

RECORD OF PROCEEDINGS

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

Held August 26, 2026

Trustee Dress called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited. Roll call: Trustee Dress, Trustee Rozak and Trustee Hirt were present, along with Fiscal Officer Stacey Stetler, Township Assistant Lynne James, Zoning Administrator Kathryn Dale and Fire Chief Shawn Hunsicker. Visitors in attendance were Tim Mackey, Steve Pitzer and Marcia Asdal.

Mr. Dress motioned and Mr. Hirt seconded the approval of the Regular Meeting minutes from August 12, 2026; all ayes and motion carried.

Mr. Dress motioned and Ms. Rozak seconded the approval of the Special Meeting minutes from August 12, 2026; all ayes and motion carried.

Zoning

PERMITS as of August 24th:

To date this month there have been 30 permit applications submitted/processed totaling \$3,953.41 collected in fees and application balances.

BOARD & COMMISSION ACTIVITY

The Board of Zoning Appeals –

The Board of Zoning Appeals held their regular meeting on August 19, 2026 on the following cases:

- a. BZA-2026-161 Approved as Presented
524 W. Sixth Street. Request for Area Variances from Section 5.2.2. to allow for the principal building to be located closer to the detached accessory building than allowed (2’8” proposed/ 5’ required) and to Section 7.12.3.A to allow more square footage onto a nonconforming structure than permitted (20%; 320.2s.f. allowed/ 36.2%; 579.4s.f. proposed). Rachel Murphy, Owner/ Applicant.
- b. BZA-2026-170 Continued
8183 E. Lake Blvd. Request for an Area Variance to Section 3.5 to allow the maximum height of a new single-family home to be exceeded (35’ max. allowed/ 38.5’ proposed). Andrew & Cassandra Burns, Owners/Applicants; Doug Price, H&H Custom Homes, Agent.
- c. BZA-2026-171 Denied
9680 E. Harbor Road. Request for a Conditional Use in accordance with Section 3.5 and 4.20 to allow for a Storage Area. Also requesting Area Variances from Section 4.20.2.A.i. to allow for a reduction in the minimum lot size requirement for Storage Areas (Min. 3ac. required/ 1.4ac. proposed) and to Section 4.20.2.A.ii.a.i. to allow for a storage building to encroach into the front-yard setback (200’ min. required/ 167’ proposed). Thomas & Suzanne Hanselman, Owners/ Applicants.

The Zoning Commission -

The Zoning Commission meeting for September 2, 2026 will likely be cancelled as there are no cases to be heard.

REMINDER: The Board of Trustees will hold a special meeting on September 9, 2026, at 5:30 p.m. for the following case:

- a. ZC-2026-140
0 & 8300 Northshore Blvd. Request for Map Amendment from “A” Agricultural to “R-2” Suburban Residential for Section 2, Pt. of Lot 14, PIN# 0141165415591000 (1.01ac.), and PIN# 0141165115588000 (0.994ac.). Bigwater Fishing, LLC, Ross Robertson & Moon City Holdings, LLC, J.J. Smithey/ Applicants.

Ottawa County Regional Planning Commission met August 18, 2026 and discussed the creation of 4 new single-family lots in Harbor Bay Estates. The land proposed to be split was at one time approved for duplex condominiums. Only one of those buildings were built and sold. The creation of these new lots essentially voids the rest of that condominium plan. Regional Planning approved the request and there are minor corrections needed to the plan submitted from the County’s point of view. From the Township’s point of view there is a variance that will be needed for the lot the duplex was left on because it does not meet the minimum requirements for a condominium. The alternative is that the developer could dissolve the condo declarations and then the lot would be closer to meeting the requirements for a two-family.

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DEPARTMENT UPDATES

- None to report at this time.

VIOLATIONS/COMPLAINTS

Other Misc.:

2327 Oak Knoll (Drainage – Elmore) 08.24.26 CLOSED

As of 08.20.26 the weeds have been removed and sod laid. The owner has been extremely difficult to work with and is refusing to address the downspout extenders that are still intentionally being directed at the neighboring property.

Prior Info: Neighbor to the south came into the office to complain about the downspouts having extenders placed on them and directly pointed to her property and washing out her gravel driveway. Marcel contacted property owner of new house and left message. Owner called into the office 06.17.26 and stated that his builder and a landscaper will be out at the property and get the extenders redirected. Asked about a retaining wall. One is allowed, but if over 3’ high, may require footers from the Ottawa County Building Department. Suggested tacking down downspouts so they don’t blow or move until a more permanent decision is made. He commented that sod may be laid to help speed up the erosion issue. While we don’t usually get involved with drainage situations, this is very apparent about what is causing the issue and is an easy fix to prevent further escalation. 06.25.26 Marcel spoke to the owner because the flexible extenders had not been moved. Marcel said that a string line had been put in place showing the location of the southern property line. As of 07.02.26 downspout extenders have not been moved and now vegetation is starting to overgrow. No landscaping has been started or yard put in as the owner had indicated back on 06.17.26. House is also now listed for sale. Owner to be contacted this week. 07.02.26 Marcel emailed owner asking for an update. Property owner responded that we were being harassed. KAD went to the property, photographed and responded to the owner 07.10.26 via email and he has until 07.17.26 to move the downspout extenders and get his weed taken care of. He claims the landscaper is scheduled to come in August, but provided no date. Owner emailed back at 3:30p.m. 07.10.26 that he weed wacked the tall vegetation. Upon inspection 07.20.26 that was not true and nothing has been done. Downspout was moved but will be sending letter regarding vegetation. Cert. Letter (7022 0410 0002 2572 9988) sent 7.21.26. Cert. Letter forwarded to different address 07/24/26 @ 3:46 p.m. To-date has not been claimed. Second complaint filed re: this property 08.04.26. Property photos were taken again 08.10.26 and the property will be posted 08.11.26.

