fund is this expenditure budgeted for?	General Fund, Special Revenue Funds, Capital Project Fund, and Enterprise Fund.
Does this legislation change the annual appropriation estimate?	Yes.
Is this an increase or a decrease in appropriations?	
Original Budget Amount	
Amount Requesting	
Linked Legislation	2025-158 2025-54 2026-31

See 2026 Approved Budget [here](#).

ATTACHMENTS:

1. ORD. NO. 2026-55 Amended Appropriations #5 - Introduced

DATE:	<u>May 4, 2026</u>	1 ST READING:	<u>May 4, 2026</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u></u>
		EFFECTIVE:	<u></u>

ORDINANCE NO. 2026-55

**AN ORDINANCE AMENDING ORDINANCE NUMBER 2025-158
OF THE CITY OF NORTH RIDGEVILLE, OHIO, PROVIDING
APPROPRIATIONS FOR THE PERIOD COMMENCING
JANUARY 1, 2026, AND ENDING DECEMBER 31, 2026.**

WHEREAS, it is necessary to amend the appropriations for certain funds and appropriate other amounts for the operations of the City of North Ridgeville, Ohio.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO:

SECTION 1. That to provide for current and other expenditures for the City of North Ridgeville, Ohio for the period commencing January 1, 2026 and ending December 31, 2026, Ordinance No. 2025-158 be and the same are hereby supplemented in the following amounts so that from and after the effective date of the Ordinance, the appropriation Ordinance shall include the following, being adjusted for the similar terms in the preceding appropriation Ordinance.

SECTION 2. That there be appropriate from the respective funds listed below, the amounts as follows:

Fund Number	Fund	Personal Services	Other	Transfers and Advances	Total
<u>General Fund</u>					
101	General Government	-	27,000	-	27,000
Total General Fund		-	27,000	-	27,000
<u>Special Revenue Funds</u>					
247	Safetyville	-	1,000	-	1,000
265	Ambulance	-	1,900	-	1,900
Total Special Revenue Funds		-	2,900	-	2,900
<u>Capital Project Funds</u>					
410	Capital Projects	-	355,000	-	355,000
Total Capital Project Funds		-	355,000	-	355,000
<u>Enterprise Funds</u>					
670	French Creek WWTP	-	20,000	-	20,000
Total Enterprise Funds		-	20,000	-	20,000
Total All Funds		-	404,900	-	404,900

SECTION 3. That the Director of Finance of the City of North Ridgeville is hereby authorized to draw warrants on the treasury of the City of North Ridgeville for payments on any of the foregoing appropriations, upon receiving proper certification and vouchers therefore,

approved by officers authorized by law to approve the same or by an ordinance or resolution of Council to make the expenditure and provide that no warrants may be drawn or paid for salaries or wages, except to persons employed by authority of or in accordance with law or Ordinance.

SECTION 4. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements.

SECTION 5. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR



To: City Council
From: Mayor Corcoran
Prepared By: Planning and Development Department - Kim Lieber
Meeting Date: Monday, May 4, 2026 7:00 PM
Agenda Name: Regular City Council Meeting

LEGISLATION TITLE:

O 2026-27 An Ordinance amending Chapter 857 of the Codified Ordinances of the City of North Ridgeville, titled *Mobile Food Vendors*, by replacing it in its entirety with a new *Chapter 857 titled Mobile Food Vehicles*.
(Introduced by Mayor Corcoran; First Reading on 04-06-2026; Committee of the Whole Meeting on 06-13-2026; Second Reading on 04-20-2026; Amended on the floor on 04-20-2026)

WHY THIS LEGISLATION IS NEEDED (PURPOSE & BACKGROUND):

Recommended Actions:
Adopt after Three Readings

Reason for Legislation and Action:

The existing Chapter 857 regulations were adopted approximately 10 years ago. As mobile food vehicles have grown in popularity, weaknesses in the current ordinance have become evident, particularly related to permitting, location standards, and enforcement. The proposed ordinance replaces the chapter in its entirety to improve clarity, consistency, and enforceability while continuing to support mobile food businesses operating within the City.

Key updates include clearly distinguishing mobile food vehicles from other temporary food operations, establishing an annual permit and inspection process through the Fire Department, and creating more objective standards related to location, duration, and site conditions. The Ordinance also clarifies that mobile food vehicles may not operate within the public right-of-way unless specifically authorized as part of an approved event, which addresses ongoing safety concerns related to traffic visibility, pedestrian conflicts, and emergency access identified by Fire and Police personnel.

In conjunction with the Ordinance update, staff is also revising the application and permit materials to provide clearer guidance to operators regarding requirements, safety expectations, and operational limitations. These improvements are intended to make compliance easier for vendors while providing more predictable enforcement tools for the City. Overall, the amendments modernize the regulations, improve public safety protections, and ensure mobile

food operations remain compatible with surrounding uses without creating unintended permanent or semi-permanent business locations.

FINANCIAL SUMMARY:

Was this item budgeted as part of annual appropriations?	No
If so, what fund is this expenditure budgeted for?	
Does this legislation change the annual appropriation estimate?	
Is this an increase or a decrease in appropriations?	N/A
Original Budget Amount	\$0.00
Amount Requesting	\$0.00
Linked Legislation	O 5377-2016

See 2026 Approved Budget [here](#).

ATTACHMENTS:

1. ORD. NO. 2026-27 Amend Chapter 857 Mobile Food Vehicles - Introduced
2. Exhibit A - Chapter 857 Mobile Food Vendors
3. Exhibit B - Chapter 857 Mobile Food Vehicles
4. Amended 2026-27_Amend_Chapter_857_Mobile_Food_Vehicles

DATE:	<u>March 2, 2026</u>	1 ST READING:	<u>March 2, 2026</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u></u>
		EFFECTIVE:	<u></u>

ORDINANCE NO. 2026-27

AN ORDINANCE AMENDING CHAPTER 857 OF THE CODIFIED ORDINANCES OF THE CITY OF NORTH RIDGEVILLE, TITLED *MOBILE FOOD VENDORS*, BY REPLACING IT IN ITS ENTIRETY WITH A NEW CHAPTER 857 TITLED *MOBILE FOOD VEHICLES*.

WHEREAS, the City has determined that revisions are necessary to improve clarity, consistency and enforceability of regulations governing mobile and temporary food service operations; and

WHEREAS, updated regulations are necessary to address public health, safety and welfare considerations, including fire safety, pedestrian access, traffic circulation and the safe operation of food service equipment; and

WHEREAS, clearer standards regarding location, duration of operation and site conditions are necessary to ensure such operations remain compatible with surrounding uses and do not create adverse impacts on adjacent properties; and

WHEREAS, the amendments are intended to support reasonable business activity while preventing the unintended establishment of temporary businesses or semi-permanent operations that may be inconsistent with the City's zoning and land use objectives; and

WHEREAS, Council desires to repeal the existing Chapter 857 and replace it in its entirety with updated regulations reflecting these purposes.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. Chapter 857 of the Codified Ordinances, presently titled *Mobile Food Vendors* and attached hereto as **Exhibit A**, is hereby replaced in its entirety by the version attached hereto as **Exhibit B**, titled *Mobile Food Vehicles*.

SECTION 2. All other ordinances or parts of ordinances in conflict with this amendment are hereby superseded to the extent of such conflict.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

CHAPTER 857. MOBILE FOOD VENDORS

857.01 Definitions

- (a) "Mobile food vendor." A motorized vehicle, trailer, tent or stand which, upon issuance of a permit by the Fire Department, and in conformance with the regulations established by this chapter, may temporarily locate on public or private property and engage in the service, sale or distribution of ready to eat food for individual portion service to the general public.
- (b) "Mobile food vehicle vendor." The registered owner of a mobile food vendor vehicle, trailer, stand or business, or the owner's agent or employee; and referred to in this chapter as "vendor."

857.02 Scope

The provisions of this chapter apply to mobile food vendors engaged in the business of cooking, preparing and/or distributing food or beverage with or without charge upon or in public and private properties. This chapter does not apply to vehicles which dispense food and that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks, or food vending pushcarts and stands located on sidewalks.

