



REGULAR CITY COUNCIL MEETING

Thursday, April 24, 2025 at 7:01 PM

Access meeting materials and information via the Northwood, Ohio Public Portal:
<https://northwoodoh.portal.civicclerk.com/>

Members of City Council

Randy Kozina, Council President
Dean Edwards
Jim Barton
Louis Fahrbach
Pat Huntermark
Mark Stoner
Michael Melnyk

CALL TO ORDER:

PLEDGE OF ALLEGIANCE: *Mayor Schimmel*

ROLL CALL:

APPROVAL OF MINUTES:

- April 11, 2025 Regular Council Meeting Minutes

PRESENTATION:

PUBLIC COMMENT:

COMMUNICATIONS:

COUNCIL COMMITTEE REPORTS:

Economic Development ~ *Councilor Jim Barton*

Finance ~ *Councilor Louis Fahrbach - Next Meeting April 24Th @ 6:30PM*

Recreation Board ~ *Councilor Jim Barton*

Safety ~ *Councilor Mark Stoner*

Tree Commission ~ *Councilor Michael Melnyk*

Service ~ *Councilor Dean Edwards - Next Meeting May 8Th At 6:30PM*

Parks, Rec & NCC ~ *Councilor Pat Huntermark*

Committee Of The Whole ~ *Council President Kozina*

CEREMONIAL ITEMS:

NEW RESOLUTION:

PENDING RESOLUTION:

NEW LEGISLATION:

ORDINANCE 2025-10 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND SECTION 1240.06, DEFINITIONS, OF THE NCO; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-11 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND CHAPTER 1270, MHP MANUFACTURED HOME PARK DISTRICT, OF THE NCO; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-12 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSIONS RECOMMENDATION TO REZONE THE FOLLOWING ADDRESSES/PARCELS 1905 TRACY ROAD (PARCEL M50-812-300000014000), 0 ANDRUS ROAD (PARCELS M50-812-300000013000 AND M50-812-300000011000), 550 EAST FLORENCE AVE (PARCEL M50-812-300000007000) AND 0 ANDRUS (parcel M50-812-300000006001) TO MHP, MANUFACTURED HOME PARK DISTRICT; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-13 AN ORDINANCE APPROVING THE TERMS OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHWOOD, AND THE AMERICAN FEDERATION OF FEDERAL, STATE AND COUNTY MUNICIPAL EMPLOYEES, OHIO COUNCIL 8, LOCAL #755 (AFSCME), AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-14 AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-15 AN ORDINANCE APPROVING THE JOB DESCRIPTION FOR A GROUNDSKEEPER; AND DECLARING AN EMERGENCY. *1st Reading.*

PENDING LEGISLATON:

ORDINANCE 2025-08 AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION’S (ODOT) ANNUAL ROAD SALT BID; AND DECLARING AN EMERGENCY. *2nd Reading.*

MAYOR: *Mayor Schimmel*

- Mayor's Report

CITY ADMINISTRATOR: *Kevin Laughlin*

- Lexipol
- City Administrator's Report

CITY FINANCIAL REPORT(S)

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AETNA	EMPLOYEE HEALTH INSURANCE 5/1/25-5/31/25	\$74,689.40

CITY ATTORNEY’S REPORT/DISCUSSION: *Brian Ballenger*

CITY ENGINEER’S REPORT/DISCUSSION: *Dave Kuhn*

NEW BUSINESS:

OLD BUSINESS:

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL:

EXECUTIVE SESSION:

ADJOURNMENT:

April 10, 2025

City of Northwood
Regular City Council Meeting Minutes

CALL TO ORDER

The Regular meeting of the Northwood City Council was called to order by Mayor Schimmel at 07:08 PM on April 10, 2025 in the Council Chambers and via Live Stream.

PLEDGE OF ALLEGIANCE Mayor Schimmel

Pledge of Allegiance was given.

ROLL CALL

The roll was called by Clerk of Council Popovitch and those in attendance were as follows: Mayor Schimmel, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Engineer Dave Kuhn.

APPROVAL OF MINUTES

March 27, 2025 Regular City Council Meeting Minutes

MOTION: Councilor Stoner made a motion to **Approve**; seconded by Council President Kozina. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** Councilor Pat Huntermark
Result: Passed

PRESENTATION

None.

PUBLIC COMMENT

Joe Evans came to the podium to speak. However, he was not discussing an item on the agenda. He was advised of the time during the meeting when he would be able to return to the podium for general comments.

COMMUNICATIONS

None.

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Jim Barton

No Report.

Finance Councilor Louis Fahrbach

We received our year-to-date numbers from the Finance Department, and we are up just over 1% of what we were budgeted with regard to revenue.
Next Meeting: April 24th at 6:30PM

Recreation Board Councilor Jim Barton

Meeting on April 9th

- Baseball and Softball
 - Registration is closed.
 - Total of 11 teams this year with all age groups being filled.
 - The city will have the field at Central Park available for practices only. All games are played at Brentwood Park.
 - Discussed the option of parents buying pants next year for baseball & Softball
- Fishing derby will be Saturday April 19th at Stoner Pond, this will be the trout fishing derby. Youths 16 and under don't need fishing license, each person is allowed to keep 5 trout. Once the kid's derby is over the pond will be open for everyone to fish with the same rules.
- The new ODNR Sign has been installed at Ranger park & Stoner pond.
- The city has installed an AED outside the concession stand at Brentwood Park. This is a new Ohio house rule HB47 and took effect on Jan 1 2025.
- The NCC hosted an egg hunt for kids on Saturday April 5th. This event attracted a lot of families and kids.
- Rec Board recommendation for a basketball court to be installed at Brentwood Park, this would be off the Andrus rd. entrance.
- Splash pad will open Memorial Day and stay opened through Labor Day.
- Community service award nominations being accepted.
- Palooza in the park is set for Friday June 6th, this event will have fireworks and our community service award winner will be announced as well.
- Kids Fishing derby in June
- Music night at the NCC is set for Friday August 8th.Madison Avenue will be performing.

Safety Councilor Mark Stoner - Meeting on 4/10/25 @ 6:20PM

April 10, 2025

Discussed outfitting the police cruisers. Several bids were received, with D.R. Ebel coming in the lowest at \$29,993.14

MOTION: Councilor Stoner made a motion to **approve the purchase of equipment for the police cruisers for \$29,993.14** ; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None

Result: Passed

Tree Commission Councilor Michael Melnyk

No Report.

Service Councilor Dean Edwards - Meeting on 4/10/25 @ 6:30PM

1) Chicken Ordinance - City Administrator to follow up with more information on what other municipalities have and present at the next meeting.

2) Seasonal help for the street department. The committee recommended the city advertise for the position and hire for the position. \$18/hr and, with benefits, it would be \$21.10. Estimated to work until July-August.

MOTION: Councilor Edwards made a motion to **advertise for part-time seasonal help for the street department at \$18/hr** ; seconded by Councilor Huntermark. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None

Result: Passed

3) Brentwood Basketball Hoops & Court - going to move the court closer to where the old Lark School used to be. Council President Kozina noted that the City had eliminated the courts for a reason and moving the courts across the field would just move the problems towards the other neighbors.

MOTION: Councilor Edwards made a motion to **To approve threpaving project for a new basketball court at Brentwood Park to Bowers Asphalt for \$19**; seconded by Councilor Barton. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner; **No:** Council President Kozina; **Abstain:** None

Result: Passed

The committee also recommended purchasing the new hoops and poles from BSN Sports for \$6,668.60

MOTION: Councilor Edwards made a motion to **approve the purchase of hoops and poles from BSN Sports for \$6,668.60** ; seconded by Councilor Barton. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner; **No:** Council President Kozina; **Abstain:** None

Result: Passed

4) Repaving of Oregon & Tracy in conjunction with NWWSD
NWWSD will be doing a waterline replacement and has committed to replacement paving of sections removed as part of the project.

Working with NWWSD we can completely repave Oregon Road from Wales Road to W. Andrus Road, and Tracy Road from McNerney Drive to Wales Road for \$113,263.50.

Anderson Street estimate was for \$195,300.00, Discussion on bumping Anderson Street Repaving to 2026 or keeping it along with repaving Oregon & Tracy

5) Lexipol - HR Hanbook, initial cost \$16417.80 and a yearly subscription of \$5,146, going to present more information at the next council meeting during the Administrators' report.

7) Roof replacement for a portion of the Municipal Building

MOTION: Councilor Edwards made a motion to **approve the contract with Overhead Roofing and Sheet Metal for the partial roof replacement at the Municipal Building for \$46,400** ; seconded by Councilor Stoner. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None

Result: Passed

8) Salt Ordinance - more information to come.

Next Meeting: May 8th at 6:30pm

Parks, Rec & NCC Councilor Pat Huntermark

The Sunday openings have gone well at the NCC, we have averaged just over 70 members or guest per Sunday. This will end on April 27th as we have reached our end of our two-month trial.

I would like to discuss this with the committee and see if we want to add this in the budget for next year.

Rentals have increased the last few months with birthday parties, and bridal and baby showers topping the list. We do have quite a few graduation parties in the next two months.

The memberships have continued to be strong for the last 5 months. We do expect this to slow down with the warmer months coming. Active primary members are at 531 and 972 total members.

Committee of the Whole Council President Kozina

No Report.

