

RECORD OF PROCEEDINGS

Minutes of

Meeting

Danbury Township Zoning Commission

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____

April 1, 2026

The Danbury Township Zoning Commission was called to order at 6:40 p.m. at the Danbury Township Meeting Room by Chair, Susan Dress. The pledge of allegiance was recited. The roll call showed the following present: Chair, Ms. Susan Dress, Secretary, Vito Kaminskas, Member, Mr. William Tuttamore, and Alternate Doug Huber. Vice-Chair, Ms. Jodi Kopanski and Member, Ms. Barbara Singer were excused. Ms. Kathryn Dale, Zoning and Planning Administrator, and Dawn Connor, Zoning Assistant, were also present.

Approval of March 4 2026, Minutes

The Chair asked if all the Commission Members had had an opportunity to review the minutes from the last meeting. All indicated they had. Ms. Dress asked if there were any corrections or modifications. Mr. Kaminskas made a motion to approve the minutes of the February 4, 2026 meeting. Mr. Tuttamore seconded the motion. All Ayes. The motion carried.

Ms. Dress asked Ms. Dale to introduce the first case of the evening.

Public Hearing ZC-2026-036 Text Amendment

Request for Text Amendments. Add new definition in Section 2.2 for “Right-of-Way” and expand definition of “Street”. Set a 20’ minimum street width and minimum widths for on-street parking within existing Conditional Use Sections 4.5.8 ‘Cluster Housing Community’, Section 4.7.2.L ‘Condominiums/Multi-Family Housing Development’, Section 4.16.2.E ‘Recreational Camp’ and Section 4.17.8 ‘Resort’. Amend Section 4.16.3 ‘Recreational Camp’, individual campsite setback requirements to correlate with and reference Ohio Department of Health requirements. Clarify Section 4.20.2.A.ii.b.ii that the side yard setback for Storage Areas shall be a minimum of 10’ or the same as the underlying zoning district “whichever is greater”. Modify Section 5.5.2 ‘Fences’ removing a minimum 4-inch measurement from grade to the body of the fence panel. Add new language to Section 5.10 ‘Parking & Off-Street Loading Requirements’ for non-residential uses to coordinate “Fire Lanes” & “No Parking Zones” with the Fire Chief prior to the release of a zoning permit. Add new language to Section 5.10 ‘Parking & Off-Street Loading Requirements’ regarding shared parking arrangements. Clarify Section 5.10.3.C.iii that the parking requirements for hotels/motels are 1 per guest room and not per unit. **Danbury Township, Applicant.**

The Chair asked if there was any member who would have a conflict and wished to abstain. There were none. The Chair asked for a motion to open the public hearing. Ms. Mahl made the motion to open the public hearing; Mr. Huber seconded the motion. All were in favor and the motion carried. The Chair asked Ms. Dale to give the Commission an overview of this application.

Ms. Dale stated the language changes to the Danbury Township Zoning Resolution would be the following: Add new definition in Section 2.2 for “Right-of-Way” and expand definition of “Street”. Both had been reviewed by the Ottawa County Engineer and Regional Planning to ensure there were no conflicts with their language. Set a 20’ minimum street width and minimum widths for on-street parking within existing Conditional Use Sections 4.5.8 ‘Cluster Housing Community’, Section 4.7.2.L ‘Condominiums/Multi-Family Housing Development’, Section 4.16.2.E ‘Recreational Camp’ and Section 4.17.8 ‘Resort’. The language will require 20’ of unobstructed roadway and 10’ additional feet for parking along one side of the street or 20’ additional if parking it to be provided on both sides of the street. Additional width for perpendicular or angled on-street parking. “No Parking” signage will be required as well depending on the parking situation.

Amend Section 4.16.3 ‘Recreational Camp’, individual campsite setback requirements to correlate with and reference Ohio Department of Health requirements. Clarify Section 4.20.2.A.ii.b.ii that the side yard setback for Storage Areas shall be a minimum of 10’ or the same as the underlying zoning district “whichever is greater”. Ms. Dale explained she found there could be a slight conflict for the Manufacturing zoning districts if this is not clarified.

Modify Section 5.5.2 ‘Fences’ removing a minimum 4-inch measurement from grade to the body of the fence panel. Add new language to Section 5.10 ‘Parking & Off-Street Loading Requirements’ for non-residential uses to coordinate “Fire Lanes” & “No Parking Zones” with the Fire Chief prior to the release of a zoning permit. Add new language to Section 5.10 ‘Parking & Off-Street Loading Requirements’ regarding shared parking arrangements. Clarify Section 5.10.3.C.iii that the parking requirements for hotels/motels are 1 per ‘guest room’ and not per ‘unit’.