857.03 Permit required

- (a) It shall be unlawful for any person, including any religious, charitable or nonprofit organization to operate within the City any mobile food vending activity without first having obtained a current mobile food license from Lorain County Public Health and a mobile food vendor permit from the City of North Ridgeville.
- (b) A person desiring to engage in mobile food vending shall obtain a mobile food vendor permit at least 48 hours in advance from the Fire Department by submitting an application form to include the following:
 - (1) Name, phone number, email contact and business address of the applicant;
 - (2) A brief description of the preparation methods and food product offered for sale;
 - (3) Information on the mobile food vehicle to include year, make and model of the vehicle and dimensions, which shall not exceed 36 feet in length or 9 feet in width; and
 - (4) Information setting forth the proposed hours of operation, arrival time at the site, area of operation, plans for power access, cooking and heating equipment, water supply and wastewater disposal.
- (c) Upon on-site fire inspection, all vendors must provide copies of a current mobile food license from Lorain County Public Health, a permit from the Fire Department and insurance information including the following:
 - (1) Proof of General Comprehensive Liability policy with limits of no less than \$1 million of Combined Single Limit coverage issued by an insurer licensed to do business in this state and which names the City of North Ridgeville as an additional insured.
 - (2) Proof of Public Liability and Property Damage motor vehicle policy with limits of no less than \$1 million issued by an insurer licensed to do business in this state.
- (e) A permit issued under this chapter shall not be transferred from person to person.
- (f) A permit is valid for one motorized vehicle, trailer, tent or stand and shall not be transferred.

857.04 Regulations

Mobile food vendors shall obey all rules and regulations set forth by Lorain County Public Health, the Ohio Fire Code and the North Ridgeville Codified Ordinances. Additionally:

- (a) Mobile food vendors are prohibited from conducting business in the public right-of-way or on public property unless in conjunction with an approved Special Event Permit.
- (b) No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the City where the permit holder has not been authorized to operate.
- (c) Mobile food vendors shall not be located within 50 feet from a commercial or residential structure without prior Fire Department approval.
- (d) No mobile food vendor shall utilize loud speakers or other noise-making devices.

857.05 Enforcement

- (a) Any permit holder operating a mobile food vehicle in violation of any provision of this chapter or any rules and regulations promulgated by the City shall be a misdemeanor of the fourth degree. Each day of violation shall constitute a separate and distinct offense.
- (b) Once a permit has been issued, it may be revoked, suspended or not renewed by the Fire Department for failure to comply with the provisions of this chapter and any rules or regulations promulgated by the City.

CHAPTER 857. MOBILE FOOD VEHICLES

857.01 Definitions

- (a) "Mobile food vehicle." A food establishment that is located upon or within a moveable vehicle or apparatus, including but not limited to motorized vehicles, trailers and hand propelled carts, where food or beverage is cooked, prepared or served for individual portion service. This definition does not apply to vehicles used in mobile frozen dessert sales, "meals on wheels" program vehicles or food delivery services.
- (b) "Mobile food vendor." The registered owner of a mobile food vehicle, or the owner's agent or employee; and referred to in this chapter as "vendor."
- (c) "Special event." A preplanned, temporary gathering held in a public area including public parks, streets, sidewalks or rights-of-way that may impact public safety, traffic or municipal services therefore requiring city approvals and/or permits.
- (d) "State mobile food service operation definition." The terms "mobile food service operation" and "mobile retail food establishment" are defined by the Ohio Uniform Food Safety Code in Ohio Administrative Code Rule 3717-1-01 and Ohio Revised Code § 3717.01. Under these definitions, a food service operation that operates from a movable vehicle and routinely changes location is considered a mobile food service operation. If the operation remains at one location for more than forty (40) consecutive days, it is no longer considered a mobile food service operation for state food safety licensing purposes.
- (e) "Temporary Food Service Tent." A non-vehicular temporary structure, including a tent, canopy or membrane structure, used for the preparation or service of food for a limited time.

857.02 Food license and permit required

No person or entity shall operate a mobile food vehicle within the City without first having obtained a current mobile food license from Lorain County Public Health and a permit issued by the North Ridgeville Fire Department. A mobile food vehicle permit is required for every mobile food vehicle.

857.03 Application and permit issuance

- (a) Any person seeking a permit to operate a mobile food vehicle shall make application to the Fire Department, pay a non-refundable application fee of one hundred dollars (\$100.00) and provide the following information:
 - (1) Name, phone number, email and business address of the vendor;
 - (2) A description of the proposed menu and food preparation methods;
 - (3) Information on the mobile food vehicle to include type of unit, dimensions, make/model and vehicle registration; and
 - (4) Additional information requested, including but not limited to proof of fire safety compliance, plans for power access, cooking and heating equipment and details on water supply and wastewater disposal.
- (b) Each operator of a mobile food vehicle shall provide proof of general commercial liability insurance in an amount not less than one million dollars (\$1,000,000), which shall also insure, indemnify and hold harmless the City from any and all judgments, costs or expenses which the City may incur or suffer as a result of the issuance of a permit to, and the activities of, the mobile food vehicle.
- (c) Each mobile food vehicle shall be inspected by the Fire Department, at the designated fire station, on an annual basis prior to issuance of a permit to ensure compliance with all applicable Federal, State and local fire safety statutes, regulations, ordinances and codes.

- (d) Upon successful completion of the application and inspection process, the Fire Chief shall issue a permit, valid from the date of issuance until April 1 of the following year. The current permit shall be displayed upon the mobile food vehicle in an unobscured, conspicuous place. A permit is valid for one mobile food vehicle and shall not be transferred.
- (e) If the application is denied, the Fire Chief shall state the specific reasons for the denial. Any applicant who has been denied a permit may appeal such denial by making application to the Board of Zoning and Building Appeals within ten (10) days of the denial.

857.04 Regulations

Mobile food vehicles are subject to these additional regulations:

- (a) Mobile food vehicles are prohibited from operating in the public right-of-way or on public property unless in conjunction with an approved special event or block party as approved by the Mayor.
- (b) Mobile food vehicles may be permitted on private property only with the written approval of the property owner. No mobile food vehicle shall operate at a location where the vendor has not been authorized to do business.
- (c) Mobile food vehicles shall not operate within 10 feet of commercial or residential structures without prior Fire Department approval.
- (d) Mobile food vehicles may operate in any given location no more than 60 days in a calendar year and no more than five consecutive days. Duration limits do not apply to mobile food vehicles owned or contracted by an onsite restaurant. Duration limits may be waived for mobile food vehicles operating on City-owned property as approved by the Mayor.
- (e) Hours of operation shall be limited to 7:00 a.m. to 9:00 p.m. or as approved in conjunction with a special event.
- (f) Mobile food vehicles shall not exceed 36 feet in length or 9 feet in width.
- (g) Mobile food vehicles shall only be parked on a paved or hard surface, unless in conjunction with an approved special event. Mobile food vehicles shall not be located in a manner as to block required parking, fire hydrants, fire lanes or means of egress from buildings.
- (h) Mobile food vehicles shall serve pedestrian customers only; no drive-through operations or drive-in service is permitted.
- (i) No vendor shall utilize loudspeakers or other noise-making devices. Vendors shall comply at all times with City noise regulations.
- (j) Vendors shall provide for trash and/or recycling receptacles in close proximity to the mobile food vehicle. Trash must be removed daily from the site.

857.05 Temporary food service tents.

- (a) Temporary food service tents are prohibited unless in conjunction with an approved special event.
- (b) Temporary food service tents may operate no more than four (4) consecutive days per event, with a maximum of eight (8) events per calendar year per location, unless otherwise approved by the Fire Chief.
- (c) The use of cooking equipment within a temporary food service tent is subject to Fire Department approval on a case-by-case basis. The use of deep fryers or similar grease-producing equipment under tents is prohibited.
- (d) Temporary food service tents shall comply with Chapter 1470 Tents and all applicable requirements of Lorain County Public Health.

857.06 Enforcement and penalty

- (a) Any mobile food vehicle shall be subject to inspection by the Fire Department during operations to ensure compliance with applicable codes and ordinances. The provisions of this chapter may also be enforced by the North Ridgeville Police Department or Building Division.
- (b) Any mobile food vehicle being operated without a valid permit issued by the City shall be deemed a public safety hazard and may be ticketed and impounded.
- (c) Any vendor operating a mobile food vehicle in violation of any provision of this chapter or any rules and regulations promulgated by the City is guilty of a minor misdemeanor for a first offense; for a second offense, such vendor is guilty of a misdemeanor of the fourth degree. Each day of violation shall constitute a separate and distinct offense.
- (d) Once a permit has been issued, it may be revoked, suspended or not renewed by the Fire Department for failure to comply with the provisions of this chapter and any rules or regulations promulgated by the City.