CEREMONIAL ITEMS

Arbor Day Proclamation

April 10, 2025

NEW RESOLUTION

PENDING RESOLUTION

NEW LEGISLATION

ORDINANCE 2025-08 AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION’S (ODOT) ANNUAL ROAD SALT BID; AND DECLARING AN EMERGENCY.
1st Reading - Kozina

ORDINANCE 2025-09 AN ORDINANCE ACCEPTING ALL GRANT FUNDS FOR THE WOODVILLE ROAD AND LEMOYNE ROAD ROUNDABOUT PROJECT AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE ALL NECESSARY AGREEMENTS IN RELATION TO THE PROJECT; AND DECLARING AN EMERGENCY.
MOTION: Council President Kozina made a motion to **Suspend the rules**; seconded by Councilor Melnyk. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None

MOTION: Council President Kozina made a motion to **Move on Emergency Clause**; seconded by Councilor Melnyk.**ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None

MOTION: Council President Kozina made a motion to **Move on Final Adoption**; seconded by Councilor Melnyk. **ROLL CALL: Yes:** Councilor Melnyk, Councilor Huntermark, Councilor Barton; **No:** Councilor Fahrbach, Councilor Edwards, Council President Kozina, Councilor Stoner; **Abstain:** None
Result: Failed

PENDING LEGISLATON

ORDINANCE 2025-07 AN ORDINANCE AMENDING SECTION 208.06 OF THE NORTHWOOD CODIFIED ORDINANCES TITLED FEES IN THE PLANNING AND ZONING CODE.
MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; seconded by Councilor Stoner. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

MAYOR Mayor Schimmel

Mayor's Report

- State of the City
- Recommendation to re-appoint Robert Frank to the Civil Service Commission for a 6-year term.

MOTION: Council President Kozina made a motion to **re-appoint Robert Frank to the Civil Service Commission for a 6 yr term**; seconded by Councilor Huntermark. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed
FIRE:
Chief Whitmore presented the recommendation to hire Olivia Lucas as a part-time firefighter, pending completion of background and medical physical.
MOTION: Councilor Melnyk made a motion to **appoint Olivia Lucas as a part-time firefighter, pending completion of background and medical physic**; seconded by Council President Kozina.**ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

TOPIC/ ITEM	DISCUSSION
Request to schedule Finance Committee Meeting on April 24th	Administration is requesting a Finance Committee meeting to discuss the pay ordinance. The last pay ordinance, adopted in 2022, outlined compensation through July 2024. In line with the established timeline, a discussion of the updated pay ordinance is now due. Meeting is scheduled for April 24th at 6:30pm.

April 10, 2025

Miller Diversified Listing Agreement

The addendum on the miller. Diversified listing agreement lapses. May 1, 2025.
City Administrator requested a motion to negotiate with Miller diversified, and then move forward with any listing agreement. Council requested a 6-month agreement.

MOTION: Councilor Stoner made a motion to authorize the City Administrator to negotiate and sign a 6-month contract with Miller Diversified; seconded by Council President Kozina. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None
Result: Passed

CITY FINANCIAL REPORT(S)

MARCH EXPENDITURES REPORT

MARCH BANK RECONCILIATION

MARCH MONTH END FINANCIALS

MOTION: Council President Kozina made a motion to acknowledge receipt of the March City Financial reports; seconded by Councilor Huntermark. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None
Result: Passed

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
D.R. EBEL	(4) PANASONIC TOUGHBOOKS FOR PD CARS WITH PROTECTION PLUS WARRANTY	\$18,559.96
DAVEY RESOURCE GROUP	WM DRY CREEK RESTORATION	\$30,199.50
VC3 INC	MARCH MONTHLY BILLING	\$10,946.84

MOTION: Councilor Stoner made a motion to Approve ; seconded by Council President Kozina. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None
Result: Passed

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

No Report.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

City Engineer's Report

1) The Enclave – Contract A: Contractor is working on one final punch list items. The final few trees that have been marked will be planted as the weather permits.

2) Curtice Rd. over I-280 new curb installation and resurfacing: We are finishing plans by May 15th and will submit to ODOT for approval. Once we receive ODOT approval we will bid the project.

3) Dry Creek Aquatic and Riparian Restoration project: This project is located on Waste Management property and being 100% funded by a US EPA grant. The design-built team has started the design of the improvements. We have completed the review of the 60% plans. We are waiting for a 100% plan submittal. Project should start spring of 2025.

4) We are also getting estimates from the splash pad vendor on in the water recycling system and possible well pump system. We are also working at throttling down the water usage on the splash pad to save water usage.

5) The Enclave Ditch Enclosure contractor has completed all storm sewer installation and filling the ditch. The contractor will begin final grading and seeding in the next few weeks as the weather permits.

6) ODOT is working to get the traffic signals sequenced along Woodville Road and Curtice Road to prevent all the stop and go along Woodville Rd.

7) ODOT has completed the safety study and recommended a roundabout be installed at the intersection at the Fostoria Rd. and Williston Rd. (SR 579) intersection. ODOT will be in the near future applying for grant funds for construction. This project will be 100% funded by ODOT. ODOT will also perform a safety study later this year at the Bradner Rd. and Williston Rd. intersection to see what additional safety features are warranted.

8) We have finished the topographic survey of W. Andrus Rd. resurfacing project. We are in the design of the improvements. Planning to bid by the end of April. Recommend a motion to advertise for bids on the project. The estimate is \$384,000.00

MOTION: Councilor Stoner made a motion to advertise for bids for the W. Andrus resurfacing project; seconded by Councilor Huntermark. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None
Result: Passed

April 10, 2025

9) We have finalized the design of Wolf Creek Ct. storm sewer and pavement project. Planning to start bidding on April 19. Recommend a motion to advertise for bids on the project. The estimate is \$330,000.00.
MOTION: Councilor Huntermark made a motion to **advertise for bids for the Wolf Creek Ct. storm sewer and pavement project** ; seconded by Councilor Melnyk.**ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

10) We have just started the topography survey of the resurfacing project of Chantilly Rue and Mary Ave. Plan to bid this project by the end of June 2025.
Mark Stoner - cracks at the NCC ? Pat McGaharan reached out to Lathrop and it will be fixed.

Mayor asked how soon NWWSD needed an answer on the repaving project of Oregon and Tracy? The City Engineer stated an answer is needed in the next few weeks. The recommendation from Service was in favor of the project along with the addition of sidewalks on one of the sides of Oregon Road. Council agreed to approve the repaving portion of the project and work on getting estimates for adding a sidewalk.
MOTION: Council President Kozina made a motion to **approve the repaving project on Oregon & Tracy in conjunction with NWWSD for \$113,263.50**; seconded by Councilor Stoner. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

NEW BUSINESS

None.

OLD BUSINESS

None.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

Joe Evans - Wolf Creek - Joe stated he heard at the last council meeting, non-residents spoke out against ICE cooperation, and he believes most residents would have preferred our police to cooperate with federal authorities. Mr. Evans expressed concerns about the number of vacant buildings in the city's business district and wondered if efforts are being made to attract retailers or entertainment options, especially with more people moving into the area. He noted the lack of amenities beyond the community center and stressed the need for additional services or activities. Lastly, he addressed a lack of communication regarding utility work and road repaving, expressing confusion and frustration about the process, timeline, and how it affects residents. Mr. Evans stated he didn't receive clear information and felt left out of the loop. Mayor Schimmel asked Mr. Evans to stick around after the meeting to talk to the City Engineer.

Carol Albright - 2510 Revilla - Carol asked that council think twice before allowing chickens in subdivisions. She referenced several issues with other types of animals in her neighborhood.Next, Carol expressed confusion and concern over how streetlight fees are calculated in her subdivision (Greenway Estates) compared to nearby neighborhoods like Cedar Creek and Wolf Creek. She pointed out inconsistencies in assessed property values and fees and noted that Wolf Creek isn't assessed for streetlights at all. She questioned why her neighborhood pays \$5,900 for streetlight costs while Cedar Creek only pays \$1,185. She asked how these fees are calculated, who determines them, and why there's such a difference. Mayor suggested possible factors like different lighting types (LED vs. non-LED) might play a role but acknowledged that the issue needs further investigation and it will be looked into.

Councilor Fahrbach asked if there was any reconsideration of the vote on the ICE Resolution in light of the first public comment and now that there is a full council. No action taken.

EXECUTIVE SESSION

NA

ADJOURNMENT

07:50 PM

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor

ORDINANCE 2025-10 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND SECTION 1240.06, DEFINITIONS, OF THE NCO; AND DECLARING AN EMERGENCY.

WHEREAS, The last major overhaul to the City of Northwood’s Zoning Code was in 2007. Since then, there have been individual amendments to the code but not a holistic rewrite. Over the years, certain sections have been amended or deleted and references to other sections of the code or Ohio Revised Code and Administrative Rules have not been updated to reflect changes. Furthermore, there are areas of the City’s Zoning Code that conflict with one another or reference items that are no longer existing or valid within the zoning code; and

WHEREAS, The purposes of these amendments are to simply state zoning requirements, make sure that references and cross-references to other sections of the code are up-to-date, clarify and fix typographic areas and make minor modifications to guidelines to consolidate the overall intent of the zoning code; and

WHEREAS, The Planning Commission has recommended amending sections of Chapter 1240 of the Northwood Codified Ordinances; and

WHEREAS, The Northwood City Council held a Public Hearing on Thursday, April 24, 2025 at 7PM in the Council Chambers at 6000 Wales Road, as advertised in accordance with NCO 1242.07, for the purpose of receiving public comment and reviewing the zoning text amendment.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That Chapter 1240.06 DEFINITIONS is hereby amended as follows provided hereinafter in Exhibit A attached.

SECTION 2. All other sections of Chapter 1240 of the Northwood Codified Ordinances not hereinbefore amended or modified shall remain in full force and effect.