227 Erie Beach (Dilapidated Fence – Heredia - Humane Society Property) 08.24.26 CLOSED

Neighbor called again 08.19.26 stating that the fence he was previously complaining about has been removed, but now says there are tall weeds and he can see a hole in the garage. As of 08.24.26 we do not see the issues that this neighbor has brought up. The fence he refers to has had the bad sections removed, but the fence that was in good condition is still up. There is no visible hole or weeds.

Prior Info: Certified letter sent 12.19.25 (70220410000225737648) and was claimed 12.23.25. Propped up on Christmas Day but indicate that they may remove the fence altogether. Just monitor if this falls over again to contact them to remove it. 07.16.26 we received a phone message from the neighbor complaining about tall weeds and vegetation and a dilapidated fence. KAD contacted the owner later that day and shared the concerns. The owner indicated that they would go out to the property and take a look and possibly talk to the neighbor. They had just been out there to mow recently. She also indicated that the house is going to be sold soon in a cash purchase.

Illegal Use:

5874 E. Harbor (Beachglass Lounge Patio Extension)

Attorney sent over letter dated 08.11.26. The letter is essentially contesting the calculation of required parking since the entire patio is not on the restaurant property. Also contesting that parking needs to be provided for outdoor dining. Told the attorney that I’d be back in touch once I got caught up on things. Hoping that will be later this week.

Prior Info: A certified letter will be going out to the owners of Beachglass Lounge notifying them that the recent patio extension they’ve added does not meet parking requirements and crosses over the property line onto the gallery property, which is not approved for restaurant/

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bar use. The State of Ohio Div. of Liquor Control has also been notified because this patio area is not properly fenced/ roped off for alcoholic sales. Div. of Liquor Control Inspector assigned to case. Follow-up with her 06.11.26 indicated that flowerpots and landscaping are an acceptable barrier, but they are currently too small. 'No Alcohol Beyond This Point' signs have to be posted and not allowed to carry over to the Gallery for time being. Filed paperwork for outdoor bar, did not have that covered on their initial permit. May eventually be able to extend over to the Gallery, but that requires additional review and a 'Tenancy Rights' lease agreement. Certified Letter sent to property owner 06.10.26 (70192280000063185589). Letter delivered and claimed 06.11.26 @2:35p.m. Owner emailed 06.11.26 acknowledging letter. KAD met with owner at the property 06.12.26 and reviewed issues as outlined in letter. Plan to install a barrier on the patio along the property line so patrons know not to move chairs. Owner agreed that timeframe to get more gravel laid for 12 additional parking spaces by July 31st was reasonable & fair. Indicated they have already reached out to Rich Gillum, Esq. about a shared parking and ingress/ egress easement. 06.26.26 KAD visited the property. Nothing was taking place on the gravel lot extension, and no rope has been installed on the patio. 3 new sculptures have been installed around the patio area. One is in the NE corner of the patio that cannot be used for the bar/ restaurant. 07.07.26 KAD called Cary Jr. for an update. Added 3-4 parking spots in the back because they had some other excavation work being done. Easement language has not started yet but having conference call with their attorney this week. Cary Jr. asked about new bandstand requirements. He was concerned about 5' offset from property line since the patio goes up to and over the property. Discussed again putting up a rope so patrons are not over the property line. Confirmed they have until July 31st to get the parking and rope up. 07.14.26 Cary Jr. reached out with a few updates. Confirmed 07.16.26 that they have added 9 of the 12 additional parking spaces they need. Still need to add 3 more to the back lot. Lots of discussion about consolidating property vs. leaving as it is due to the patio encroachment. Also shared with them 2 potential locations for a bandstand that would meet the new requirements. 08.10.26 emailed the property owner because we have not heard anything from them since July 17th and last spoke to their attorney July 21st. Owner indicated that they have been in touch with a surveying company to establish shared parking easements, but they need to get back to us on where they are in the queuing (a few weeks, a month, longer). The attorney was apparently supposed to have sent us a letter, but it was never received.

127-129 Kenton Row (Illegal 3-Family – Ruttencutter)

Owner has submitted a concept to Lakeside, which Lakeside has shared 08.20.26. Need to review what was sent, which is not a detailed plan and try to determine if it will meet zoning requirements or not.

Prior Info: Received anonymous complaint 06.08.26 from Lakeside and then directly 06.09.26 indicating that an accessory building at the back of the property is being illegally used as a 3rd dwelling unit. KAD inspected 06.10.26. Not entirely definitive. There is an A/C unit at the back of the space and a tv antenna extended to the building. DKC contacted OC Sanitary Engineer's office, and they have no record of improvements or of the shed building being supplied with water/sewer. KAD sent certified letter (70220410000225730960) to the property owner 06.15.26. Certified letter was claimed by the owners 06.18.26 @ 10:37a.m. Owners came into the office 06.18.26 and were advised that accessory buildings are not permitted for habitation and 3-families are not a permitted use in Lakeside. Owners admitted that a toilet does exist in the building and they are staying in it when both main house units are occupied by renters. Advised they could connect the two structures, but the back building cannot have its own separate entrance and cannot be a full independent unit. Owners will be in touch with an architect to determine how that connection will need to be constructed. No specific follow-up date given, but will follow up with them if we do not hear back from them in a couple of weeks. 07.11.26 KAD went into Lakeside Saturday evening at 10p.m. No lights were on in the 2nd story of the shed. Owner may be working with Pete Johnson on plans to connect the building to the southern unit. Anticipate plans in September to rectify the issue.

Illegal Rentals:

126 Hidden Beach (Illegal STR - Pokorny)

Received word 08.12.26 that renters were supposed to be on the property from 08.13.26-08.16.26. Upon inspection there was a camper on the property, but no indication that renters were there.