DATE:	<u>March 2, 2026</u>	1 ST READING:	<u>March 2, 2026</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u>April 20, 2026 Amended</u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
		ADOPTED:	<u></u>
		EMERGENCY:	<u></u>
		EFFECTIVE:	<u></u>

Committee of the Whole on 04-13-2026.

ORDINANCE NO. 2026-27

AN ORDINANCE AMENDING CHAPTER 857 OF THE CODIFIED ORDINANCES OF THE CITY OF NORTH RIDGEVILLE, TITLED *MOBILE FOOD VENDORS*, BY REPLACING IT IN ITS ENTIRETY WITH A NEW CHAPTER 857 TITLED *MOBILE FOOD VEHICLES*.

WHEREAS, the City has determined that revisions are necessary to improve clarity, consistency and enforceability of regulations governing mobile and temporary food service operations; and

WHEREAS, updated regulations are necessary to address public health, safety and welfare considerations, including fire safety, pedestrian access, traffic circulation and the safe operation of food service equipment; and

WHEREAS, clearer standards regarding location, duration of operation and site conditions are necessary to ensure such operations remain compatible with surrounding uses and do not create adverse impacts on adjacent properties; and

WHEREAS, the amendments are intended to support reasonable business activity while preventing the unintended establishment of temporary businesses or semi-permanent operations that may be inconsistent with the City's zoning and land use objectives; and

WHEREAS, Council desires to repeal the existing Chapter 857 and replace it in its entirety with updated regulations reflecting these purposes.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. Chapter 857 of the Codified Ordinances, presently titled *Mobile Food Vendors* and attached hereto as **Exhibit A**, is hereby replaced in its entirety by the version attached hereto as **Exhibit B**, titled *Mobile Food Vehicles*.

SECTION 2. All other ordinances or parts of ordinances in conflict with this amendment are hereby superseded to the extent of such conflict.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

Exhibit A**CHAPTER 857. MOBILE FOOD VENDORS****857.01 Definitions**

- (a) "Mobile food vendor." A motorized vehicle, trailer, tent or stand which, upon issuance of a permit by the Fire Department, and in conformance with the regulations established by this chapter, may temporarily locate on public or private property and engage in the service, sale or distribution of ready to eat food for individual portion service to the general public.
- (b) "Mobile food vehicle vendor." The registered owner of a mobile food vendor vehicle, trailer, stand or business, or the owner's agent or employee; and referred to in this chapter as "vendor."

857.02 Scope

The provisions of this chapter apply to mobile food vendors engaged in the business of cooking, preparing and/or distributing food or beverage with or without charge upon or in public and private properties. This chapter does not apply to vehicles which dispense food and that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks, or food vending pushcarts and stands located on sidewalks.

857.03 Permit required

- (a) It shall be unlawful for any person, including any religious, charitable or nonprofit organization to operate within the City any mobile food vending activity without first having obtained a current mobile food license from Lorain County Public Health and a mobile food vendor permit from the City of North Ridgeville.
- (b) A person desiring to engage in mobile food vending shall obtain a mobile food vendor permit at least 48 hours in advance from the Fire Department by submitting an application form to include the following:
- (1) Name, phone number, email contact and business address of the applicant;
 - (2) A brief description of the preparation methods and food product offered for sale;
 - (3) Information on the mobile food vehicle to include year, make and model of the vehicle and dimensions, which shall not exceed 36 feet in length or 9 feet in width; and
 - (4) Information setting forth the proposed hours of operation, arrival time at the site, area of operation, plans for power access, cooking and heating equipment, water supply and wastewater disposal.
- (c) Upon on-site fire inspection, all vendors must provide copies of a current mobile food license from Lorain County Public Health, a permit from the Fire Department and insurance information including the following:
- (1) Proof of General Comprehensive Liability policy with limits of no less than \$1 million of Combined Single Limit coverage issued by an insurer licensed to do business in this state and which names the City of North Ridgeville as an additional insured.
 - (2) Proof of Public Liability and Property Damage motor vehicle policy with limits of no less than \$1 million issued by an insurer licensed to do business in this state.
- (e) A permit issued under this chapter shall not be transferred from person to person.

(f) A permit is valid for one motorized vehicle, trailer, tent or stand and shall not be transferred.

857.04 Regulations

Mobile food vendors shall obey all rules and regulations set forth by Lorain County Public Health, the Ohio Fire Code and the North Ridgeville Codified Ordinances. Additionally:

- (a) Mobile food vendors are prohibited from conducting business in the public right-of-way or on public property unless in conjunction with an approved Special Event Permit.
- (b) No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the City where the permit holder has not been authorized to operate.
- (c) Mobile food vendors shall not be located within 50 feet from a commercial or residential structure without prior Fire Department approval.
- (d) No mobile food vendor shall utilize loud speakers or other noise-making devices.

857.05 Enforcement

- (a) Any permit holder operating a mobile food vehicle in violation of any provision of this chapter or any rules and regulations promulgated by the City shall be a misdemeanor of the fourth degree. Each day of violation shall constitute a separate and distinct offense.
- (b) Once a permit has been issued, it may be revoked, suspended or not renewed by the Fire Department for failure to comply with the provisions of this chapter and any rules or regulations promulgated by the City.

Exhibit B Proposed Chapter 857

CHAPTER 857. MOBILE FOOD VEHICLES

857.01 Definitions

- (a) "Mobile food vehicle." A food establishment that is located upon or within a moveable vehicle or apparatus, including but not limited to motorized vehicles, trailers and hand propelled carts, where food or beverage is cooked, prepared or served for individual portion service. This definition does not apply to vehicles used in mobile frozen dessert sales, "meals on wheels" program vehicles or food delivery services.
- (b) "Mobile food vendor." The registered owner of a mobile food vehicle, or the owner's agent or employee; and referred to in this chapter as "vendor."
- (c) "Special event." A preplanned, temporary gathering held in a public area including public parks, streets, sidewalks or rights-of-way that may impact public safety, traffic or municipal services therefore requiring city approvals and/or permits.
- (d) "State mobile food service operation definition." The terms "mobile food service operation" and "mobile retail food establishment" are defined by the Ohio Uniform Food Safety Code in Ohio Administrative Code Rule 3717-1-01 and Ohio Revised Code § 3717.01. Under these definitions, a food service operation that operates from a movable vehicle and routinely changes location is considered a mobile food service operation. If the operation remains at one location for more than forty (40) consecutive days, it is no longer considered a mobile food service operation for state food safety licensing purposes.
- (e) "Temporary Food Service Tent." A non-vehicular temporary structure, including a tent, canopy or membrane structure, used for the preparation or service of food for a limited time.

857.02 Food license and permit required

No person or entity shall operate a mobile food vehicle within the City without first having obtained a current mobile food license from Lorain County Public Health and a permit issued by the North Ridgeville Fire Department. A mobile food vehicle permit is required for every mobile food vehicle.

857.03 Application and permit issuance

- (a) Any person seeking a permit to operate a mobile food vehicle shall make application to the Fire Department, pay a non-refundable application fee of one hundred dollars (\$100.00) and provide the following information:
- (1) Name, phone number, email and business address of the vendor;
 - (2) A description of the proposed menu and food preparation methods;
 - (3) Information on the mobile food vehicle to include type of unit, dimensions, make/model and vehicle registration; and
 - (4) Additional information requested, including but not limited to proof of fire safety compliance, plans for power access, cooking and heating equipment and details on water supply and wastewater disposal.
- (b) Each operator of a mobile food vehicle shall provide proof of general commercial liability insurance in an amount not less than one million dollars (\$1,000,000), which shall also

insure, indemnify and hold harmless the City from any and all judgments, costs or expenses which the City may incur or suffer as a result of the issuance of a permit to, and the activities of, the mobile food vehicle.

(c) Each mobile food vehicle shall be inspected by the Fire Department, at the designated fire station, on an annual basis prior to issuance of a permit to ensure compliance with all applicable Federal, State and local fire safety statutes, regulations, ordinances and codes.

(d) Upon successful completion of the application and inspection process, the Fire Chief shall issue a permit, valid from the date of issuance until April 1 of the following year. The current permit shall be displayed upon the mobile food vehicle in an unobscured, conspicuous place. A permit is valid for one mobile food vehicle and shall not be transferred.

(e) If the application is denied, the Fire Chief shall state the specific reasons for the denial. Any applicant who has been denied a permit may appeal such denial by making application to the Board of Zoning and Building Appeals within ten (10) days of the denial.