SECTION 3. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 4. This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules:	For:___ Against:___ Abstain:___
Vote on emergency clause:	For:___ Against:___ Abstain:___
Vote on final adoption:	For:___ Against:___ Abstain:___

Adopted this ____ **day of** _____, **2025.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

1240.06 DEFINITIONS.

As used in this Zoning Code:

(1) “Abandoned sign” means a sign or structure which no longer identifies or advertises a business, service, owner, product or activity. A sign shall be considered abandoned after a period of six months from the closing of the business.

(2) “Accessory use” means either a subordinate use of a building, other structure or lot, or a subordinate building or other structure:

A. Whose use is clearly incidental to the use of the principal building, other structure or use of land;

B. Which is customary in connection with the principal building, other structure or use of land; and

C. Which is located on the same lot with the principal building, other structure or use of land.

(3) “Accessory use/structure” includes, but is not limited to, the following:

A. Private greenhouses, gazebos, free standing canopies, kennels, decks, terraces, wind turbine tower, anemometer tower, wind turbine, anemometer;

B. Garages, barns, sheds, tool rooms or other similar buildings or structures for domestic or agricultural storage;

C. Structures for the keeping of domestic animals for personal enjoyment, household use or cultivation of the soil, but not including a commercial stable or kennel;

D. Storage of merchandise normally carried in stock on the same lot with any retail, service or commercial use, unless such storage is excluded by the district regulations;

E. Storage of goods used in or produced by manufacturing activities, on the same lot with such activities, unless such storage is excluded by the district regulations; and

F. The removal for sale of sod, loam, clay, sand, gravel or stone in connection with the construction of a building or other structure on the same lot.

(4) “Adjoining” means having a common border with, or being separated from such a common border by a right-of-way, alley, or easement.

(5) “Adult entertainment facility” means a facility having a significant portion of its function as adult entertainment, which includes the following categories:

A. “Adult bookstore” means an establishment having as a substantial or significant portion of its stock in trade, books, magazines and other periodicals which are distinguished or characterized by their emphasis on matter depicting, describing or relating to specified sexual activities or specified anatomical areas, as herein defined, or an establishment with a segment or section devoted to the sale or display of such materials.

B. "Adult entertainment business" means an establishment involved in the sale of services or products characterized by the exposure or presentation of specified anatomical areas or physical contact of live males or females, and which is characterized by salacious conduct appealing to prurient interest for observation or participation in by patrons. Services or products included within the scope of adult entertainment businesses are photography, dancing, reading, massaging and similar functions which utilize activities as specified above.

C. "Adult mini-motion picture theater" means a facility with a capacity for less than fifty persons, used for presenting materials distinguished or characterized by their emphasis on matter depicting, describing or relating to specified sexual activities or specified anatomical areas for observation by patrons therein.

D. "Massage establishment" means any establishment having a fixed place of business where massages are administered for pay, including, but not limited to, massage parlors, health clubs, sauna baths and steam baths. This definition shall not be construed to include hospitals, nursing home medical clinics or the offices of a physician, surgeon, chiropractor, osteopath or physical therapist duly licensed by the State, nor barber shops or beauty salons in which massages are administered only to the scalp, face, neck or shoulders. This definition shall not be construed to include a volunteer fire department, a volunteer rescue squad or a nonprofit organization operating a community center, swimming pool, tennis court or other educational, cultural, recreational and athletic facilities and facilities for the welfare of the residents of the area.

E. "Specified anatomical areas" means:

1. Less than completely or opaquely covered human genitals, pubic region, buttock and female breasts below a point immediately above the top of the areola; or
2. Human male genitals in a discernibly turgid state, even if completely or opaquely covered.

F. "Specified sexual activities" means:

1. Human genitals in a state of sexual stimulation or arousal;
2. Acts, real or simulated, of human masturbation, sexual intercourse, sodomy, cunnilingus or fellatio; or
3. Fondling or other erotic touching of human genitals, pubic region, buttocks or female breasts.

(6) "Adult day care center" means a facility which provides care for elderly and/or functionally impaired adults in a protective setting for a portion of a 24-hour day.

(7) "Advertising sign" means a sign that directs attention to a business, commodity, service or entertainment conducted, sold or offered elsewhere than upon the premises.

(8) "Agriculture" means farming, dairying, pasturage, agriculture, horticulture, viticulture, animal and poultry husbandry and the sale of agricultural products.

(9) "Aisle" means that portion of the circulation area within a parking lot that provides access to parking spaces or a delivery zone.

(10) "Alley" means a public thoroughfare less than twenty feet wide.

(11) "Alteration" means any change addition or modification in construction, appearance, occupancy or use.

(12) "Anemometer." An instrument that measures the force and direction of the wind.

(13) "Anemometer tower." A structure, including all accessory facilities, temporarily erected, on which an anemometer is mounted for the purposes of documenting whether a site has wind resources sufficient for the operation of wind generation.

(14) "Animal grooming facility" means a facility which provides bathing and trimming services for small animals on a commercial basis.

(15) "Animated sign" means a sign or display manifesting either kinetic or illusionary motion occasioned by natural, manual, mechanical, electrical or other means. (See also and note difference from "Changeable sign.") Animated signs include the following types:

A. Naturally energized: Signs whose motion is activated by wind or other atmospheric impingement. Wind-driven signs include flags, banners, pennants, streamers, spinners, metallic disks, or other similar devices designed to move in the wind.

B. Mechanically energized: Signs manifesting a repetitious pre-programmed physical movement or rotation in either one or a series of planes activated by means of mechanically based drives.

C. Electrically energized: Illuminated signs whose motion or visual impression of motion is activated primarily by electrical means. Electrically energized animated signs are of two types:

1. Flashing signs: Illuminated signs exhibiting a preprogrammed repetitious cyclical interruption of illumination from one or more sources in which the duration of the period of illumination (on phase) is either the same as or less than the duration of the period of darkness (off phase), and in which the intensity of illumination varies from zero (off) to 100 percent (on) during the programmed cycle.

2. Illusionary movement signs: Illuminated signs exhibiting the illusion of movement by means of a pre-programmed repetitious sequential switching action in which illuminated elements of the sign are turned on or off to visually simulate the impression of motion characteristic of chasing, winning, blinking, oscillating, twinkling, scintillating, or expanding and contracting light patterns.

(16) "Apartment house" means a building or portion thereof used or intended to be used as the home of three or more families or householders living independently of each other.

(17) "Arbor" means a bower of vines or branches or of lattice work covered with shrubs or vines.

(18) "Architectural review committee" means the duly appointed Architectural Review Committee of the City of Northwood, as set forth in Chapter 1247.

(19) "Assisted living center" means a multiple-family residential development for elderly persons needing little or no personal assistance, which provides independent living dwelling units for the exclusive use of the occupants, whether or not group meals or other convenience services for the elderly are provided.

(20) "Auto wrecking yard" means a lot where motor vehicles are disassembled, dismantled, junked, or wrecked or where inoperative motor vehicles or used parts of motor vehicles are stored.

(21) "Automotive repair" means the repair, rebuilding or reconditioning of motor vehicles or parts thereof, including collision service, painting, and steam cleaning of vehicles.

(22) "Average finished grade level" means the average of the grade of the ground at all corners of a building or other structure.

(23) "Awning" means any structure made of cloth, wood, or metal which has a metal or wooden frame, is attached to a building and projects from that building.

(24) "Bakery" means a store engaged in the sale at retail of bread, cakes, cookies and other similar products including the baking of such items on premises.

(25) "Bank" means commercial banks, savings and loan associations, and other similar financial institutions, but not including pawn shops.

(26) "Banner" means a temporary sign made of paper, lightweight fabric, or similar material that is mounted to a pole, window, building, or other structure. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banners.

(27) "Banquet or meeting hall" means any place of business maintained, in whole or in part, for public rental for the purpose of private party events, whether family, group, or corporate in nature, where access by the general public is restricted, and with or without the sale, serving, or consumption of alcoholic beverages. Additionally, it may have a dance floor.

(28) "Bar or cocktail lounge" means any premises wherein alcoholic beverages are sold at retail for consumption on the premises and minors are excluded therefrom by law. It shall not mean a premises wherein such beverages are sold in conjunction with the sale of food for consumption on the premises and the sale of said beverages comprises less than twenty-five percent of the gross receipts.

(29) "Big box retail" means a singular retail or wholesale user that occupies not less than 50,000 square feet of gross floor area, and typically requires high parking to building area ratios.

(30) “Billboard sign” means a large, free-standing advertising structure located along a main public street or road designed to attract the attention of passing motorists to a business or product located or available on a different site.

(31) “Billiard or pool hall” means any place of business containing three or more billiard tables, pool tables, or similar game tables.

(32) “Board” means the Board of Zoning Appeals of the City, as set forth in Chapter 1246.

(33) “Boarding house” means an establishment with lodgings for five or more persons, where meals are regularly served for compensation and where food is placed upon the table family-style, without service or ordering of individual portions from a menu. “Boarding house” also includes rooming houses and fraternity or sorority houses.

(34) “Buffer lot” means a lot on a plat across the end of the street proposed to be extended by future platting or a lot along the length of a street where only part of the width has been dedicated, which is retained by the owner but conditionally dedicated on the plat for street purposes when the street is extended or widened.

(35) “Building” means any structure which is permanently affixed to the land, has one or more floors and a roof, and is bounded by either open space or lot lines. The term “building” does not include such structures as billboards, radio towers, etc., nor structures with interior surfaces not normally accessible for human use, such as gas holders, oil tanks, water tanks, grain elevators, coal bunkers, oil cracking towers and other similar structures. A building may consist of a one-family dwelling, a two-family dwelling, a row of garden apartments with individual entrances, an apartment house, a single store or a row of stores, depending on the location of the lot lines, or a factory. “Building” means a combination of materials to form a structure adapted to permanent or continuous occupancy for public, institutional, residential, business, or storage purposes. The term “building” shall be construed as if followed by the words “or part thereof.”