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Prior Info: 07.28.26 Repeat offender. Cert. Letter (70220410000225730021) sent to property owner and Regular mail letter sent to TOD listed in auditor's records. Certified letter received 07.31.26 @12:38p.m.

Construction w/out Permit:

269 Sackett (Pergola/Gazebo-Gibbons) 08.25.26 CLOSED
Permit issued 08.25.26

Prior Info: 05.26.26 Warning sent via certified mail (70220410000225730939) to advise they needed a permit for the pergola/gazebo structure that was built by the front door and too close to the house. Certified Letter was delivered 05.27.26. Owner came into the office 05.28.26. Gazebo is going to need a variance in order to remain due to lot coverage. A neighbor and the company the owner purchased the gazebo from are assisting the property owner with the paperwork needed. On the July BZA agenda. BZA granted variance on 07.15.26. Decision sheet will be signed 08.19.26.

2166 Harbor Bay (Gazebo w/out permit – KLT Investment Group, LLC) 08.20.26 CLOSED
Owner received permit 08.20.26. BZA granted variance on 07.15.26. Decision sheet will be signed 08.19.26.

Prior Info: While out on inspections 04.01.26 we noticed a gazebo had been installed without proper permits. A letter was sent to the property owner 04.02.26 giving them until April 17th to contact the office. We have not heard from this property owner and will send a 2nd Notice to Comply. 2nd Warning was sent 04.21.26 via Certified mail (70220410000225730809). Owner called 04.22.26 and argued that it was a swing frame. Was advised that it still needed a permit since the pergola structure is permanent and asked to send us photos of the structure. Those have never been received. Suspect that the structure does not meet the 5' separation requirements. 05.05.26 DC contacted the Building Department and advised them of this structure without a permit and Rachel or Brittney were going to make the inspectors aware. As of 05.11.26 letter is still "in transit". 05.12.26 Final Notice was sent via Certified Mail. (70220410000225730892). Owner was given seven days upon receipt of letter to remove pergola. Letter was picked up at Post Office 05.22.26 @ 4:31 p.m. Re-check 05.29.26. Owner came into the office on 06.16.26 and submitted paperwork for permit which was refused because it did not meet the 5' separation requirement. Discussed variance process and that it is due 06.26.26. On the July BZA agenda. BZA granted variance on 07.15.26. Decision sheet will be signed 08.19.26.

Junk Vehicles (Trustee Res. 09-2015 & §505.173):

2392 S. Linda Drive (Junk Car and Debris – Indorf) 08.20.26 CLOSED
Upon follow-up inspection, both vehicles were removed from the property. Property owner did not follow-up or notify us of this.

Prior Info: 06.15.26 complaint received regarding a junk vehicle and debris in yard. Observed and confirmed complaint. Vehicle was photographed on 06.18 and certified letter sent via certified mail (70210950000011788841). 06.26.26 Letter delivered @ 12:38p.m. Owner came into the office and said that the property is co-owned with her 2 other siblings, and the vehicles are her brother's. KAD explained that she is the primary contact for the property and ultimately responsible. Now that the letter is signed, they have until 07.10.26 to get the vehicle removed or fixed. If it doesn't happen, then she may want to think about having it towed and let her brother deal with it out of the impound. She indicated that he may be semi-truck driver or "long hauler" and isn't around much and may not have been at this house for the last year. She & her husband mow the yard. As of 07.07.26 vehicle is still on property. KAD called owner 07.07.26 to see what their plan is and she got very defensive. 07.09.26 owner came into the office to ask for some advice due to not being able to get the van towed because it is owned by her brother. She is not willing to pay storage for Don's to tow it and store it. KAD suggested clearing part of the garage and pushing it inside, fix the missing tire or contacting their attorney on what to do. Also suggested she go to the Courthouse and talk to the title department on whether a copy of the title can be obtained. Owner and her husband need to decide if they are going to fight the brother, or give up dealing with any of it. KAD explained she will continue to get the notices even if they leave it to us to deal with. KAD told them to stay in touch with what they decide they are going to do. 07.17.26 Attorney for the owners contacted the office and was given the same options the owner was given. Attorney basically said the owners just want to pay the Township directly to deal with this. KAD expressed that if the Township is going to pursue this, then we're going to follow the statutes to a "T" and it will be assessed to the property taxes. Owners apparently have reached out to Trustee Dress directly also. 07.27.26 Email

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received from property owner outlining their attempts to get the vehicle removed from the property. Their attorney will be sending a letter to the vehicle owner.

Junk & Debris (\$505.87):

4799 East Harbor Road (Junk and Debris-Heaven Shorelines/Tavakoli)

Need to email property owner about getting Ag. Exemption application in.

Prior Info: 07.07.26 Complaint received via phone regarding condition of property. General complaint of junk all over the yard and giant pile of pallets. Photos taken and Certified Letter sent 07.10.26 (70220410000225735118). Delivery attempt 07.16.26 but “No access to delivery location”. Notice left 07.17.26 @ 2:13p.m. “No authorized recipient available”. Certified letter delivered 07.22.26 @ 2:59 p.m. Owner emailed 07.27.26 and stated that the broken screen door has been fixed or removed. The netting has been removed that blocked the front door and some of the tiles that were stacked in the front yard were removed or reduced. Owner states they are trying to establish a mushroom farm and that is the reasoning for all the wood wrapped in plastic and the pallets that the wood sits on. Owner has been told they should take out an agricultural exemption permit to establish that that is indeed what they are doing, but they have yet to turn that in.