857.04 Regulations

Mobile food vehicles are subject to these additional regulations:

(a) Mobile food vehicles are prohibited from operating in the public right-of-way or on public property unless in conjunction with an approved special event or block party as approved by the Mayor.

(b) Mobile food vehicles may be permitted on private property only with the written approval of the property owner. No mobile food vehicle shall operate at a location where the vendor has not been authorized to do business.

(c) Mobile food vehicles shall not operate within 10 feet of commercial or residential structures without prior Fire Department approval.

(d) Mobile food vehicles may operate in any given location no more than 60 days in a calendar year and no more than five consecutive days. Duration limits do not apply to mobile food vehicles owned or contracted by an onsite restaurant. Duration limits may be waived for mobile food vehicles operating on City-owned property as approved by the Mayor.

(e) Hours of operation shall be limited to 7:00 a.m. to 9:10:00 p.m. or as approved in conjunction with a special event.

(f) Mobile food vehicles shall not exceed 36 feet in length or 9 feet in width.

(g) Mobile food vehicles shall only be parked on a paved or hard surface, unless in conjunction with an approved special event. Mobile food vehicles shall not be located in a manner as to block required parking, fire hydrants, fire lanes or means of egress from buildings.

(h) Mobile food vehicles shall serve pedestrian customers only; no drive-through operations or drive-in service is permitted.

(i) No vendor shall utilize loudspeakers or other noise-making devices. Vendors shall comply at all times with City noise regulations.

(j) Vendors shall provide for trash and/or recycling receptacles in close proximity to the mobile food vehicle. Trash must be removed daily from the site.

857.05 Temporary food service tents.

(a) Temporary food service tents are prohibited unless in conjunction with an approved special event.

- (b) Temporary food service tents may operate no more than four (4) consecutive days per event, with a maximum of eight (8) events per calendar year per location, unless otherwise approved by the Fire Chief.
- (c) The use of cooking equipment within a temporary food service tent is subject to Fire Department approval on a case-by-case basis. The use of deep fryers or similar grease-producing equipment under tents is prohibited.
- (d) Temporary food service tents shall comply with Chapter 1470 Tents and all applicable requirements of Lorain County Public Health.

857.06 Enforcement and penalty

- (a) Any mobile food vehicle shall be subject to inspection by the Fire Department during operations to ensure compliance with applicable codes and ordinances. The provisions of this chapter may also be enforced by the North Ridgeville Police Department or Building Division.
- (b) Any mobile food vehicle being operated without a valid permit issued by the City shall be deemed a public safety hazard and may be ticketed and impounded.
- (c) Any vendor operating a mobile food vehicle in violation of any provision of this chapter or any rules and regulations promulgated by the City is guilty of a minor misdemeanor for a first offense; for a second offense, such vendor is guilty of a misdemeanor of the fourth degree. Each day of violation shall constitute a separate and distinct offense.
- (d) Once a permit has been issued, it may be revoked, suspended or not renewed by the Fire Department for failure to comply with the provisions of this chapter and any rules or regulati



To: City Council
From: Mayor Corcoran
Prepared By: Planning and Development Department - Kim Lieber
Meeting Date: Monday, May 4, 2026 7:00 PM
Agenda Name: Regular City Council Meeting

LEGISLATION TITLE:

O 2026-48 An Ordinance amending Chapters 1010 and 1444 of the North Ridgeville Codified Ordinances concerning engineering and building permits and fees.
(Introduced by Mayor Corcoran; First Reading on 04-06-2026;
Second Reading on 04-20-2026)

WHY THIS LEGISLATION IS NEEDED (PURPOSE & BACKGROUND):

Recommended Actions:

Adopt after Three Readings

Reason for Legislation and Action:

The purpose of this ordinance is to update Chapters 1010 and 1444 of the North Ridgeville Codified Ordinances to revise the City’s engineering and building permit fee schedules. The intent is to streamline and simplify the fee structure, improve clarity for applicants and staff, and reduce unnecessary administrative tracking associated with permits and deposits.

These updates are needed as the City transitions to an online permitting system. Aligning the fee schedules with the new platform will help ensure the system functions properly, avoid workarounds, and support a more consistent and user-friendly permitting process. While many existing fees remain unchanged, these revisions address areas where updates are necessary to better fit current practices and the new permitting workflow.

FINANCIAL SUMMARY:

Was this item budgeted as part of annual appropriations?	No
If so, what fund is this expenditure budgeted for?	N/A
Does this legislation change the annual appropriation estimate?	

Is this an increase or a decrease in appropriations?	
Original Budget Amount	
Amount Requesting	
Linked Legislation	O 2025-55 O 2024-26 O 2024-26

See 2026 Approved Budget [here](#).

ATTACHMENTS:

1. ORD. NO. 2026-48 Amend Chapter 1010 and 1444 GovWell - Introduced
2. Ordinance Exhibits

DATE:	<u>April 6, 2026</u>	1 ST READING:	<u>April 6, 2026</u>
INTRODUCED BY:	<u>Mayor Corcoran</u>	2 ND READING:	<u></u>
REFERRED BY:	<u></u>	3 RD READING:	<u></u>
	<u></u>	ADOPTED:	<u></u>
		EMERGENCY:	<u></u>

ORDINANCE NO. 2026-48

AN ORDINANCE AMENDING CHAPTERS 1010 AND 1444 OF THE NORTH RIDGEVILLE CODIFIED ORDINANCES CONCERNING ENGINEERING AND BUILDING PERMITS AND FEES.

WHEREAS, the City of North Ridgeville periodically reviews its fee schedules to ensure they reflect current practices and provide clear guidance to applicants and staff; and

WHEREAS, the City is implementing an online permitting system to streamline the application, review and payment process for building and engineering permits, improve efficiency and reduce administrative complexity; and

WHEREAS, it is necessary to align the City’s fee schedules in Chapters 1010 and 1444 with the new system to create a consistent, user-friendly experience and simplify fee tracking; and

WHEREAS, it is the desire of this Council to amend these Codified Ordinances.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH RIDGEVILLE, LORAIN COUNTY, OHIO, THAT:

SECTION 1. Chapters 1010 and 1444 of the North Ridgeville Codified Ordinances are hereby amended as set forth in the following exhibits:

- Exhibit A:** current Chapter 1010: Engineering Permits and Fees;
- Exhibit B:** proposed Chapter 1010: Engineering Permits and Fees;
- Exhibit C:** current Chapter 1444: Building Permits and Fees; and
- Exhibit D:** proposed Chapter 1444: Building Permits and Fees.

SECTION 2. The fees established in **Exhibit B** and **Exhibit D** shall become effective on the date the City implements its online permitting system for building and engineering permits. Until such implementation, all existing fees and procedures in Chapters 1010 and 1444 shall remain in full force and effect.

SECTION 3. All other ordinances or parts of ordinances or resolutions that are inconsistent or in conflict with the newly amended and adopted chapter are likewise repealed to the extent of such inconsistency or conflict only.

SECTION 4. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements, including §121.22 of the Ohio Revised Code.

SECTION 5. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

APPROVED: _____

MAYOR

CHAPTER 1010 ENGINEERING PERMITS AND FEES

1010.01 Permit fees

Applicable fees shall be collected by the City Engineer prior to issuance of a permit. The fee for those miscellaneous engineering permits specified in this section shall be as follows:

(a)	Apron, curb cut	\$80
(b)	Backflow preventer	\$80
(c)	Culvert pipe/ditch enclosure	\$80
(d)	Downspouts	\$80
(e)	Grading	\$80
(f)	Lawn sprinkler/irrigation system	\$80
(g)	Oversized trucks	\$30
(h)	Sanitary lateral and/or clean out	\$80
(i)	Sanitary sewer tap-in at main	See Chapter 1044
(j)	Sidewalk	\$80
(k)	Small cell wireless facility	\$250
(l)	Storm sewer	\$80
(m)	Street opening	See Chapter 1020
(n)	Tree clearing (1 + acre)	\$150
(o)	Tree planting or removal (public/ROW)	\$0
(p)	Water meter	\$80
(q)	Water	
	(1) Water tap at main	See Chapter 1046
	(2) Service connection	See Chapter 1046

(Ord. No. 2024-26, § 2(Exh. C), 4-15-24; Ord. No. 2025-50, § 3, 4-21-25; Ord. No. 2025-55, § 1 (Exh. A), 4-21-25)

1010.02 Additional fees

- (a) Credit card fee. A convenience fee may be applied to any credit card transaction in an amount sufficient to cover the City's administrative cost of processing payment.
- (b) Work without permit. Where work for which a permit is required is started prior to obtaining such permit, the fees required by such permit shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this chapter or other applicable codes.