(36) “Building face” means the outside flat surface of a building or structure. A building face does not include awnings, canopies, sills, or other projections of a similar nature.

(37) “Building height” means the vertical distance measured from the average finished grade level to, in the case of flat roofs, the level of the highest point of the roof or, in the case of pitched roofs, to the mean level between the eaves and the highest point of the roof.

(38) “Building setback line” means a line established on a parcel for the purpose of prohibiting construction of a building between such line and an easement, right-of-way, or other public area in the interest of protecting the general welfare.

(39) “Business sign” means a sign that directs attention to the business or profession conducted or to the principal products sold upon the premises. The definition of “sign” also applies to “business sign.”

(40) “Camper” means a structure designed with sufficient equipment primarily to render it suitable for use as a temporary dwelling for travel, recreational or vacation uses.

A. "Folding camper" means a folding or collapsing structure of low silhouette, mounted on wheels and designed for travel, recreational, or vacation uses.

B. "Pickup camper" means a structure designed primarily to be mounted on a pickup or truck chassis and with sufficient equipment to render it suitable for use as a temporary dwelling for travel, recreational, or vacation uses.

(41) "Canopy" means any structure made of cloth, wood, or metal which has a metal or wood frame, is attached to a building and projects from the building by a frame supported by the ground.

(42) "Canopy, free-standing" means any structure made of cloth, wood, or metal which has a wood or metal frame and is not attached to a building nor projects from a building.

(43) "Car wash" means a building or portion thereof, containing facilities for washing vehicles using a steam device, brushes, chain conveyor, blower, or other mechanical devices.

(44) "Caterers" means the preparation and delivery of food and beverages for off-site consumption without provision for on-site pickup or consumption.

(45) "Changeable-Sign" means a sign, or portion thereof with letters, numbers, or illustrations that can be periodically changed or rearranged without altering the face or surface of the sign. A changeable copy sign displays message and/or graphics with electronic or mechanical means, is not animated, and remains unchanged for at least eight seconds with a face change taking no longer than two seconds.

(46) "Child-care facility" means a building or structure where care, protection, and supervision are provided on a regular schedule at least twice a week, to at least seven children.

(47) "Clear fall zone" means an area surrounding the wind turbine unit into which the turbine and/or turbine components might fall due to inclement weather, poor maintenance, faulty construction methods, or any other condition causing turbine failure that shall remain unobstructed and confined within the property lines of the primary parcel where the turbine is located, the purpose being that if the turbine should fail or otherwise become damaged, the falling structure will be confined to the primary parcel and will not fall onto dwellings, accessory buildings, and will not intrude onto a neighboring property.

(48) "Clinic" means any building or other structure devoted to the diagnosis, treatment, and care of outpatients.

(49) "Club" means a building or portion thereof owned or operated by a corporation, association, person, or persons for a social, educational, or recreational purpose, but not primarily for profit or to render a service which is customarily carried on as a business.

(50) "Collector streets" are streets intended to move traffic from a local road to an arterial. Higher intensity land uses such as multi-family residential and local retail establishments often abut collector streets.

(51) "Commercial entertainment" means any profit making activity that is generally related to the entertainment field such as motion picture theaters, comedy clubs, theaters, and similar small scale entertainment facilities. Commercial entertainment facilities shall not include businesses defined as adult entertainment businesses.

(52) "Commercial parking garage" means any building which:

A. Is used for the storage of motor vehicles and may include the accessory sale of gasoline and motor oil wholly within the building;

B. Is not accessory to any other use on the same or any other lot; and

C. Contains space rented to the public by the hour, day, week, month, or year.

(53) "Commercial parking garage" does not include:

A. An establishment used for automobile repairs, except minor repairs that are solely incidental to the storage of motor vehicles; or

B. An establishment used exclusively for the storage of commercial or public utility motor vehicles or for the dead storage of motor vehicles.

(54) "Commercial parking lot" means any lot which:

A. Is used for the storage of motor vehicles;

B. Is not accessory to any other use on the same or any other lot; and

C. Contains space rented to the public by the hour, day, week, month, or year.

(55) "Commercial parking lot" does not include:

A. An establishment used for automobile repairs, except minor repairs that are solely incidental to the storage of motor vehicles; or

B. An establishment used exclusively for the storage of commercial or public utility motor vehicles or for the dead storage of motor vehicles.

(56) "Commercial school" means schools operated for profit such as business schools, training schools for trade, real estate, training, and similar schools but not including elementary, intermediate, or high schools for education of children.

(57) "Comprehensive Plan" means the Comprehensive Plan made and adopted by the Planning Commission in compliance with Ohio R.C. 711.09, indicating the general locations recommended for streets, parks, public buildings, zoning districts, and all other public improvements.

(58) "Conditional use" means a use not otherwise allowed in the district which may be permitted by the Planning Commission only upon approval of a specific request which includes review of a detailed site plan and only for those uses identified in the respective districts as being permitted as a conditional use.

(59) "Condominium developments" means and includes the land, together with all buildings, improvements, and structures thereon, all easements, rights, and appurtenances belonging thereon and all articles of personal property, which have been submitted pursuant to the provisions of Ohio R.C. Chapter 5311.

(60) "Construction sign" means a temporary sign which designates the contractor or subcontractor engaged in the construction or repair of the building or buildings on each lot, parcel, or property, upon which such sign is erected.

(61) "Convalescent center" means a facility which is publicly or privately operated and intended for long-term patient care due to illness or infirmity, including the elderly and developmentally disabled, normally employing the services of skilled and licensed practitioners, excluding hospitals.

(62) "Corner lot" means any lot at the junction of, and abutting on, two or more intersecting streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost points of the lot meet at an interior angle of less than 135 degrees.

(63) "Cowling" means a streamline removable metal that covers the wind turbine's nacelle.

(64) "Crematory" means a furnace for cremating corpses or a building containing such a furnace.

(65) "Cul-de-sac" means a short street having one end open to traffic and being terminated by a vehicle turnaround.

(66) "Curb cut" means the providing of vehicular ingress and/or egress between a property and an abutting public street.

(67) "Dance hall" means any room, place, or space open to the general public in which is carried on dancing wherein the public may participate, whether or not a charge for admission for dancing is made.

(68) "Demolition" means the razing or destruction, whether entirely or in part, of a building including demolition by neglect.

(69) "Design standards" means the building construction and building rehabilitation criteria as stipulated within the Central Business District.

(70) "Development sign" means a temporary sign used to indicate or identify a proposed future development upon real property.

(71) "District" refers to the zoning districts established in Section 1248.01.

(72) "Drawing" means a preliminary drawing prepared by a registered surveyor or civil engineer.

(73) "Dumpster or trash receptacle" means a container used for the temporary storage of rubbish pending collection having the capacity of at least one cubic yard.

(74) "Dwelling" refers to a building or portion thereof used exclusively for residential purposes, including one-family, two-family and multifamily dwellings. The term "dwelling" shall include those buildings involving industrialized units, but not including mobile homes, manufactured homes, recreational vehicles, hotels and boarding and lodging houses.

(75) "Dwelling bulk" refers to the minimum total floor area of a dwelling unit exclusive of floor area devoted to the basement, an attached garage, open or enclosed porches and the like.

(76) "Dwelling unit" means one or more rooms physically arranged to create an independent housekeeping establishment for occupancy by one family, with separate toilets and facilities for cooking and sleeping.

(77) "Easement" means a grant by the property owner of the use of a strip of land by the public, a corporation or any person for a specific purpose.

(78) "Facade" means the entire area of a building facing or side extending from the roof or parapet to the ground and from one corner of the building to another but does not include any structural or nonstructural elements which extend beyond the roof of a building.

(79) "Family" means one or more persons occupying a dwelling unit and living as a single housekeeping unit, provided that a group of four or more persons who are not within the second degree of kinship shall not be deemed to constitute a family.

(80) "Fireworks" means any combustible or explosive compositions, or any substance or combination of substances or articles prepared for producing a visible or an audible effect by combustion explosion, deflagration or detonation.

(81) "Floodplain" means the 100-year regulatory floodplain defined by the National Flood Insurance Program (NFIP), as administered by the Federal Emergency Management Agency (FEMA). Floodplain boundaries are illustrated on a Flood Hazard Boundary Map (FHBM) and/or a Flood Insurance Rate Map (FIRM).

(82) "Floor area" of a building means the sum of the gross horizontal areas of the several floors of the building, measured from the exterior faces of the exterior walls or from the centerline of walls separating two buildings. "Floor area" does not include basement space, elevator and stair bulkhead, attic space or uncovered steps.

(83) "Florist" means a retail business whose principal activity is the selling of plants which are not grown on the site and conducting business within an enclosed building.

(84) "Front lot line" means the lot line separating an interior lot from the street right-of-way upon which it abuts, or the lot lines of a corner lot that abut upon a street right-of-way. Unless the context clearly shows otherwise, "front lot line" means the street right-of-way line.

(85) "Funeral home" means an establishment where the dead are prepared for burial or cremation and where wakes or funerals may be held. A funeral home or mortuary establishment shall not include a crematory.

(86) “Garage, estate or yard sale sign” means any sign advertising the sale of personal property from the owner’s premises in a residentially zoned district not exceeding four square feet in area.

(87) “Gasoline filling station” means any building, structure, or lot used only for the sale of motor vehicle fuels, oils, and lubricants and automobile accessories directly to the consumer and may include minor repairs and servicing incidental to such use, provided that the same are conducted without unreasonable or objectionable noises, fumes, dust, or odors. Storage tanks shall be located completely within lot lines and underground. Such use shall not be construed as including the business of permitting the standing or parking of motor vehicles or accessory units, whether or not for charge, for longer periods of time than are reasonably related to the permitted use, nor any business or use related to the leasing, renting or dispatching of any motor vehicles or accessory units or to the switching or handling of freight or the interchange of component units.