146 Strauss (Junk & Debris – Fleenor)

08.19.26 ABATEMENT CLOSED

08.19.26 we conducted the 2nd abatement of this property and removed 31yards of junk & debris. We did not accomplish as much as we had hoped in part because a lot more had been brought to the property since last September’s abatement. Furthermore, if there is a ‘next time’ we are going to have to conduct the clean-up differently to make it more efficient instead of all by hand. Unfortunately, we have exhausted the resolution from 2025, and any future repeat offense will have to start all over in the process. In the meantime, we will try to work with the owner to make continued improvements. For the purpose of the abatement, we will close this case, but we will continue to report on our continued efforts. We are meeting with the property owner 08.27.26 @ 1:00p.m.

Prior Info: KAD spoke to owner’s wife on 07.01.26, and explained that Trustee Resolution 13-2025 passed August 13, 2025, was valid still and the Township could provide only 4 days notice for a repeat offense and come clear the property again. Kathleen claims he’s clearing out the garage and that is what all the stuff is now that consumes the driveway. KAD said she is willing to meet with them out there to see what is happening and put together a plan of action. 07.13.26 – KAD called to set up a time to meet with them at the property and had to leave VM. They have not returned our call. 07.21.26 KAD called and left 2nd message with Kathleen and they have not returned our call. 08.12.26 ACTION ITEM: We have made multiple attempts to contact the property owner after our initial conversation 07.01.26 and they have failed to return our calls. Enclosed for your consideration is a resolution to declare the property a nuisance again for junk and debris.

218 Sunnydale (Junk & Debris – J. Dunn)

Reinspection planned on or around 09.01.26.

Prior Info: 02.13.26 we received a complaint regarding the condition of this property including misc. junk & debris and possible two junk vehicles. Upon initial inspection, there are bags of garbage piled up in front of the fence at the SW corner of the house and visible from the street. Much of the issue is apparently behind a fence and coordination with the complainant is needed to determine the extensiveness of the problem. The occupant of the property received their letter 03.02.26 and called into our office 03.04.26. The permit for the pergola will be addressed 03.12.26 and a dumpster has been ordered to arrive either 03.09.26 or 03.10.26. I explained that as long as progress is being made, we will work with them on extending timelines. As of 03.19.26 one dumpster has been brought to the property and filled. The occupant was not sure when Lake would be back to pick it up, but another dumpster cannot be brought in until the first one is removed. While they were waiting on that, since the brush drop off site was opened early, they were going to start tackling some of the brush overgrowth. As of 03.26.26 the first dumpster was removed, and a 2nd dumpster had arrived. 04.06.26 visit to the property showed continued progress. Spoke with occupant and have agreed to revisit 05.01.26 to see what further progress is made. Marcel & KAD met with Cody 05.08.26, photographed and documented the rear yard. While a lot of progress has been made, a lot more needs to be removed, including the 2 vehicles. He said they’ve had 2; 30yd dumpsters and 1; 10yd. brought in and taken out. A cousin and his dad will be removing much of the remaining items since the items belong to his dad. Some brush needs to be

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removed along the SW corner of the fence and grass all along the fence needs to be cut. Does have fence panels on site to be able to repair sections falling over and tied up. Gave him until June 1, 2026, to hopefully wrap this up or be closer to an end. Scheduled to re-check June 1, 2026, Met with the occupant of the property 06.03.26, photographed and documented the rear yard. Blazer vehicle has been removed. According to occupant, the truck was being picked up yet that morning, as well as the truck bed junk pile. Someone with a front loader was arriving as we were leaving. We did not set a next follow-up date with him because we said we'd be back to see where things were after the day's items were removed and then discuss a follow-up date. Discussed the fence also needing replaced. Occupant said they plan on working on that this summer yet. All brush except for SW corner was cleared away. As of 3p.m. 06.03.26 occupant and owner were arrested following grand jury indictments. As of 06.24.26 Occupant and owner were released on bond following grand jury indictments. Will follow-up July 1, 2026. 07.01.26 KAD & Marcel met with the owner of the property. Junk vehicles have been removed. Washer/dryer, mattresses and a bunch of stuff were taken to the dumpster days. Tall vegetation around the fence is all cut and being maintained with the exception of the SW corner of the property where some junk remains. Owner has one trailer loaded and ready to be taken to junkyard. Gave them until August 1, 2026, to get the last of the junk removed and/or better organized. Upon reinspection of the property 08.05.26, more of the junk and debris had been removed. They still had a small trailer that was loaded and ready to go along with some canisters. Some of the weeds were overgrown again along the fence, but the grass was otherwise cut. Scheduled to re-check September 1, 2026, and it was explained that by then, we want to see some action on repairs to the fence as well.

Tall Grass/ Vegetation (§505.87):

200 N Strause Ln. (Bellamy-Tall Grass) 08.24.26 CLOSED

Grass cut as of 08.19.26. Total clean-up from cut completed 08.24.26.

Prior Info: 08.14.26 Cert. letter sent (70220410000225730151). 08.18.26 Wife called and said they got it mowed and were going to get the weeding done over the weekend. She stated her parents had been in a bad accident and then she was in an accident which resulted in her having surgery.

437 Sycamore Ave (Retzke – Tall grass)

As of 08.24.26 we will continue to monitor to ensure that the rest of the ivy is removed from the house. There are other issues that need to be addressed, including replacement or securance of broken windows/doors. As far as the vegetation citation though, this is very close to being completed.

Prior Info: 07.21.26 Neighbor called to report yard not being taken care of and concerns about health and safety due to condition of home. Photos taken and certified letter (0140466205991000) sent 07.21.26. Letter was returned as unclaimed. 08.10.26 Nothing has been done. Photos taken and added to file. 2nd letter sent to the property regular mail 08.11.26 and Property Posted. 08.18.26 Large amounts of vegetation has been removed. They are continuing to work on Ivy removal from sides of residence. Photos taken.