(Ord. No. 2024-26, § 2(Exh. C), 4-15-24)

1010.03 Plan reviews and inspections

- (a) Residential subdivision. Developers proposing to construct a new residential subdivision shall be responsible for engineering plan review and inspection costs as follows:

EXHIBIT A: Current Chapter 1010

- (1) Plan review deposit. Each applicant shall be required to deposit funds with the City Engineer for purposes of plan review at the time of permit application. Such deposit shall be \$2,000.00 plus \$90.00 per lot.
 - (2) Fees for plan review. Charges against the plan review deposit shall be based on the actual time spent in review of improvement plans and revisions to plans by city personnel or the actual cost of such services provided by an outside plan reviewer. Costs of city personnel will be computed on the basis of the rates on file with the Clerk of Council.
 - (3) Inspection deposit. At the time of permit issuance, the permit holder shall deposit a sum of money with the City for engineering inspection services as required in the developer's agreement.
 - (4) Fees for inspections. Charges against the inspection deposit shall be based on the actual time spent inspecting construction work by city personnel. Costs of city personnel will be computed on the basis of the rates on file with the Clerk of Council.
- (b) Individual dwelling. Builders proposing to construct a new residential dwelling shall be responsible for engineering plan review and inspection costs as follows:
- (1) Plan review and inspection fees. Each applicant shall pay a fee of \$425.00 at the time of permit application for required plan reviews and inspections including SWP3, grading, topographical survey and as-built plans. After approval is granted of the topographical survey, the applicant shall pay an additional plan review fee of \$100.00 for any changes to the topographical survey.
 - (2) Reinspection deposit. At the time of permit issuance, the permit holder shall deposit \$500.00 with the City for engineering re-inspections. When extra engineering inspections are made necessary by reason of deficient or defective work or otherwise through fault or error on the part of a permit holder or their employees, each and every further engineering inspection shall be deemed a reinspection, the cost of which shall be assessed to the applicant. Any unused funds deposited shall be refunded to the applicant once a project has received all final approvals.
 - (3) Fees for reinspection. Extra inspections shall be charged against the deposit at the rate of \$100.00 per inspection.
- (c) Commercial, multi-family, industrial or other site plan. Developers proposing to construct a new commercial, multi-family or industrial project shall be responsible for engineering plan review and inspection costs as follows:
- (1) Plan review deposit. Each applicant shall be required to deposit funds with the City Engineer for purposes of plan review at the time of permit application. For new construction, such deposit shall be \$2,500.00 for the first acre plus \$500.00 for each additional acre or fraction thereof of the total project site. For additions and alterations, such deposit shall be calculated at the same rate based upon disturbed area.
 - (2) Fees for plan review. Charges against the plan review deposit shall be based on the actual time spent in review of improvement plans and revisions to plans by city personnel or the actual cost of such services provided by an outside plan reviewer. Costs of city personnel will be computed on the basis of the rates on file with the Clerk of Council.
 - (3) Inspection deposit. At the time of permit issuance, the permit holder shall deposit \$500.00 per acre or fraction thereof of the total project site with the City for engineering inspections.
 - (4) Fees for inspections. Charges against the inspection deposit shall be based on the actual time spent inspecting construction work by city personnel. Costs of city personnel will be computed on the basis of the rates on file with the Clerk of Council.

- (d) Additional funds. Should any deposits required in (a) through (c) above be exhausted, the City may require additional deposits to be made by the applicant. No certificate of occupancy shall be issued until all fees are paid in full.

(Ord. No. 2024-26, § 2(Exh. C), 4-15-24; Ord. No. 2025-55, § 1 (Exh. A), 4-21-25)

1010.04 Completion of final grading

- (a) Prior to the issuance of a certificate of occupancy, and at the time of final grade inspection for any newly constructed residential dwelling or commercial building, the owner or contractor shall first submit to the City Engineer an attestation sealed by an Ohio registered surveyor affirming that the final site elevations and building locations are in accordance with previously approved grading plans, permits and authorizations relating to the subject project.
- (b) Seeding and/or mulching shall comply with the approved grading plan. Seeding shall include a uniform perennial vegetative cover as approved by the City Engineer. Acceptable mulching includes straw, burlap, erosion-control matting or as otherwise approved by the City Engineer. The main purpose of seeding and/or mulching shall be to control soil erosion and reduce storm water runoff associated with bare soil.
- (c) Within 21 calendar days, weather permitting, after approval of the final grading, the owner will seed and mulch all bare soil and plant trees. In the meantime, appropriate methods must be utilized by the owner to control soil erosion, such as bales of straw, straw mulch or other approved methods. Upon timely request made to the City Engineer, tree planting may be postponed to a date certain, not to exceed six months after approval of the final grading, if the postponement is found to be necessary due to seasonal climate concerns in order to ensure and promote the viability of the tree species.
- (d) If any provision of this section is in conflict with the Ohio Environmental Protection Agency's regulations, including, but not limited to, the Storm Water Pollution Prevention Plan (SWP3), the more stringent regulations shall apply.

(Ord. No. 2024-26, § 2(Exh. C), 4-15-24; Ord. No. 2025-55, § 1 (Exh. A), 4-21-25)

1010.05 Cash deposit to guarantee completion of grade

- (a) Where completion of the Final Grade Checklist prior to occupancy of any newly constructed residential dwelling or commercial building is not feasible due to weather or unforeseen conditions, the builder and property owner (or purchaser, if ownership has not yet transferred from the builder) may request an extension of time to perform the work. Such request shall be made in writing on a form provided by the City Engineer.
- (b) Where an extension is approved by the City Engineer, the builder or owner/purchaser shall furnish a \$5,000.00 cash deposit for up to the first acre plus \$1,000.00 for each additional acre thereafter of disturbed area (minimum \$5,000.00 not to exceed \$25,000.00), guaranteeing the completion of the finished grade and installation of all required landscaping no later than six months after issuance of the certificate of occupancy.
- (c) If an owner/purchaser chooses to submit the deposit required in subsection (b), they are acknowledging responsibility for the completion of work, even though it may contradict a separate agreement with their builder.
- (d) Permits for projects requiring establishment of finished grade (fences, accessory structures, etc.) shall not be issued until such time final grading is complete and approved by the City Engineer.
- (e) If final grading is not completed within the required timeframe, the deposit required in this section shall be forfeited to the City.

- (f) Whoever violates any provisions of this section is guilty of a misdemeanor of the fourth degree. The imposition of penalties shall not preclude the City from pursuing civil remedies against the builder and/or owner to ensure completion of final grade or taking other action against the builder, including revocation of the builder's contractor registration certificate.

(Ord. No. 2024-26, § 2(Exh. C), 4-15-24; Ord. No. 2025-55, § 1 (Exh. A), 4-21-25)

1010.06 Fire hydrant use permits

- (a) Permit required. No person shall use water from street hydrants without a permit issued by the City Engineer. The applicant shall submit a completed rental agreement with required fees and deposits prior to obtaining the permit and the hydrant meter and backflow preventer assembly.
- (b) Fees. Each applicant will be charged an administrative fee of \$150.00 and a maintenance fee of \$100.00.
- (c) Deposit. Each applicant shall be required to deposit \$2,250.00 for use of the City's equipment. Charges against the deposit shall include actual water usage costs and the costs associated with making any necessary repairs for damage to the equipment. A \$50.00 charge against the deposit shall be made for each month, or fraction thereof, the equipment is not returned after the rental agreement term expires. Should the deposit required in this section be insufficient to cover these charges, the applicant will be responsible for paying the balance within 30 days of returning the equipment.