(88) “Grocery store” means a store where most of the floor area is devoted to the sale of food products for home preparation and consumption, which typically also offer other home care and personal care products, and which are substantially larger and carry a broader range of merchandise than convenience stores.

(89) “Ground sign” means a sign firmly affixed to the ground with zero clearance beneath the sign.

(90) “Halfway house” means a licensed home for inmates on release from more restrictive custodial confinement, or wherein inmates are placed in lieu of such more restrictive custodial confinement, and wherein supervision, rehabilitation, and counseling are provided so as to mainstream residents back into society, and to enable them to live independently. Such placement is pursuant to the authority of the State Department of Corrections.

(91) “Hardware store” means retail and/or service for hardware, building materials, tools, equipment, plumbing fixtures, tiles, paint, windows, etc.

(92) “Home occupation” means any occupational activity carried out by a member or members of an immediate family residing on the premises.

(93) “Hospital” means any building or structure containing beds for at least four patients and which is devoted to the diagnosis, treatment, or other care of human ailments.

(94) “Hotel” means a building or any part of a building that contains living and sleeping accommodations for transient occupancy and which has a common entrance or entrances.

(95) “Illegal sign” means any sign other than:

- A. A sign allowed by this chapter and not requiring a permit;
- B. A sign allowed by this chapter requiring a permit and for which a valid permit has been issued; or

C. A sign not allowed by this chapter, but which has been legalized by a variance and proper permit.

(96) "Impervious surface" means any material, such as concrete, asphalt, brick or metal, which impedes the percolation of water into the ground.

(97) "Improvement" means any one or more of the following: street pavements, with or without curb or gutter; sidewalks; crosswalks; water mains; sanitary and/or storm sewers; monuments; street trees; or any other item specified in Section 1222.05.

(98) "Industrialized dwelling unit" means an assembly of materials or products comprising all or part of a total structure that, when constructed, is self-sufficient or substantially self-sufficient, and, when installed, constitutes a dwelling unit, except for necessary preparations for its placement. Industrialized units include units commonly called modular or pre-fabricated units, but do not include mobile homes or manufactured homes, as separately defined. Industrialized units must be certified by the State of Ohio.

(99) "Industrialized Unit" means a building unit or assembly of closed construction fabricated in an off-site facility, that is substantially self-sufficient as a unit or as part of a greater structure, and that requires transportation to the site of intended use. "Industrialized Unit" includes units installed on the site as independent units, as part of a group of units, or incorporated with standard construction methods to form a completed structural entity. "Industrialized Unit" does not include a manufactured home or mobile home as defined in this zoning code.

(100) "Interior lot" means any lot, other than a corner lot, with frontage on only one street.

(101) "Junk yard" means any property, building or part thereof where waste and discarded or salvaged materials such as scrap metals, used building materials, used lumber, used glass, paper, rags, cordage, barrels etc., are sold, bought, exchanged, baled, packed, sorted, disassembled or handled, including auto wrecking yards and house wrecking yards. This definition does not include establishments for the sale of used furniture, used household goods in working order or used cars in operable condition.

(102) "Kennel" means a structure that houses four or more animals over four months of age for compensation or not, and shall not exceed fifty square feet in size. A kennel is considered an accessory structure and shall comply with district regulations.

(103) "Landscaping" means the treatment of the ground surface with live plant materials such as, but not limited to, grass, ground cover, trees, shrubs, vines, and other live plant material. In addition, a landscape design may include other decorative natural materials, such as wood chips, boulders, or mulch.

(104) "Landscaping plan" means a plan, prepared to scale, showing accurately and with complete dimensioning, the proposed treatment of the ground surface with live plant materials for a specific parcel of land.

(105) “Laundromat” means a business that provides home-type washing, drying, and/or ironing machines for hire to be used by customers on the premises or operated for the benefit of retail customers who in and call for laundry.

(106) “Library or museum” means a public or quasi-public facility including aquariums, arboretums, art exhibitions, botanical-gardens, historic sites and exhibits, libraries, museums, and planetariums, which are generally non-commercial in nature.

(107) “Local streets” means streets designed to primarily serve lower density residential development.

(108) “Lot” means a piece, parcel, tract, or plot of land in any form of ownership that may include one or more lots of record occupied by a principal building and accessory buildings, or used for a principal use and uses accessory thereto, and including such open spaces as are required by this Zoning Code. “Lot” means a designated parcel of land in a plat intended as a unit for transfer or ownership, or to be occupied by a building and accessory buildings, together with such open spaces as are required by law, and having its principal frontage upon a public street.

(109) “Lot coverage” means the part of percent of the lot occupied by building including accessory buildings.

(110) “Lot depth” means the horizontal distance between the front and rear lot lines, measured along the median between the side lot lines.

(111) “Lot frontage” means the horizontal distance between side lot lines, measured at the right-of-way line.

(112) “Lot width” means the horizontal distance between side lot lines, measured at the required front setback line.

(113) “Manufactured home” means a factory-built, single-family structure that is transportable in one or more sections, is built on a permanent chassis and is used as a place of occupancy which is not constructed with a permanent hitch or other device allowing transport of the unit other than for the purpose of delivery to a permanent site and which does not have wheels or axles permanently attached to its body or frame. It is a building unit or assembly of closed construction that is fabricated in an off-site facility, designed for assembly at the building site, and bearing certification that it is built in conformance with the federal manufactured housing construction and safety standards established by the Secretary of the U.S. Department of Housing and Urban Development pursuant to the “Manufactured Housing Construction and Safety Act of 1974.”

(114) “Manufactured home Park” ~~means a parcel of land under single ownership that has been planned and improved for the placement of manufactured homes and mobile homes for dwelling purposes.~~ means any tract of land upon which three or more manufactured homes, used for habitation, are parked, either free of charge or for revenue purposes, and includes any roadway, building, structure, vehicle, or enclosure used or intended for use as a part of the facilities of the park. “Manufactured home park” does not include any of the following:

(1) A tract of land used solely for the storage or display for sale of manufactured or mobile homes or solely as a temporary park-camp, as defined in section 3729.01 of the Revised Code;

(2) A tract of land that is subdivided and the individual lots are for sale or sold for the purpose of installation of manufactured or mobile homes used for habitation and the roadways are dedicated to the local government authority; or

(3) A tract of land within an area that is subject to local zoning authority and subdivision requirements and is subdivided, and the individual lots are for sale or sold for the purpose of installation of manufactured or mobile homes for habitation.

(115) "Marijuana facility" means any entity that has been issued a certificate or license by the State of Ohio to operate as a cultivator, dispensary, processor or testing facility of medical marijuana or adult use cannabis (recreational marijuana).

A. "Cultivator" means an entity that has been issued a certificate of operation by the State of Ohio to grow, harvest, package and transport marijuana.

B. "Dispensary" means an entity licensed by the State of Ohio to sell marijuana products to eligible customers.

C. "Processor" means an entity that has been issued a certificate of operation by the State of Ohio to manufacture marijuana products.

D. "Testing laboratory" means an independent laboratory that has been issued a certificate of operation by the State of Ohio to have custody and use of controlled substances for scientific and medical purposes and for purposes of instruction, research, or analysis.

(116) "Mini-warehouse." See "self-service storage facility."

(117) "Minor Street" means a street other than a major thoroughfare.

(118) "Mixed use" means a building, structure, or lot(s) containing a mixture of commercial, office, and/or residential uses.

(119) "Mobile home" means a transportable, factory-built home, designed to be used as a year-round residential dwelling and built before the enactment of the Federal Manufactured Home Construction and Safety Standards Act of 1974,

which became effective June 15, 1976. Mobile homes are permitted only within manufactured home park districts. (See also "Manufactured home.")

(120) "Monuments" shall be defined as follows:

A. "Type A monument" means a cylindrical concrete marker six inches in diameter and thirty inches in length with a one-fourth inch iron rod cast at

the central axis of the cylinder. Such marker shall be placed in a vertical position with its top level with the surface of the surrounding ground.

B. "Type B monument" means a cylindrical concrete marker as described under Type A, except that a machine-type iron bolt (without nut), one inch in diameter by twelve inches in length, shall be placed in a vertical position with the head of the bolt upward and level with the surface of the pavement. A point shall be marked on the head of the bolt to show the exact point referred to on the final plat.

(121) "Motel" means a building or group of buildings having units containing sleeping accommodations which are primarily available for temporary occupancy by motor vehicle transients.

(122) "Movie theater" means a facility that provides fixed seating for customers to view motion pictures, including accessory snack and/or food and beverage services.

(123) "Multiple dwelling," "multiple-family dwelling," or "multifamily dwelling" means a dwelling designed for or occupied as the home of two or more families or households living independently of each other, including duplexes and triplexes, whether one story or more, tenement houses, interconnected terraces, apartment houses, and apartment hotels.

(124) "Nacelle" means a separate streamline metal enclosure that covers the essential mechanical components of the wind turbine.

(125) "Nonconforming lot" means an existing lot that does not meet the lot size requirements for the zoning district in which it is located.

(126) "Nonconforming sign" means any advertising structure or sign which was erected and maintained prior to such time as it came within the purview of this Zoning Code, and any amendments thereto, and which fails to conform to all applicable regulations and restrictions of the Zoning Code, or a nonconforming sign for which a special permit has been issued.

(127) "Nonconforming structure" means a structure lawfully existing at the effective date of this Zoning Code that could not be built under the requirements of this Zoning Code because of restrictions on area, lot coverage, height, yard requirements or similar requirements.