7291 Applewood (Huddleston- Tall grass) – Resolution enclosed for consideration

Cert. Letter (70220410000225729957) sent 07.21.26. Cert. Letter was delivered 07.24.26 @ 2:26 p.m. 08.03.26 Photos taken. Front lawn was mowed but back was not touched. 08.10.26 Photos taken. Back yard is still overgrown. 08.11.26 2nd notice to comply sent by Cert. Mail (70220410000225730144). Delivered 08.17.26 @ 9:19 a.m. As of 08.24.26 the rear yard still has not been mowed. They have moved a fence panel to try to obstruct visibility of the rear yard.

Camper Occupied:

550 Hartshorn Rd. (Camper Occupied/Unpermitted Structure – Ruple, Inc.)

Occupant called 08.12.26 and stated she was the plant manager for the concrete plant. She called again 08.13.26 claiming that there is a new owner as of 07.20.26. She claims now that the trailer is their office, and they didn't know they needed a permit for the building. We're waiting for the letter delivery to the property owner because we have a strong reason to believe that the occupant is not being truthful. The police have been to the property and have essentially confirmed occupancy of the camper.

Prior Info: Complaint received by Trustee Dress regarding a possible zoning violation/illegal occupancy at this location. Zoning followed up and complainant reported a woman, child and dog living in a trailer on the property. Property was inspected on

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08.06.26 and there is a travel trailer with water hooked up and slide outs extended. An unpermitted pole barn was also observed behind the main structure. Certified letters were sent to the property owner (70220410000225730045) and the occupant (70220410000225730052) on 08.6.26. The Ottawa County Building Department was also advised. 08.08.26 Letter to occupant delivered 08.10.26. Owner’s letter is out-of-state and still waiting to be delivered.

216 N. Strause Lane (Camper Occupied - Upton) 08.25.26 CLOSED ONCE VERIFIED 08.17.26 Letter re-sent to property owner and occupant via regular mail. No contact made to our office to-date. Owner contacted the office 08.25.26 and apologized for not reaching out sooner but they had been out of town when the letters were arriving. Said the tenant removed the camper from the property 08.25.26. Will verify.

Prior Info: 07.24.26 report that a camper is on the property and people have been staying inside all summer. Photo taken and file started. 07.28 certified letter mailed (70210950000011788889) to the property owner. Owner’s letter is out-of-state and still waiting to be delivered. Letter returned as unclaimed 08.15.26.

84 Perryview (Campers x 2 occupied – Yeckley) One camper remains on the property, but continuing to monitor if any active violations are occurring.

Prior Info: Complaint received by Trustee Rozak over 4th of July weekend that campers were being occupied on this street. Upon inspection 07.06.26 upon inspection 2 campers were on the property, and it appears that the garage on this lot may also be illegally converted or used as a residence without proper permits. Certified letter (70220410000225735101) sent 07.07.26. 07.14.26 letter is being held in Fremont at Post Office per the customer’s request. Letter delivered 07.22.26. 07.26.26 Camper still plugged in and appeared to be in use as sleeping quarters. Photos taken and added to file. Air conditioning unit observed on the north side of the garage. Photo in file.

Boat / Trailer Storage:

248 Erie Beach (Excessive Storage – Richards) J. Stopar needs to put together an agreement with Mr. Richards about repayment and he was supposed to have us a draft of this for this meeting. However, due to some personal matters, J. Stopar was not able to get that ready in time and plans to have it for your next meeting on September 9th.

Prior Info: Certified Letter to the property owner 07.03.25 for having too many boats, RV’s, trailers on the property. There are currently 2 boats and 2 RV’s, and one needs to be removed. We, along with the neighbors, have been patient with this, this summer because we received word that the owner, who is a repeat offender, was selling the house. As of 07.21.25 still waiting for the letter to be delivered. Certified letter was returned unclaimed. Letter re-sent via regular mail 08.01.25. Will re-check by 08.15.25. Re-inspection conducted 08.15.25 and all recreational vehicles are still parked on the property. Property owner has not reached out to us. Will be attempting to make contact with the owner or posting the property. Final Notice letter was sent via certified mail 08.27.25. Letter was claimed 09.03.25. Owner has until 09.10.25 to remove one of the units from the property. File turned over 10.20.25 to J. Stopar to file necessary zoning violation with Common Pleas Court. Complaint was prepared and officially received by the Court 02.04.26 (2026-CV-H-084). The defendant will have 28 days to file a response once receiving notice of the filing. The defendant received their summons on 02.12.26 and will have 28 days to file a response. According to the court case file, a telephone conference is scheduled for May 7, 2026 @ 2:30p.m. If the defendant doesn’t respond within the 28 days, I am not sure what that does for the May telephone conference or what the exact next steps would be. The defendant had until March 12th to file a response and has not. I believe at this point we are waiting on J. Stopar to file a request for judgement. J. Stopar filed 04.14.26 a Motion for Default Judgement since the property owner never replied to our complaint in a timely manner. They have 17 days to respond (14 days from the day of filing plus three for service by mail). This takes us to May 1, 2026. The property owner did not respond to the Motion for Default Judgement by May 1. A conference call was held on 05.07.26 with the Court and the defendant did not participate in that either. The Court advised J. Stopar to file the Judgement paperwork for the Court to sign off on and they will have a hearing date (TBD) on what the

RECORD OF PROCEEDINGS

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penalty will/should be. We’ve been keeping an eye on the property because the property owner is here and has been moving items around on the property, but still seems to remain in violation. On May 28, 2026, the Judge accepted our motion for default judgement and has now Ordered the property owner to remove any illegally stored recreational vehicles and be enjoined from storing more than 3 recreational vehicles on the property. A hearing is scheduled for July 10, 2026 @ 9:00a.m. before the court to determine the civil penalty amount.