(Ord. No. 2024-26, § 2(Exh. C), 4-15-24; Ord. No. 2025-55, § 1 (Exh. A), 4-21-25)

CHAPTER 1010 ENGINEERING PERMITS AND FEES

1010.01 Permit fees

Applicable fees shall be collected by the City Engineer prior to issuance of a permit. The fee for those miscellaneous engineering permits specified in this section shall be as follows:

(a)	Apron, curb cut	\$80
(b)	Backflow preventer	\$80
(c)	Culvert pipe/ditch enclosure	\$80
(d)	Driveway, parking lot	\$80
(e)	Downspouts	\$80
(f)	Grading	\$80
(g)	Lawn sprinkler/irrigation system	\$80
(h)	Oversized trucks	\$30
(i)	Sanitary lateral and/or clean out	\$80
(j)	Sanitary sewer tap-in at main	See Chapter 1044
(k)	Sidewalk	\$80
(l)	Small cell wireless facility	\$250
(m)	Storm sewer	\$80
(n)	Street opening	See Chapter 1020
(o)	Tree clearing (1 + acre)	\$150
(p)	Tree planting or removal (public/ROW)	\$0
(q)	Water meter	\$80
(r)	Water	
	(1) Water tap at main	See Chapter 1046
	(2) Service connection	See Chapter 1046

1010.02 Additional fees

- (a) Credit card fee. A convenience fee may be applied to any credit card transaction in an amount sufficient to cover the City's administrative cost of processing payment.
- (b) Work without permit. Where work for which a permit is required is started prior to obtaining such permit, the fees required by such permit shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this chapter or other applicable codes.

1010.03 Plan reviews and inspections

- (a) Residential subdivision. Developers proposing to construct a new residential subdivision shall be responsible for engineering plan review and inspection costs as follows:
 - (1) Plan review deposit. Each applicant shall be required to deposit funds with the City Engineer for purposes of plan review at the time of permit application. Such deposit shall be \$2,000.00 plus \$90.00 per lot.
 - (2) Fees for plan review. Charges against the plan review deposit shall be based on the actual time spent in review of improvement plans and revisions to plans by city personnel or the actual cost of such services provided by an outside plan reviewer. Costs of city personnel will be computed on the basis of the rates on file with the Clerk of Council.

EXHIBIT B: Proposed Chapter 1010

- (3) Inspection deposit. At the time of permit issuance, the permit holder shall deposit a sum of money with the City for engineering inspection services as required in the developer's agreement.
- (4) Fees for inspections. Charges against the inspection deposit shall be based on the actual time spent inspecting construction work by city personnel. Costs of city personnel will be computed on the basis of the rates on file with the Clerk of Council.
- (b) Individual dwelling. Builders proposing to construct a new residential dwelling shall be responsible for engineering plan review and inspection costs as follows:
 - (1) Plan review and inspection fees. Each applicant shall pay a fee of \$425.00 at the time of permit application for required plan reviews and inspections including SWP3, grading, topographical survey and as-built plans. After approval is granted of the topographical survey, the applicant shall pay an additional plan review fee of \$100.00 for any changes to the topographical survey.
 - (2) Reinspection fees. When extra engineering inspections are made necessary by reason of deficient or defective work or otherwise through fault or error on the part of a permit holder or their employees, each and every further engineering inspection shall be deemed a reinspection, the cost of which shall be assessed to the applicant. Extra inspections shall be charged at the rate of \$100.00 per inspection.
- (c) Commercial, multi-family, industrial or other site plan. Developers proposing to construct a new commercial, multi-family or industrial project shall be responsible for engineering plan review and inspection costs as follows:
 - (1) Plan review deposit. Each applicant shall be required to deposit funds with the City Engineer for purposes of plan review at the time of permit application. For new construction, such deposit shall be \$2,500.00 for the first acre plus \$500.00 for each additional acre or fraction thereof of the total project site. For additions and alterations, such deposit shall be calculated at the same rate based upon disturbed area.
 - (2) Fees for plan review. Charges against the plan review deposit shall be based on the actual time spent in review of improvement plans and revisions to plans by city personnel or the actual cost of such services provided by an outside plan reviewer. Costs of city personnel will be computed on the basis of the rates on file with the Clerk of Council.
 - (3) Inspection deposit. At the time of permit issuance, the permit holder shall deposit \$500.00 per acre or fraction thereof of the total project site with the City for engineering inspections.
 - (4) Fees for inspections. Charges against the inspection deposit shall be based on the actual time spent inspecting construction work by city personnel. Costs of city personnel will be computed on the basis of the rates on file with the Clerk of Council.
- (d) Additional funds. Should any deposits required in (a) or (c) above be exhausted, the City may require additional deposits to be made by the applicant. No certificate of occupancy shall be issued until all fees are paid in full.

1010.04 Completion of final grading

- (a) Prior to the issuance of a certificate of occupancy, and at the time of final grade inspection for any newly constructed residential dwelling or commercial building, the owner or contractor shall first submit to the City Engineer an attestation sealed by an Ohio registered surveyor affirming that the final site elevations and building locations are in accordance with previously approved grading plans, permits and authorizations relating to the subject project.
- (b) Seeding and/or mulching shall comply with the approved grading plan. Seeding shall include a uniform perennial vegetative cover as approved by the City Engineer. Acceptable mulching includes straw, burlap, erosion-control matting or as otherwise approved by the City Engineer. The main purpose of seeding and/or mulching shall be to control soil erosion and reduce storm water runoff associated with bare soil.

- (c) Within 21 calendar days, weather permitting, after approval of the final grading, the owner will seed and mulch all bare soil and plant trees. In the meantime, appropriate methods must be utilized by the owner to control soil erosion, such as bales of straw, straw mulch or other approved methods. Upon timely request made to the City Engineer, tree planting may be postponed to a date certain, not to exceed six months after approval of the final grading, if the postponement is found to be necessary due to seasonal climate concerns in order to ensure and promote the viability of the tree species.
- (d) If any provision of this section is in conflict with the Ohio Environmental Protection Agency's regulations, including, but not limited to, the Storm Water Pollution Prevention Plan (SWP3), the more stringent regulations shall apply.

1010.05 Cash deposit or bond to guarantee completion of grade

- (a) Where completion of the Final Grade Checklist prior to occupancy of any newly constructed residential dwelling or commercial building is not feasible due to weather or unforeseen conditions, the builder and property owner (or purchaser, if ownership has not yet transferred from the builder) may request an extension of time to perform the work. Such request shall be made in writing on a form provided by the City Engineer.
- (b) Where an extension is approved by the City Engineer, the builder or owner/purchaser shall furnish a \$5,000.00 cash deposit for up to the first acre plus \$1,000.00 for each additional acre thereafter of disturbed area (minimum \$5,000.00 not to exceed \$25,000.00), guaranteeing the completion of the finished grade and installation of all required landscaping no later than six months after issuance of the certificate of occupancy.
- (c) If an owner/purchaser chooses to submit the deposit required in subsection (b), they are acknowledging responsibility for the completion of work, even though it may contradict a separate agreement with their builder.
- (d) Permits for projects requiring establishment of finished grade (fences, accessory structures, etc.) shall not be issued until such time final grading is complete and approved by the City Engineer.
- (e) If final grading is not completed within the required timeframe, the deposit required in this section shall be forfeited to the City.
- (f) Whoever violates any provisions of this section is guilty of a misdemeanor of the fourth degree. The imposition of penalties shall not preclude the City from pursuing civil remedies against the builder and/or owner to ensure completion of final grade or taking other action against the builder, including revocation of the builder's contractor registration certificate.

1010.06 Fire hydrant use permits

- (a) Permit required. No person shall use water from street hydrants without a permit issued by the City Engineer. The applicant shall submit a completed rental agreement with required fees and deposits prior to obtaining the permit and the hydrant meter and backflow preventer assembly.
- (b) Fees. Each applicant will be charged an administrative fee of \$150.00 and a maintenance fee of \$100.00.
- (c) Deposit. Each applicant shall be required to deposit \$2,250.00 for use of the City's equipment. Charges against the deposit shall include actual water usage costs and the costs associated with making any necessary repairs for damage to the equipment. A \$50.00 charge against the deposit shall be made for each month, or fraction thereof, the equipment is not returned after the rental agreement term expires. Should the deposit required in this section be insufficient to cover these charges, the applicant will be responsible for paying the balance within 30 days of returning the equipment.