(128) "Nonconforming use" means any use, whether of a building, other structure or a lot, which does not conform to any of the applicable use regulations for the district in which such use is located.

(129) "Northwood" means the municipal corporation of Northwood and the geographic area within the boundaries thereof, as now constituted or hereafter enlarged or altered.

(130) "Nuisance" means junk, garbage, refuse, debris, disabled vehicle, or noxious vegetation; is offensive to the senses, violates public nuisance ordinance or obstructs reasonable and comfortable use of one's property; may cause injury to the property of another, and/or endanger life and health.

(131) "Nursing home" means a state licensed long-term facility providing room and board and supervised personal care by facility staff on a 24-hour basis for seven or more aged, infirm, or persons recovering from illness which is regulated under Act 368 of 1978.

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(132) “Offices” means places of business limited to activities such as lawyers, doctors, engineers, architects, real estate, insurance agencies and similar non-retail or wholesale activities.

(133) “Off-premise sign” means a sign or structure advertising an establishment, merchandise, service, or entertainment which is not sold, produced, manufactured, or furnished on the lot on which said sign would be located.

(134) “Off-street loading space” means any space available for the loading or unloading of goods that is at least fifteen-feet wide, thirty-feet long and, where such space is enclosed, fourteen-feet high. Such space shall have direct usable access to a street or alley. Where such loading space has been provided, any additional loading space lying alongside, contiguous to, and not separated from such first loading space need not be wider than twelve feet.

(135) “Off-street parking space” means off-street space available for the parking of one motor vehicle and having an area of not less than 200 square feet and a minimum width of ten feet, exclusive of passageways, driveways, and other maneuvering areas appurtenant thereto and giving access thereto. Such space shall have direct access to a street or alley.

(136) “On-premises electronic message center” means a large, free standing digital message center used for the purpose of promoting goods and services of the business located on the parcel where the message center is located may be permitted to be displayed, provided: the business is directly adjacent to the Interstate Highway (I-75 or I-280) on a parcel it owns or building it leases; and, the business is located in M-2 Industrial District along I-75 or C Commercial District along I-280.

(137) “Original/normal grade” means the preexisting average finished grade level before any changes and improvements.

(138) “Outdoor advertising” means any outdoor sign, with the exception of on-premises electronic message centers, shall be considered outdoor advertising.

(139) “Outdoor retail sales” means the display and sale of products and services primarily outside of a building or structure, including but not limited to vehicles, garden supplies, gas, tires and motor oil, food and beverages, boats or recreational vehicles, farm equipment, mobile and manufactured housing, and building or landscaping materials. The term also includes seasonal sales of products such as firewood, mulch, or garden supplies.

(140) “Outdoor storage” means the storage of goods and materials outside of any building or structure, but not including storage of a temporary or emergency nature.

(141) “Overlay district” means an area where certain additional requirements are superimposed upon a base zoning district or an underlying district and where the requirements of the base of the underlying district may or may not be altered.

(142) “Parcel” means a unit of land as shown on the tax duplicate.

(143) "Performance bond" means an agreement made by a subdivider or developer with the City for the amount of the estimated construction cost guaranteeing the completion of physical improvements according to plans and specifications within the time prescribed by the subdivider's or developer's agreement.

(144) "Performing arts center" means a gallery, theater, or similar use which promotes educational and aesthetic interests with a community.

(145) "Permanent sign" means a sign which is so constructed as to be a lasting and enduring sign, remaining unchanged, or intended to remain unchanged, in character, condition, beyond normal wear and position.

(146) "Personal service establishment" means an establishment providing nonmedical services to individuals as a primary use, such as barber and beauty shops, clothing rental, florists, home electronics and small appliance repair, interior decorators, laundromats, locksmiths, photographic studios, shoe repair shops, tanning salons, and tailors.

(147) "Pervious surface" means porous materials that allow percolation of water into the soil.

(148) "Pharmacy" means a professional pharmacy conducted within and for the convenience of occupants and patrons of a medical building or buildings, which limits the sale of articles to drugs, prescription medicines, surgical and medical supplies, and other health regulated articles.

(149) "Photographic studio" means an establishment providing retail sales, repair service, and/or film processing and developing services.

(150) "Place of worship" means a building or property used principally for religious worship, not to include group homes, schools, and not used for a permanent or temporary dwelling; church or religious institution.

(151) "Planned unit development" means a development that is under unified control and is planned and developed as a whole or in a series of phases. The development plan need not comply with lot area, lot coverage, density, or setback regulations required by this chapter.

(152) "Planning Commission" means the duly appointed, official Planning Commission of the City of Northwood.

(153) "Plat" means a map of a tract or parcel of land, as described in these regulations, on which the subdivider's plan of property subdivision is illustrated and presented to the Planning Commission for approval, and if approved, may be recorded.

(154) "Pole sign" means a freestanding sign supported by one or more pole structures that are anchored in the ground and that are independent from any building or other structure.

(155) "Political sign" means a temporary sign indicating and/or supporting the candidacy of a person for office or urging action on any other matter on the ballot of a primary, general, and/or special election.

(156) "Pond" means a body of water with an outlet twenty-four inches above the average bottom of the pond.

(157) "Portable sign" means any sign not permanently attached to the ground or a permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless such vehicle is used in the normal day-to-day operations of the business.

(158) "Portable waste container" means a temporary unit/facility used for the purpose of human waste containment.

(159) "Principal building" means a building in which the primary use of the lot on which the building is located is conducted.

(160) "Principal use" means the main use of land or structures, as distinguished from a secondary or accessory use.

(161) "Print shop" means a retail establishment that provides duplicating services, including the collating of booklets and reports, using photocopy, blueprint, and offset printing equipment.

(162) "Private wind turbine generation" means wind turbine generation used primarily to generate electricity or produce mechanical energy for use on the property where located and generate 25kw or less of electricity. Sale of electric power via net metering is allowed.

(163) "Professional Engineer" means a registered engineer authorized to practice civil engineering as defined in Ohio R.C. Chapter 4733.

(164) "Professional office" means architect, attorney, chiropractor, professional engineer, drafting office, collection agency, dentist, doctor, insurance office, private detective, real estate agency, social worker, or similar use.

(165) "Professional Surveyor" means a registered surveyor authorized to practice surveying, as defined by Ohio R.C. Chapter 4733.

(166) "Projection sign" means a sign that is attached to a building and which projects out from the building wall so that the sign is generally at right angles to the building wall.

(167) "Public service facility" means the erection, construction, alteration, operation, or maintenance of buildings, power plants or substations, water treatment plants or pumping stations, sewage disposal or pumping plants and other similar public service structures by a public utility, by a railroad, whether publicly or privately owned, or by a municipal or other governmental agency, including the furnishing of electrical, gas, communication, and public water and sewage services, and rail transport, bus stations, and mail facilities.

(168) "Public utility" is as defined in Ohio R.C. 4905.02 and 4905.03.

(169) "Public utility or commercial wind turbine generation" means wind turbine generation used primarily to generate wholesale electricity or produce wholesale mechanical energy to supply electricity to consumers within the City.

(170) "Quarry" means any land from which rock, stone, gravel, sand, earth or mineral is removed or excavated, or excavated for the purpose of disposition away from the immediate premises. However, such excavation shall not include excavation necessary for the actual foundations of any building or structure for which a zoning certificate has been issued.

(171) "Real estate sign" means any sign advertising the sale, lease, rental, or development of rear property line.

(172) "Rear lot line" means that lot line which is opposite and furthest removed from the front lot line.

(173) "Recreational facility" means commercial or non-commercial facility that offers non-passive recreational services to a group of people or the general public, included in this definition are outdoor recreational facilities, such as golf courses, driving ranges, tennis courts, and swimming pools, and indoor recreational facilities in which all activities are conducted indoors. This definition could also include a combination of indoor and outdoor recreational services.

(174) "Residence" or "residential" means a building or any part of a building that contains dwelling units for permanent occupancy. "Residence," therefore, includes all one-family, two-family and multifamily dwellings; however, "residence" does not include:

A. Transient accommodations, as in transient hotels, motels, tourist cabins and trailer camps;

B. That part of a building that is used for any nonresidential use, except accessory uses for residences, in a building containing both residences and other uses; and

C. Institutional uses, as in rest homes, nursing homes, homes for the aged, orphanages and other institutional residential uses.

(175) "Restaurant" means an establishment that serves food and beverages primarily to persons seated within the building. This includes cafes, tea rooms and outdoor cafes.

(176) "Restaurant drive-in" means a retail outlet where food or beverages are sold to a substantial extent for consumption by customers in parked motor vehicles.

(177) "Restaurant, fast-food" means an establishment that offers quick food service, which is accomplished through a limited menu of items already prepared and held for service, or prepared, fried or grilled quickly, or heated in a device such as a microwave oven. Orders are not generally taken at the customer's table, and food is generally served in disposable wrapping or containers.

(178) "Retail establishments" means any business selling goods, wares, or merchandise to the consumer for direct consumption and not for resale.

(179) "Right-of-way" means a strip of land occupied, or intended to be occupied, by a street, sidewalks, a road, a utility line, street trees or other similar use. The use of the term "right-of-way" shall mean that such areas designated on a plat are separate and distinct from the lots or parcels adjoining such rights of way and are not included in the area of such lots. Rights-of-way intended for streets, sidewalks, utilities, street trees, or other use involving public maintenance shall be dedicated to the public and indicated as such on the plat.

(180) "Roof sign" means a sign erected upon and located completely above the roof of a building.

(181) "Sandwich board sign" means a temporary A-frame sign, usually composed of PVC plastic or wood. This type of sign is only permitted in the Central Business District.