Penalty Hearing held 07.10.26 @ 9:00a.m. J. Stopar & KAD attended. Much to everyone’s surprise, Mr. Richard’s was in attendance as well. Judge Winters advised him he had the right to attorney and a right to request a continuance of the hearing, but Mr. Richards did not bring an attorney, said he could not afford one and opted not to continue the hearing. The Judge reviewed why we were there and pointed out that at no point since this case was filed in February of this year, had Mr. Richards made any contact with the court, and so by default, the Township essentially won the case. We would now be discussing what the penalty should be for the violation. J. Stopar explained that we were here for a zoning violation as a result of the state statute changing last year and the Judge fully understood. J. Stopar called KAD to the stand where we reviewed the many attempts to contact Mr. Richards not only since July of 2025 when this issue/ case evolved, but years prior. We reviewed photographs we had of the property showing continuous violation and reviewed our summary of actions taken since 2014 including the 2020 criminal case in Municipal Court that resulted in him being found guilty and subject to fines for the exact same issue. In summation, we established he had been in continuous violation for 279 days, that could have resulted in a \$139,500 fine but we were just looking to recoup our expenses and asked for a minimum of \$6,544.00 plus extra to cover today’s legal fees. Ultimately, the Judge rendered the decision that the penalty would be \$7,500. J. Stopar will now send the court the paperwork needed for the Judge to sign off on. I’m not sure how long Mr. Richards has to pay this back to the Township. I had asked J. Stopar to look into whether this penalty could be assessed to the property tax card, but it cannot. Mr. Richards commented at the end of the hearing that he could not afford this and asked if he could set up a payment plan. Our response was we could further discuss once the decision was signed.

Signage:

150 SR 269 (Utility Vehicle as Sign – Sandusky Golf Cart Rental)
08.17.26 CLOSED
08.17.26 Permit issued for Wall Sign.

Prior Info: 6.18.26 Certified Letters sent to Occupant (70220410000225730977) and to building owner (70220410000225730984) to advise them to move trailer with banner attached. Trailer was moved to side of building as of 06/23/26. Occupant spoke to KAD by phone 06/23.26 and admitted he was trying to get more visibility. As of 07.07.26 new portable sign has shown up. Will verify 07.21.26 that it is removed. 08.11.26 emailed the tenant and told them they have until 08.14.26 to remove the changeable copy sign.

1205 SR 269 (Utility Vehicle as Sign – Alligned Capital Ventures) - Re-opened

08.24.26 certified letter sent to the property owner again about utilizing a trailer for signage as well as having too many temporary signs in front of the property. 6 out front, 2 banners, 2 flutter flags and 2 yard signs.

Prior Info: Voicemail message was left 05.29.26 for owner. Dawn spoke to Troy on 06.02.26 and advised him he is going to need to get a permit for the fence by the retention pond. He was also advised to move the trailer with sign graphic back by the storage units and that he can only have three temporary signs displayed at one time. The signs must be behind the telephone poles and can only be out fourteen days a month. As of 06.15.26 trailer moved to behind fence. Permit issued 06.17.26 for fence. Flutter flags were removed 06.17.26. Two signs remain. Previously closed 06.17.26.

Further department information: Resolution 15-2026 was introduced as follows: (see pages 9-10)

Camper/Junk Vehicle information given to Trustees for review and decision making.

RECORD OF PROCEEDINGS

Held August 26, 2026

The Board of Trustees of Danbury Township, County of Ottawa, Ohio, met in a regular meeting session at 6:00 p.m., on August 26, 2026, at the Danbury Township Building, 5972 E. Port Clinton Road, Marblehead, Ohio 43440, with the following members present:

Ms. Dianne Rozak; Mr. John Paul Dress; Mr. David Hirt

Mr./Ms. Rozak introduced the following resolution and moved its adoption:

RESOLUTION NO. 15-2026

A RESOLUTION DECLARING THE PROPERTY OWNED BY MICHAEL E. & MARGARET E. HUDDLESTON, LOCATED AT 7291 APPLEWOOD (PIN# 0141178815756083) IN DANBURY TOWNSHIP, OTTAWA COUNTY, OHIO, A NUSIANCE AND ORDERING ABATEMENT

PREAMBLE

WHEREAS, the Danbury Township Board of Trustees (the "Board") has found the property owned by Michael E. & Margaret E. Huddleston, located at 7291 Applewood Drive, (PIN# 0141178815756083) Lot 79 & the south 6' of Lot 78 of Perryview Estates 5 Subdivision, to be littered with weeds, debris and uncontrolled vegetation (the "Vegetation and Debris"), exceeding 12", and;

WHEREAS, pursuant to §505.87 of the Ohio Revised Code, the Board is authorized to determine that the maintenance or vegetation, debris upon a property constitutes a nuisance and order the property owner to remove such vegetation and debris within seven (7) days, and if the owner fails to remove the vegetation and debris or make arrangements for the removal within the allotted time period, the Board may proceed to remove the vegetation and debris and enter the cost of such removal upon the tax duplicate for the property; and

WHEREAS, Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS, it is in the best interests of Danbury Township (the "Township") and its residents to proceed under §505.87 of the Ohio Revised Code in order to remove, or have removed the Vegetation and Debris from the Property.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Trustees of Danbury Township, Ottawa County, Ohio has found that the property owned by Michael E. & Margaret E. Huddleston, located at Applewood Drive, (PIN# 0141178815756083) Lot 79 & the south 6' of Lot 78 of Perryview Estates 5 Subdivision, in Danbury Township, Ottawa County, Ohio is littered with weeds, debris and uncontrolled vegetation, exceeding 12", and the Board hereby determines that the maintenance of the Vegetation and Debris on the Property constitutes a nuisance and, pursuant to §505.87 of the Ohio Revised Code, orders the following actions:

- Section 1. The Board orders the owner of the Property to remove the Vegetation and Debris or make arrangements for the removal within seven (7) days after receipt of notice of this Resolution;
- Section 2. The Board authorizes the Zoning Inspector or their designee to notify the record owner and lienholders of the Property as provided in §505.87(C) of the Ohio Revised Code;
- Section 3. If the record owner does not remove the Vegetation and Debris or make arrangements for the removal within seven (7) days from the receipt of notice hereof, the Trustee designated as the Zoning Department liaison is authorized to order Township employees, or enter into contract with any persons with adequate materials and equipment to be used to remove and abate the Vegetation and Debris, and all costs and expenses so incurred shall, when approved by the Board, be paid out of the unappropriated monies in the general fund;
- Section 4. The Fiscal Officer shall report all expenses that the Township incurs in the removal of the Vegetation and Debris to the Auditor of Ottawa County, Ohio for entry upon the tax duplicate as a lien upon the Property and for collection and reimbursement of the Township's general fund as provided in §505.87 of the Ohio Revised Code;
- Section 5. This Board finds and determines that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in open meetings of this Board, and that all deliberations of this Board that resulted in formal actions were taken in meetings open to the public, in compliance with all legal requirements, including but not limited to, Ohio Revised Code Section 121.22, except as otherwise permitted thereby.

RECORD OF PROCEEDINGS

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

Held
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This Resolution shall take effect and be in force from or after the earliest period allowed by law.
Mr/ Ms. Dress seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Rozak Yes Mr. Dress Yes Mr. Hirt Yes

ADOPTED this 26th day of August, 2026.

Attest:
Fiscal Officer
Stacey Stetler

Board of Trustees
Danbury Township
Ottawa County, Ohio
Dianne M. Rozak
John Paul Dress
David M. Hirt

AUTHENTICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution duly passed by this Board of Trustees in session this 26th day of August, 2026 and filed with the Danbury Township Fiscal Officer.

Stacey Stetler
Danbury Township Fiscal Officer

Fire

Fire & Ems Run Details						
	EMS	Fire	MVC*	Alarm **	CO***	Inspect
2026						
January	62	4	8	3	0	0
February	75	1	1	3	0	0
March	71	8	2	6	0	10
April	70	10	1	7	0	13
May	94	9	1	10	1	19
June	84	9	5	10	1	7
July	116	10	6	12	1	11
August as of the 26th	90	6	5	6	2	3
September						
October						
November						
December						
Sub-Total:	662	57	29	57	5	63
Total	873					

*Motor Vehicle Crash(s)
** Alarm Activation(s)
***Carbon Monoxide Investigation(s)

Fire

- Chief Hunsicker said the Perch Parade went very well.

Roads

- Sackett Cemetery – no burials.
- Erie Environmental remediated the asbestos in the old maintenance building behind Townhall.
- Primary focus is still maintaining and mowing the Township properties and ROW's.

RECORD OF PROCEEDINGS

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

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- Ms. Rozak and Superintendent Waldron will meet at Meadowbrook next week to go over ADA cutouts for viewing.
- Phase 4 of the Lighthouse Bluffs subdivision. Ms. Rozak motioned and Mr. Hirt seconded acceptance of this section of Lighthouse Oval for public maintenance upon Commissioner approval. All ayes and motion carried.
- Reminder of meeting at the Co. Engineers office tomorrow, 4 pm.
- Superintendent Waldron is working with the County Engineers regarding flooding issues to make sure everything is open and flowing on current drainage systems.

Police

- Chief Meisler submitted the incident report: From 8-1-2026 to 8-26-2026, the department responded to 385 calls.
- 2026-2027 Drug Use Prevention Grant (DARE) has been accepted and the first payment should arrive soon.
- The second patrol vehicle is now in service and both mobile radios have been installed.
- Chief Meisler and Det. Sgt. Mark Meisler participated in the Lions Perch Festival Parade.
- Sgt. LaMarca's last patrol shift is Friday. He goes back to the SRO duties next Tuesday, when school starts.

Correspondence

None.

Old Business

- Ms. James stated that after speaking with Jen from All Star, if we need additional cleaning of bathrooms before or after their regular once a month cleaning, it would be \$75 each time and just call a few days in advance and she will get us on the schedule.

New Business

- Ms. Rozak stated the Ottawa Co Engineers will be holding a meeting on September 30 regarding EPA's unfunded mandate with storm water management and MS4 permit. Ms. Rozak, Mr. Dress and Superintendent Waldron will attend.
- Ottawa Co Engineer's ROW permits were signed for 291, 263 and 289 Lighthouse Oval.

Fiscal Business

- Mr. Dress motioned and Ms. Rozak seconded, to approve bills and payroll in the amount of \$163,039.27 for the period of Aug 13th to Aug 26th, 2026; all ayes and motion carried. (See page 12)
- Mr. Dress motioned and Ms. Rozak seconded to approve the April, May and June bank reconciliations. All ayes and motion carried. Ms. Stetler is checking with the Auditor on some outstanding adjustments from April due to entries required by the Auditor for the 2023-2024 audit. She will update the Trustees when she has information from the Auditor's office.
- Ms. Stetler submitted management reports: Fund, Revenue and Appropriation summaries to Trustees and department heads.
- Mr. Dress, Ms. Rozak and Ms. Stetler will meet with the Budget Commission at 2 pm on September 16th.
- Request to transfer \$89,179.69 from fund 2282 into 2281 as 2282 in not levy money or anything with a rescripted use. Monies first appeared in 2282 in October of 2023 for EMS billing. She will investigate a bit more, but if nothing comes of it, The Trustees asked Ms. Stetler to do a Resolution for the next meeting, to transfer the money.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held August 26, 20 26

0943 1212-2121 Danbury Township Board of Trustees

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 08/26/26: \$77,176.85

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	77,176.85
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	77,176.85
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	16,458.65
	CASH REQUIRED FOR CHECK DATE 08/26/26	93,636.50