Ottawa County Regional Planning Commission (OCRPC) was forwarded the proposed amendments on March 5, 2026, and held a hearing on March 17, 2026. Attached is OCRPC’s decision letter recommending **Approval as Presented.**

The Chair asked if there were any further questions. There were none.

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The Chair asked for a motion to close the public comment section of this hearing. Mr. Tuttamore made the motion; Mr. Huber seconded the motion. All were in favor and the motion carried. The Chair stated the Commission will now deliberate the decision standards for a Text Amendment. Ms. Dale read the decision standards and asked for the Commission's thoughts and comments.

Mr. Huber said he believed decision criteria "b" through "e" fit this situation. Ms. Mahl stated that definitely "b" and "c" were applicable. Ms. Dale said from an enforcement side, "e" could also be applicable. The Commission Members agreed.

The Chair asked if anyone from the Commission had anything further to add. There was none. The Chair asked if anyone would like to make a motion.

Ms. Mahl made a motion to Approve case ZC-2026-036, as presented herein, finding that decision criteria "b", "c", and "e" of Section 7.7.3.E. ii. of the Danbury Zoning Resolution as being satisfied. Mr. Huber seconded the motion.

The roll call vote was as follows: Mr. Huber – Yes; Ms. Mahl – Yes; Mr. Tuttamore – Yes; Mr. Kaminskas - Yes; Ms. Dress – Yes; The motion passed 5-0. The Chair stated the Application has been recommended for **Approval**.

Unfinished Business

The Commission Members were asked to look at the proposed revised language regarding outdoor entertainment. Ms. Dale advised them that she had spoken to the Trustees and explained the Board's concerns and they are now okay with not having two side walls. They still want the roof and back wall but will not require side walls. Ms. Dale stated she had restructured the language for some of the items based on what the Commission Member's recommendations were at the last meeting. Some of the language covered the location of speakers and amplifiers and how music was projected. Another clarification was based on the accessory building language and the restrictions and setbacks that would be required. Ms. Dale explained that she also clarified the language, saying that the entertainment structures would need to be in legally permitted structures, since there are some structures in use currently that did not receive proper zoning permits.

Ms. Mahl stated she had a question about proposed subsection C-4 language and how the sound should be directed. She asked if they could project the music towards the lake, for example, if you had a property that was narrow and the music could not necessarily be pointed towards the principal business. She questioned adding language that would make the intent clearer to business owners. Mr. Huber suggested adding in a statement that directly says the intent is to project music away from residential areas, which may necessitate adding a barrier or side wall to accomplish. Ms. Dale stated she could tweak the language to show the intent of projecting the music towards the business' patrons and away from any neighboring residential structures. Mr. Tuttamore said it does need to specify that sound needs to be directed towards the structure or patrons because they could have their speakers turned in a way that puts the music towards residential areas. Ms. Dale said she understood what the Commission Members were saying and would work on cleaning up the language to make the intent more defined. Ms. Dress said it should state that all efforts should be made to minimize sound traveling outside of the business. Ms. Dale said she would make the intent language say it should be directed towards the establishment's patrons.

Ms. Mahl said most businesses in the area are shut down shortly after 9 p.m. and most do not have music really late. Ms. Dale said the noise resolution does cut them off at certain times based on the day of the week and if it is a holiday.

Ms. Dale asked if the Zoning Commission would be okay with initiating the text amendment based on her cleaning up the remaining language. Mr. Tuttamore made a motion to initiate the Text Amendment with the understanding that the language would be amended based on this night's discussion and recommendations.

Mr. Kaminskas asked about the list of establishments provided. Ms. Dale said that was just a list of businesses that may be affected by these changes. She said the Trustees are going to want a letter sent out to them to advise them of the coming Text Amendment. Ms. Mahl asked if there would be an opportunity for affected parties to weigh in. Ms. Dale said it will be the public hearings before the Zoning Commission and the Trustees.

Mr. Huber seconded the motion to initiate. All were in favor.

New Business

There was none.

Other Business

There was none.

Reports and Communications

There was none.

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Adjournment

The Chair asked for a motion to adjourn. Ms. Mahl moved to adjourn the meeting and Mr. Kaminskas seconded the motion. All Ayes. The motion carried.

The meeting was adjourned at 7:07 p.m.


RECORDING SECRETARY


Susan Dress

Vito Kaminskas


William Tutnamore


Doug Huber


Cynthia Mahl
ZONING COMMISSION

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Held _____ April 1, 20**2026** _____

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