(182) "School" means any building, public or private, which gives regular instruction in the several branches of learning at least five days a week for a normal school year. "School" includes an elementary, junior and senior high school, a college and a university. "School" does not include an establishment giving limited or special instruction, such as a business, vocational, trade, art, music, dancing, or riding school.

(183) "Self-service storage facility" means a building consisting of individual, small, self-contained units that are leased or owned for the storage of business and household goods or for contractors' supplies.

(184) "Semi-truck trailer" means an open or closed trailer that requires a semi-truck or similar vehicle to transport said trailer.

(185) "Setback" means the distance required to obtain minimum front, side, or rear yard open space provisions of this Zoning Code. Setbacks from the public street shall be measured from the outside edge of the existing or proposed future right-of-way; whichever is greater.

(186) "Side lot line" means any lot line that is not a front lot line or a rear lot line.

(187) "Sidewalk" means a paved surface or leveled area separated from the street and used as a pedestrian walkway.

(188) "Sign" means any structure or part thereof, or any device attached to a structure or painted, projected, imaged or represented on a structure, on which lettered, figured or pictorial matter is displayed or used for bringing the subject thereof to the attention of the public. "Sign" does not include any flag, badge or insignia of any government or governmental agency, or any traffic control device or structure. The area of a sign shall be deemed to be the entire area within a single continuous perimeter enclosing the extreme limits of such sign and not passing through or between adjacent words or elements of the same. However, the perimeter does not include any border or structural elements lying outside and not forming an integral part of the display. Signs that direct attention to a

business, profession, commodity or services that are not related to the premises where such a sign is located are defined as advertising signs and are subject to regulations specific to such signs. No sign shall be permitted in the right-of-way.

(189) "Site plan" means a plan, prepared to scale, showing accurately and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses, and principal site development features proposes for a specific parcel(s) of land.

(190) "Storm water drainage" means the removal of surface water from lands by drains, grading, or other means. Drainage includes the control of runoff to minimize erosion and sedimentation during and after development and includes the means necessary for water supply preservation or prevention or alleviation of flooding.

(191) "Story" means that part of the building between the surface of a floor and the ceiling immediately above.

(192) "Street" means a right-of-way, dedicated to public use, that affords the principal means of vehicular and pedestrian access to abutting property.

(193) "Structural alteration" means any change in or addition to the supporting members of a structure.

(194) "Structure" means any combination of materials forming any construction, the-use of which requires a more or less permanent location on the ground or attachment to something having a permanent location on the ground. As defined herein, "structure" includes mobile or manufactured homes, walls, fences, signs, and billboards.

(195) "Subdivider" means the owner of land who is effecting the subdivision of land.

(196) "Subdivision" means:

A. The division of any parcel of land shown as a unit or as contiguous units on the last preceding tax roll (that existed at the effective date of Ordinance 74-39) into two or more parcels, sites or lots, any one of which is less than five acres, for the purpose, whether immediate or future, of transfer or ownership; however, the division or partition of land into parcels of more than five acres not involving any new streets or easements of access, and the sale or exchange of parcels between adjoining lot owners, where such sale or exchange does not create additional building sites, shall be exempted; or

B. The improvement of one or more parcels of land for residential, commercial, or industrial structures or groups of structures involving the division or allocation of land for the opening, widening, or extension of any street except private streets serving industrial owners, occupants, or lease holders, or as easements for the extension and maintenance of public sewers water, storm drainage, or other public facilities.

The term division of land referred to in paragraph (196)A. hereof shall include any land contracts and partial releases of mortgage deeds.

(197) "Subdivision Regulations" or "these Regulations" means Ordinance 2002-45, passed August 22, 2002, and codified herein as Chapter 1222 of Title Two - Planning - of Part Twelve - the Planning and Zoning Code.

(198) "Substantially alter" means a change in the layout or design of a manufactured home park including, without limitation, the movement of utilities or changes in established streets, lots, or in other facilities. In the case of manufactured home parks located within a one-hundred-year flood plain, "substantially alter" also includes changes in elevation resulting from the addition of fill, grading, or excavation that may affect flood plain management.

(1989) "Swimming pool" means a privately-owned receptacle for water intended for the use of human beings for recreational purposes, being of open construction, without a fixed cover or shelter, providing for water of a depth for more than twenty-four inches and being either a permanent and fixed installation, or if of a temporary, assembled nature, customarily kept assembled and filled for more than one day at a time in a fixed location.

(200199) "Tavern" means an establishment serving alcoholic beverages in which the principal business is the sale of such beverages at retail for consumption on the premises and where sandwiches and snacks are available for consumption on the premises.

(2010) "Telecommunications tower" means a structure intended to support equipment used to transmit and/or received telecommunications signals including monopoles, guyed and lattice construction steel structures.

(2021) "Temporary fixture" means an object that can be driven, pulled, pushed, or slid from the property.

(2032) "Temporary sign" means a sign intended to be displayed for a short period of time and which is not permanently affixed, including all devices such as banners, pennants, flags, searchlights, twirling, or sandwich-type signs, sidewalk or curb signs.

(2043) "Terrace" means a raised platform supported on one or more sides by a wall or a bank of earth.

(2054) "Tourist cabins" means a group of buildings, including either separate cabins or a row of cabins, containing living and sleeping accommodations for transient occupancy and having individual entrances.

(2065) "Tracing" means a translucent drawing on linen, Mylar, cronaflex or the like, from which a print can be taken directly.

(2076) "Trailer" means a vehicle or enclosure used for purposes of living, sleeping, business or storage or for the transportation of persons or property, having no foundation other than wheels, blocks, skids, jacks, horses or skirting, and which has been, or reasonably may be, equipped with wheels or other devices for transporting the enclosure from place to place, whether by its own motive power or other means. "Trailer" includes a camp car, a house car, a house trailer or a trailer coach. The term shall also be construed to

include recreational equipment, boats, a mobile home, a mobile home park, and a mobile home subdivision.

(2087) “Trailer camp” and “trailer park” mean a lot where two or more trailers are parked or which is used or reserved for the purposes of supplying to the public a parking space for two or more trailers.

(2098) “Trellis” means a frame of lattice work used as a screen or as a support for climbing plants. A trellis is not to be used as a fence or attached to a fence to increase height.

(2109) “Use” means:

A. Any purpose for which buildings, other structures or land may be arranged, designed, intended, maintained, or occupied;

B. Any occupation, business, activity or operation carried on or intended to be carried on in a building or other structure or on land; or

C. A name of a building, other structure or lot which indicates the purpose for which it is arranged, designed, intended, maintained, or occupied.

(2119) “Used car lot” means any lot in which two or more motor vehicles in operating condition are offered for sale or displayed to the public.

(2121) “Utility trailer” means any vehicular portable structure designed and constructed to be used to transport materials and/or tools or similar apparatus for the purpose of providing said items at construction sites or similar locations.

(2132) “Variance” means a modification of the strict terms of the relevant regulations of this chapter where such modification will not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of this chapter would result in practical difficulties. Variances can only be granted by the Board of Zoning Appeals as provided under Chapter 1246, unless otherwise specified by this chapter.

(2143) “Veterinary animal hospital or clinic” means a place used for the care, grooming, diagnosis, and treatment of sick, ailing, infirm, or injured animals, and those who are in need of medical or surgical attention, and may include overnight accommodations on the premises for treatment, observation, and/or recuperation. It may also include boarding that is incidental to the primary activity.

(2154) “Wall sign” means any sign attached parallel to and within one foot of, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure which is supported by such wall or building, and which displays only on sign surface.

(2165) “Wall surface” means the exterior of the wall or all walls of a building extending in one direction.

(21~~76~~) "Water features" means any structure or item that contains water less than 24 inches in depth and which is used for landscaping purposes only. Water features shall not exceed 30 square feet in area.

(21~~87~~) "Wind turbine" means a mechanical device that is mounted to a tower, pylon, pole, or other structure, including all accessory facilities, upon which any, all, or some combination of the following items are included:

A. A wind vane, blade, or series of wind vanes or blades or other devices mounted on a rotor for the purpose of converting wind into electrical or mechanical energy.

B. A shaft, gear, or coupling device used to connect the rotor to a generator, alternator, or other electrical or mechanical energy-producing device.

C. A generator, alternator, or other device used to convert energy created by the rotation of the rotor into electrical or mechanical energy.

(21~~98~~) "Wind turbine owner" means the person, persons, or company who owns the wind turbine complete structure.

(22~~019~~) "Wind turbine tower" means the tower, pylon, pole, or support structure to which the turbine and rotor are mounted.

(22~~10~~) "Wind turbine tower height" means the distance from the rotor blade or vane at its highest point to the top surface of the original/normal grade adjacent to the wind turbine tower foundation.

(22~~21~~) "Yard" means that portion of an open area on a lot which extends open and unobstructed from its lowest level to the sky along the lot line and from that lot line for a depth or width specified by the regulations of the district in which the lot is located. (See Appendix A, Typical Lot and Corner Lot diagrams.) Specifically:

A. "Front yard" means a yard extending along the full length of the front lot line between the side lot lines.

B. "Rear yard" means a yard extending along the full length of the rear lot line between the side lot lines. In such a lot where the side lot lines meet to the rear of the lot, or where the rear lot line is less than ten feet, the minimum rear yard shall be computed from the point of intersection of the side lot lines on an imaginary line that is at equal angles from each side lot line. In the case of a corner lot, the rear lot line is opposite and most distant from the front lot line of least dimension.

C. "Side yard" means a yard extending along one side lot line from the required front yard, or from the front lot line if there is no required front yard, to the required rear yard.

(22~~32~~) "Zero lot line" means a common lot line on which one exterior wall of a structure may be constructed on a side property line.