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION		BANK DRAFT AMOUNTS & OTHER TOTALS
08/25/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Direct Deposit	Net Pay Allocations*	64,057.60	64,057.60
08/25/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Garnishment	Employee Deductions	811.88	811.88
08/25/26	MARBLEHEAD BANK, A	XXXXXXXXXXXX027	Taxpay®	Employee Withholdings		
				Social Security	633.27	
				Medicare	1,278.92	
				Fed Income Tax	6,201.75	
				OH Income Tax	1,832.32	
				OH BELSD SD Inc	5.30	
				OH BELVU CTY Inc	21.20	
				OH CLGSD SD Inc	3.60	
				OH FRESO SD Inc	82.06	
				OH FRMIT CTY Inc	120.03	
				OH LORAIN CTY Inc	75.46	
				OH NOLMS CTY Inc	56.18	
				OH NORSD SD Inc	12.88	
				OH NORWK CTY Inc	43.61	
				OH PCLIN CTY Inc	21.80	
				Total Withholdings	10,369.78	
				Employer Liabilities		
				Social Security	633.27	
				Medicare	1,278.97	
				Total Liabilities	1,913.24	12,303.02

DANBURY TOWNSHIP, OTTAWA COUNTY

8/26/2026 5:11:10 PM

Payment Listing

UAN v2026.2

8/13/2026 to 8/26/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
49800	08/17/2026	08/12/2026	AW	Timothy Kelley	\$163.40	O
49801	08/17/2026	08/12/2026	AW	Ken Gill Construction, LLC	\$20,162.69	O
49802	08/26/2026	08/26/2026	AW	Bound Tree Medical LLC	\$1,611.71	O
49803	08/26/2026	08/26/2026	AW	H.B. Magruder Hospital	\$49.97	O
49804	08/26/2026	08/26/2026	AW	Amrize Great Lakes Inc.	\$314.71	O
49805	08/26/2026	08/26/2026	AW	Verizon Wireless	\$444.39	O
49806	08/26/2026	08/26/2026	AW	Beck Propane & Fuels	\$5,863.13	O
49807	08/26/2026	08/26/2026	AW	Northern Ohio Preservation Services LLC	\$1,705.00	O
49808	08/26/2026	08/26/2026	AW	D.R. Ebel Police & Fire Equipment	\$14,294.64	O
49809	08/26/2026	08/26/2026	AW	Kuras Aeration Systems LLC	\$510.00	O
49810	08/26/2026	08/26/2026	AW	U.S. Bank Equipment Finance	\$721.54	O
49811	08/26/2026	08/26/2026	AW	O.E. Meyer CO.	\$150.44	O
49812	08/26/2026	08/26/2026	AW	Erie Environmental LLC	\$1,250.00	O
49813	08/26/2026	08/26/2026	AW	Rumpke of Ohio INC	\$13,873.72	O
49814	08/26/2026	08/26/2026	AW	Ottawa County Recorder	\$20.00	O
49815	08/26/2026	08/26/2026	AW	D.R. Ebel Police & Fire Equipment	\$38.98	O
49816	08/26/2026	08/26/2026	AW	TRi Motors Sales, INC.	\$938.11	O
49817	08/26/2026	08/26/2026	AW	Baumann Auto Center, Inc.	\$359.09	O
49818	08/26/2026	08/26/2026	AW	MPH Industries	\$1,320.00	O
49819	08/26/2026	08/26/2026	AW	Treasure, State of Ohio	\$37.00	O
49820	08/26/2026	08/26/2026	AW	H2 Designs, LLC	\$550.00	O
49821	08/26/2026	08/26/2026	AW	Donald D. McCune	\$106.75	O
49822	08/26/2026	08/26/2026	AW	Sub-Aquatics Inc.	\$940.11	O
49823	08/26/2026	08/26/2026	AW	Charter Communications	\$2,760.35	O
49824	08/26/2026	08/26/2026	AW	Genoa Bank	\$186.55	O
49825	08/26/2026	08/26/2026	AW	Genoa Bank	\$522.11	O
49826	08/26/2026	08/26/2026	AW	Genoa Bank	\$321.14	O
49827	08/26/2026	08/26/2026	AW	Genoa Bank	\$44.86	O
49828	08/26/2026	08/26/2026	AW	Genoa Bank	\$142.38	O
				Total Payments:	\$69,402.77	
				Total Conversion Vouchers:	\$0.00	
				Total Less Conversion Vouchers:	\$69,402.77	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

RECORD OF PROCEEDINGS

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

Held August 26, 2026

Comments and Concerns

Mr. Mackey spoke regarding Marblehead Storage and the ditch at the corner of Danbury South and Bayshore and a potential flooding issue. Ms. Rozak will get in touch with her contact at the Ohio EPA.

Mr. Pitzer made recommendations on improvements to the dog park. Mr. Dress said he would contact Mr. Waldron and share the recommendations.

Mr. Pitzer and Ms. Asdal discussed the use of FLOCK cameras within the Township. The Board stated that the State of Ohio and Lakeside, as a private entity, can install the cameras without the permission of the Township.

Mr. Pitzer discussed a new AI storage source, NVIDIA.

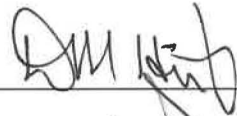
The Board thanked both individuals for their interest on the issues.

Adjourn

There being no further comments, concerns or business s before the Board, Ms. Rozak motioned and Mr. Hirt seconded to adjourn at 6:59 pm. All ayes and motion carried.


Fiscal Officer






Danbury Township Board of Trustees

RECORD OF PROCEEDINGS

Minutes of

Meeting

DANBURY TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING

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

Held August 26, 20 26

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