CHAPTER 1444 BUILDING PERMITS AND FEES¹**1444.01 Residential permit fees**

Applicable fees shall be collected by the Chief Building Official prior to issuance of a permit. The fee for a building permit for residential uses shall be as follows:

(a)	Residential New Construction		
	(1)	New dwelling	\$765, plus \$5 per 100 sq. ft.
	(2)	Plumbing	\$150
	(3)	Electrical	\$150
	(4)	Heating	\$150
	(5)	Air conditioning	\$150
	(6)	Duct work	\$100
	(7)	Fireplace	\$75
	(8)	Occupancy	\$75
(b)	Residential Additions and Alterations		
	(1)	Addition or alteration	\$160, plus \$5 per 100 sq. ft.
	(2)	Plumbing	\$95
	(3)	Electrical	\$95
	(4)	Heating	\$95
	(5)	Air conditioning	\$95
	(6)	Duct work	\$75
	(7)	Fireplace	\$75
	(8)	Re-roof	\$75
	(9)	Siding	\$75
	(10)	Occupancy	\$60
(c)	Accessory Structure: detached garage, outbuilding, shed, deck, gazebo, pavilion, handicap ramp, etc.		\$80, plus \$3 per 100 sq. ft., plus plumbing, electric, HVAC fees, etc. per 1444.01(b)

(Ord. No. 2024-26, § 1(Exh. B), 4-15-24)

1444.02 Commercial and industrial permit fees

Applicable fees shall be collected by the Chief Building Official prior to issuance of a permit. The fee for a building permit for commercial and industrial uses shall be as follows:

(a)	Commercial New Construction		
	(1)	New building	\$925, plus \$7.50 per 100 sq. ft.
	(2)	Plumbing	\$225, plus \$7.50 per trap
	(3)	Electrical	\$225, plus \$7.50 per 100 sq. ft.

¹Ord. No. 2024-26, § 1(Exh. B), adopted April 15, 2024, repealed the former Ch. 1444. §§ 1444.01—1444.027, and enacted a new Ch. 1444 §§ 1444.01—1444.07 as set out herein. The former Ch. 1444 pertained to similar subject matter. See Code Comparative Table for complete listing of ordinances.

EXHIBIT C: Current Chapter 1444

	(4)	Heating	\$225 per unit
	(5)	Air conditioning	\$225 per unit
	(6)	Duct work	\$150
	(7)	Fireplace	\$100
	(8)	Parking lot	\$75, plus \$2 per 100 sq. ft.
	(9)	Occupancy	\$150
(b)	Commercial Additions and Alterations		
	(1)	Addition or alteration	\$545, plus \$7.50 per 100 sq. ft.
	(2)	Plumbing	\$225, plus \$7.50 per trap
	(3)	Electrical	\$225, plus \$7.50 per 100 sq. ft.
	(4)	Heating	\$225 per unit
	(5)	Air conditioning	\$225 per unit
	(6)	Duct work	\$150
	(7)	Fireplace	\$100
	(8)	Parking lot	\$75, plus \$2 per 100 sq. ft.
	(9)	Occupancy	\$150
(c)	Commercial Accessory Building		\$155, plus \$2 per 100 sq. ft., plus plumbing, electric, HVAC fees per 1444.02(b)

(Ord. No. 2024-26, § 1(Exh. B), 4-15-24)

1444.03 Mechanical, electrical, plumbing and miscellaneous permit fees

Applicable fees shall be collected by the Chief Building Official prior to issuance of a permit. The fee for those mechanical, electrical, plumbing and miscellaneous building permits specified in this section shall be as follows:

(a)	Heating and Air Conditioning Permits		
	(1)	Residential (per heating or AC unit)	\$80
	(2)	Commercial and industrial (per heating or AC unit)	\$230
(b)	Electrical Permits		
	(1)	Residential electric service only	\$80
	(2)	Commercial and industrial electric service only	\$230
	(3)	Temporary electric	\$80
(c)	Plumbing Permits		
	(1)	Residential hot water tank	\$80
	(2)	Commercial and industrial hot water tank	\$105
(d)	Alarm system (security)		\$80
(e)	Antenna (dish-type)		\$80
(f)	Demolition		\$150
(g)	Driveway		\$80
(h)	Farm building, greenhouse		\$110 plus \$3 for each 100 sq. ft. or portion of floor area
(i)	Fence, retaining wall		\$80
(j)	Fire alarm system		\$155 plus \$5 per device
(k)	Fire suppression (sprinkler) system		\$155 plus \$2 per 100 sq. ft.

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(Supp. No. 2, Update 5)

EXHIBIT C: Current Chapter 1444

(l)	Fireplace, chimney, flue stove	\$80
(m)	Footer tiles	\$80
(n)	General Inspection Permit (roof, siding, windows)	
	(1) Residential	\$80
	(2) Commercial	\$155
(o)	Hood	\$155
(p)	Parking lot	\$80 plus \$2 per 100 sq. ft.
(q)	Patio with stairs	\$80
(r)	Sign	
	(1) Permanent sign requiring a permit under Chapter 1286	\$2 per sq. ft. with a minimum fee of \$55 plus \$50 for illuminated signs
	(2) Temporary sign requiring a permit under Chapter 1286.12(e)(2) or 1286.12(e)(3)	\$25 per sign
(s)	Storage tank installation or removal	\$105 per tank
(t)	Swimming pool	
	(1) Residential above-ground swimming pool	\$105
	(2) Residential in-ground swimming pool	\$105 plus \$80 plumbing permit fee
	(3) Commercial in-ground swimming pool	\$155 plus \$2 per 100 sq. ft. plus \$155 plumbing permit fee
(u)	Tents	
	(1) Each additional tent	\$10
(v)	Waterproofing/dampproofing (existing foundation)	\$80

(Ord. No. 2024-26, § 1(Exh. B), 4-15-24; Ord. No. 2025-48, § 2, 4-21-2025)

1444.04 Plan approval fees

In addition to applicable fees associated with any permit, the following fees shall be collected by the Chief Building Official prior to permit issuance for plan review:

(a)	One, two and three-family dwellings	\$150
(b)	Residential additions and alterations	\$60
(c)	New construction or renovation of business, commercial or industrial buildings, including, but not limited to, apartment houses, places of assembly and business, industrial, commercial and institutional buildings	\$525 plus \$7.50 per 100 sq. ft. of floor area
(d)	Fire alarm systems	\$300 plus \$5 per device
(e)	Fire suppression (sprinkler) systems	\$300 plus \$2 per 100 sq. ft.
(f)	Resubmittal of residential plans	Same as original fee
(g)	Resubmittal of commercial plans	Same as original fee

(Ord. No. 2024-26, § 1(Exh. B), 4-15-24)

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(Supp. No. 2, Update 5)

1444.05 Additional fees

- (a) State surcharge. Surcharges as required by the State of Ohio will be assessed on all building, HVAC, plumbing and electrical permits. All commercial permits governed by the Ohio Building Code shall be assessed a 3% fee. All residential permits governed by the Residential Code of Ohio shall be assessed a 1% fee.
- (b) Credit card fee. A convenience fee may be applied to any credit card transaction in an amount sufficient to cover the City's administrative cost of processing payment.
- (c) Work without permit. Where work for which a permit is required is started prior to obtaining such permit, the fees required by such permit shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this chapter or other applicable codes.
- (d) Other permits and inspections. Depending on the scope of work proposed, additional permits, reviews, inspections and fees may apply.

(Ord. No. 2024-26, § 1(Exh. B), 4-15-24)

1444.06 Extra inspections

- (a) Reinspection deposit. When extra inspections are made necessary by reason of deficient or defective work or otherwise through fault or error on the part of a permit holder or their employees, each and every further inspection shall be deemed a reinspection, the cost of which shall be assessed to the applicant. Any unused funds deposited shall be refunded to the applicant once a project has received all final approvals. At the time of permit issuance, the permit holder shall deposit the following amounts with the City for reinspection:

(1) Residential Projects	\$500
(2) Commercial & Industrial Projects	\$900

- (b) Fees for Reinspections.
- (c) Extra inspections for residential projects shall be charged against the deposit at the rate of \$100 per inspection. Extra inspections for commercial and industrial projects shall be charged against the deposit at the rate of \$225 per inspection.
- (d) Additional funds. Should the funds deposited for reinspection be exhausted, the City may require additional reinspection deposits to be made by the applicant. No certificate of occupancy shall be issued until all reinspection fees are paid in full.

(Ord. No. 2024-26, § 1(Exh. B), 4-15-24)

1444.07 Park and recreation fees

- (a) Purpose. The fees required to be paid by this section are assessed for the planning, acquisition, improvement, expansion and operation of public parks, playgrounds and recreation facilities to serve the increasing population of the City, and to provide the means for additional revenues with which to finance such public facilities.
- (b) Definitions. As used in this section:
 - (1) "Dwelling unit" means each single-family dwelling and each unit of an apartment, duplex or multiple-dwelling structure designated as a separate place for habitation of a family. The term "dwelling unit" also includes each condominium designed as a separate habitation for one or more persons.

- (2) "Person" means every person, firm or corporation engaging in construction activities himself, herself or itself or through the services of any employee, agent or independent contractor.
- (3) "Trailer space" means each space, area or building in a trailer park, mobile home park or other place designed or intended as a place to accommodate any mobile home, trailer, van, bus or other vehicle or mobile structure, when the same is being used as living quarters for human beings.
- (c) Fee for new dwelling units or trailer spaces. In addition to any other fees prescribed in these Codified Ordinances, every person constructing any new dwelling unit in the City shall pay to the City the sum of \$250 for each dwelling unit or trailer space.
- (d) Payment of fee. The fee provided in subsection (c) hereof shall be due and payable at the time of permit issuance for the construction of any such dwelling unit or trailer space.
- (e) Allocation of funds. All of the funds collected pursuant to this section shall be used, as allocated by Council, solely for public parks, playgrounds and recreational purposes, such as, but not limited to, the following:
 - (1) The purchase of land and interest in land;
 - (2) The development of parks and buildings for use thereon;
 - (3) The acquisition and development of other varieties of open space;
 - (4) The acquisition and development of parkways and median islands;
 - (5) The acquisition and development of bicycle trails, riding trails and other types of trails for recreational use;
 - (6) The acquisition and development of recreational facilities and equipment; and
 - (7) Operating costs of public parks, playgrounds and recreational facilities.

(Ord. No. 2024-26, § 1(Exh. B), 4-15-24)

CHAPTER 1444 BUILDING PERMITS AND FEES

1444.01 Residential permit fees

Applicable fees shall be collected by the Chief Building Official prior to issuance of a permit. The fee for a building permit for residential uses shall be as follows:

(a)	New Dwelling	\$1,600 plus \$5 per 100 sq. ft.
(b)	Additions and Alterations	\$160 plus \$5 per 100 sq. ft., plus applicable fees in (d) below.
(c)	Accessory Structures	
	(1) Detached garage, outbuilding, shed, deck, gazebo, pavilion, ramp, etc.	\$80 plus \$3 per 100 sq. ft., plus applicable fees in (d) below.
	(2) Fence, retaining wall	\$80
	(3) Patio with stairs	\$80
	(4) Swimming pool, above ground and inground	\$105 plus plumbing fee for inground pools
(d)	Trade Permits	
	(1) Heating, air conditioning, mini split	\$80 per unit
	(2) Ductwork	\$80
	(3) Electrical	\$80
	(4) Plumbing	\$80
	(5) Fireplace, chimney, flue stove	\$80
(e)	Miscellaneous Permits	
	(1) Demolition	\$155
	(2) Roof, siding or windows	\$80
	(3) Waterproofing/dampproofing (existing foundation), footer tiles	\$105
	(4) General inspection	\$80

1444.02 Commercial and industrial permit fees

Applicable fees shall be collected by the Chief Building Official prior to issuance of a permit. The fee for a building permit for commercial and industrial uses shall be as follows:

(a)	New Building	\$1,100 plus \$7.50 per 100 sq. ft., plus applicable fees in (d) below.
(b)	Additions and Alterations	\$700 plus \$7.50 per 100 sq. ft. plus applicable fees in (d) below.
(c)	Accessory Structures	
	(1) Accessory buildings	\$155 plus \$2 per 100 sq. ft., plus applicable fees in (d) below.
	(2) Fence, retaining wall	\$80
	(3) Swimming pool, inground	\$155 plus \$2 per 100 sq. ft. plus plumbing permit fee
(d)	Trade Permits	

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	(1)	Heating and air conditioning	\$225 per unit
	(2)	Ductwork	\$155
	(3)	Electrical	\$225, plus \$7.50 per 100 sq. ft.
	(4)	Temporary electric	\$80
	(5)	Plumbing	\$225, plus \$7.50 per trap
	(6)	Fireplace, chimney, flue stove	\$80
(e)	Miscellaneous Permits		
	(1)	Demolition	\$155
	(2)	Farm building, greenhouse	\$110 plus \$3 for each 100 sq. ft. or portion of floor area
	(3)	Fire alarm system	\$155 plus \$5 per device
	(4)	Fire suppression (sprinkler) system	\$155 plus \$2 per 100 sq. ft.
	(5)	Hood	\$155
	(6)	Roof, siding or windows	\$80
	(7)	Sign, permanent	\$2 per sq. ft. with a minimum fee of \$55 plus \$50 for illuminated signs
	(8)	Sign, temporary	\$25 per sign
	(9)	Storage tank installation or removal	\$100 per tank
	(10)	Waterproofing/dampproofing (existing foundation), footer tiles	\$105
	(11)	General inspection	\$155
(f)	Change of Use/Occupancy		\$50

1444.03 Plan approval fees

In addition to applicable fees associated with any permit, the following fees shall be collected by the Chief Building Official prior to permit issuance for plan review:

(a)	One, two and three-family dwellings	\$150
(b)	Residential additions and alterations	\$60
(c)	New construction or renovation of business, commercial or industrial buildings, including, but not limited to, apartment houses, places of assembly and business, industrial, commercial and institutional buildings	\$525 plus \$7.50 per 100 sq. ft. of floor area
(d)	Fire alarm systems	\$300 plus \$5 per device
(e)	Fire suppression (sprinkler) systems	\$300 plus \$2 per 100 sq. ft.
(f)	Resubmittal of residential plans	Same as original fee
(g)	Resubmittal of commercial plans	Same as original fee

1444.04 Additional fees

- (a) State Surcharge. Surcharges as required by the State of Ohio will be assessed on all building, HVAC, plumbing and electrical permits. All commercial permits governed by the Ohio Building Code shall be assessed a 3% fee. All residential permits governed by the Residential Code of Ohio shall be assessed a 1% fee.
- (b) Credit Card Fee. A convenience fee may be applied to any credit card transaction in an amount sufficient to cover the City's administrative cost of processing payment.
- (c) Work Without Permit. Where work for which a permit is required is started prior to obtaining such permit, the

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fees required by such permit shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this chapter or other applicable codes.

- (d) Other Permits and Inspections. Depending on the scope of work proposed, additional permits, reviews, inspections and fees may apply.

1444.05 Extra inspections

- (a) When extra inspections are made necessary by reason of deficient or defective work or otherwise through fault or error on the part of a permit holder or their employees, each and every further inspection of that work shall be deemed a reinspection. The rates for reinspection shall be as follows:

(1) Residential Projects	\$100 per inspection
(2) Commercial & Industrial Projects	\$225 per inspection

- (b) No certificate of occupancy shall be issued until all reinspection fees are paid in full.

1444.06 Park and recreation fees

- (a) Purpose. The fees required to be paid by this section are assessed for the planning, acquisition, improvement, expansion and operation of public parks, playgrounds and recreation facilities to serve the increasing population of the City, and to provide the means for additional revenues with which to finance such public facilities.
- (b) Definitions. As used in this section:
- (1) "Dwelling unit" means each single-family dwelling and each unit of an apartment, duplex or multiple-dwelling structure designated as a separate place for habitation of a family. The term "dwelling unit" also includes each condominium designed as a separate habitation for one or more persons.
 - (2) "Person" means every person, firm or corporation engaging in construction activities himself, herself or itself or through the services of any employee, agent or independent contractor.
 - (3) "Trailer space" means each space, area or building in a trailer park, mobile home park or other place designed or intended as a place to accommodate any mobile home, trailer, van, bus or other vehicle or mobile structure, when the same is being used as living quarters for human beings.
- (c) Fee for New Dwelling Units or Trailer Spaces. In addition to any other fees prescribed in these Codified Ordinances, every person constructing any new dwelling unit in the City shall pay to the City the sum of \$250 for each dwelling unit or trailer space.
- (d) Payment of Fee. The fee provided in subsection (c) hereof shall be due and payable at the time of permit issuance for the construction of any such dwelling unit or trailer space.
- (e) Allocation of Funds. All of the funds collected pursuant to this section shall be used, as allocated by Council, solely for public parks, playgrounds and recreational purposes, such as, but not limited to, the following:
- (1) The purchase of land and interest in land;
 - (2) The development of parks and buildings for use thereon;
 - (3) The acquisition and development of other varieties of open space;
 - (4) The acquisition and development of parkways and median islands;
 - (5) The acquisition and development of bicycle trails, riding trails and other types of trails for recreational use;
 - (6) The acquisition and development of recreational facilities and equipment; and
 - (7) Operating costs of public parks, playgrounds and recreational facilities.