(22~~43~~) "Zoning Code" means Ordinance 2002-45, passed August 22, 2002, as amended, codified herein as Title Four of Part Twelve - The Planning and Zoning Code.

(22~~5~~4) "Zoning District" means an area or section of the City within which the zoning regulations governing the use of buildings and premises, the height of buildings, the size of yards, the requirements for off-street parking and the intensity of use are uniform. Districts include Agricultural, Residential, Commercial, Public, and Industrial.

ORDINANCE 2025-11 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND CHAPTER 1270, MHP MANUFACTURED HOME PARK DISTRICT, OF THE NCO; AND DECLARING AN EMERGENCY.

WHEREAS, The last major overhaul to the City of Northwood’s Zoning Code was in 2007. Since then, there have been individual amendments to the code but not a holistic rewrite. Over the years, certain sections have been amended or deleted and references to other sections of the code or Ohio Revised Code and Administrative Rules have not been updated to reflect changes. Furthermore, there are areas of the City’s Zoning Code that conflict with one another or reference items that are no longer existing or valid within the zoning code; and

WHEREAS, The purposes of these amendments are to simply state zoning requirements, make sure that references and cross-references to other sections of the code are up-to-date, clarify and fix typographic areas and make minor modifications to guidelines to consolidate the overall intent of the zoning code; and

WHEREAS, The Planning Commission has recommended amending sections of Chapter 1270, MHP Manufactured Home Park District, of the Northwood Codified Ordinances; and

WHEREAS, The Northwood City Council held a Public Hearing on Thursday, April 24, 2025 at 7PM in the Council Chambers at 6000 Wales Road, as advertised in accordance with NCO 1242.07, for the purpose of receiving public comment and reviewing the zoning text amendment.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That Chapter 1270 MHP Manufactured Home Park District, of the Northwood Codified Ordinances is hereby amended as follows provided hereinafter in Exhibit A attached.

SECTION 2. All other sections of Chapter 1270 of the Northwood Codified Ordinances not hereinbefore amended or modified shall remain in full force and effect.

SECTION 3. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 4 . This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules:	For:___ Against:___ Abstain:___
Vote on emergency clause:	For:___ Against:___ Abstain:___
Vote on final adoption:	For:___ Against:___ Abstain:___

Adopted this ____ **day of** _____, **2025.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

CHAPTER 1270 MHP Manufactured Home Park District

- 1270.01 Purpose.
- 1270.02 Principal and conditional uses permitted.
- 1270.03 Area requirements.
- 1270.04 Off-street parking.
- 1270.05 Landscaping and buffering requirements.
- 1270.06 Development standards.

1270.07 Freestanding Accessory Structures.

CROSS REFERENCES

- Division of municipal corporation into zones - see Ohio R.C. 713.06
- Restrictions on location, bulk and height of buildings and structures - see Ohio R.C. 713.07
- Restrictions on height of buildings and structures - see Ohio R.C. 713.08
- Restrictions on percentage of lot occupancy and setback building lines - see Ohio R.C. 713.09
- Basis of districting or zoning; classification of buildings or structures - see Ohio R.C. 713.10
- General provisions and definitions - see P. & Z. Ch. 1240
- Provisions applicable to all districts - see P. & Z. Ch. 1250
- Supplementary regulations - see P. & Z. Ch. 1282

1270.01 PURPOSE.

The purpose of the MHP Manufactured Home Park District is to provide suitable areas for manufactured home park developments, constructed according to the requirements of the Ohio Department of Health. (Ord. 2002-45. Passed 8-22-02.)

1270.02 PRINCIPAL AND CONDITIONAL USES PERMITTED.

- (a) Principally permitted uses in this District shall be as follows:
 - (1) Manufactured home parks; and
 - (2) Accessory uses.
- (b) Conditionally permitted uses must be approved by the Planning Commission according to Sections 1244.06 and 1244.07. Conditional uses in the District shall be as follows:
 - (1) Social or community centers;
 - (2) Laundromats;
 - (3) Hospitals or clinics;
 - (4) Home occupations, subject to the limitations described in Section 1250.08;
 - (5) Churches or places of worship; and
 - (6) Schools.

(Ord. 2002-45. Passed 8-22-02.)

1270.03 AREA REQUIREMENTS.

(a) Front Yard. There shall be a perimeter front yard of the manufactured home park parcel of not less than thirty-five feet measured from the road right-of-way line. The location of each manufactured home on the interior manufactured home park lots shall be per the requirements pursuant to the Ohio Administrative Code Chapter 4781-12. See Section 1250.09 for modifications for corner lots.

(b) Side Yard. There shall be a perimeter side yard of the manufactured home park parcel not less than twenty-five feet on each of the two sides. See Section 1250.09 for modifications for corner lots.

(c) Rear Yard. There shall be a perimeter rear yard of the manufactured home park parcel of not less than twenty-five feet.

(Ord. 2002-45. Passed 8-22-02; Ord. 2023-07. Passed 2-9-23.)

1270.04 OFF-STREET PARKING.

Off-street parking space shall be provided according to the regulations set forth in Section 1282.05.

(Ord. 2002-45. Passed 8-22-02.)

1270.05 BUFFERING AND LANDSCAPING REQUIREMENTS.

Buffering and landscaping requirements shall be provided according to the regulations set forth in Section 1250.10.

(Ord. 2002-45. Passed 8-22-02.)

1270.06 DEVELOPMENT STANDARDS.

All manufactured home parks shall meet the requirements of the Ohio Department of Health, pursuant to the Ohio Administrative Code Chapter 4781-12, and the requirements of the Division of Industrial Compliance of the Ohio Department of Commerce.

(a) All new or replacement manufactured homes and accessory structures shall obtain a zoning permit from the Planning, Zoning and Economic Development Department prior to installation.

(b) All new or replacement manufactured homes shall be placed upon a lot within a manufactured home park in compliance with Ohio Administrative Code Section 4781-12-08, Manufactured Home Lots.

(c) Any existing manufactured home that does not comply with Ohio Administrative Code Section 4781-12-08(E) to (G) pursuant to 4781-12-08 paragraph (D) shall not be expanded, enlarged, or otherwise extended in a manner that increases the noncompliance.

(d) Sidewalks shall be required upon any substantial alteration or expansion of the existing Manufactured Home Park. Paving shall be done with a minimum thickness of four inches of plain Portland Concrete and the width shall be a minimum of four feet.

(e) Streetlights shall be added and reference Ohio Administrative Code 4781-12-10.

(f) There shall be no parking of boats, camper tops and accessories, campers and/or recreational vehicles, draw bars, and props on any lot within the Manufactured Home Park District.

(Ord. 2002-45. Passed 8-22-02; Ord. 2023-07. Passed 2-9-23.)

1270.07 FREESTANDING ACCESSORY STRUCTURES.

(A) No freestanding accessory structure shall be placed within five feet of any occupied manufactured home or portion thereof other than the manufactured home occupied by the owner of the freestanding accessory structure.

(B) Not more than one freestanding accessory structure shall be placed on any manufactured home lot.

(C) Any freestanding accessory structure on a manufactured home lot within a manufactured home park shall be secured at time of placement with a minimum of two tiedowns, anchors, or anchor bolts, per side at or near the corners of the freestanding accessory structure to prevent movement by wind forces, collapse, or lateral movement resulting from the flotation by floodwaters.

ORDINANCE 2025-12 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSIONS RECOMMENDATION TO REZONE THE FOLLOWING ADDRESSES/PARCELS 1905 TRACY ROAD (PARCEL M50-812-300000014000), 0 ANDRUS ROAD (PARCELS M50-812-300000013000 AND M50-812-300000011000), 550 EAST FLORENCE AVE (PARCEL M50-812-300000007000) AND 0 ANDRUS (parcel M50-812-300000006001) TO MHP, MANUFACTURED HOME PARK DISTRICT; AND DECLARING AN EMERGENCY.

WHEREAS, The Northwood Planning Commission has recommended rezoning the following addresses/parcels to MHP Manufactured Home Park: 1905 Tracy Road (Parcel M50-812-300000014000), and 0 Andrus Road (Parcels M50-812-300000013000 and M50-812-300000011000 vacant parcel of land East of Oak St.) 550 East Florence Avenue (Parcel M50-812-300000007000) and 0 Andrus Road, (Parcel M50-812-300000006001), to eliminate the non-conforming land use.

WHEREAS, The Northwood City Council held a Public Hearing on Thursday, April 24, 2025 at 7PM in the Council Chambers at 6000 Wales Road, as advertised in accordance with NCO 1242.07, for the purpose of receiving public comment and reviewing the proposed rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That the Council of the City of Northwood hereby concurs with the recommendation of the Northwood Planning Commission to rezone 1905 Tracy Road (Parcel M50-812-300000014000) from C Commercial, to MHP Manufactured Home Park.

SECTION 2. That the Council of the City of Northwood hereby concurs with the recommendation of the Northwood Planning Commission to rezone 0 Andrus Road (Parcels M50-812-300000013000 and M50-812-300000011000) from M1 Light Industrial to MHP Manufactured Home Park.

SECTION 3. That the Council of the City of Northwood hereby concurs with the recommendation of the Northwood Planning Commission to rezone 550 East Florence Avenue (Parcel M50-812-300000007000) from C Commercial to MHP Manufactured Home Park.

SECTION 4. That the Council of the City of Northwood hereby concurs with the recommendation of the Northwood Planning Commission to rezone and 0 Andrus Road, (Parcel M50-812-300000006001) from C Commercial to MHP Manufactured Home Park.

SECTION 5. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 6. This ordinance shall take effect as an emergency measure or at least the earliest date allowed by law. The reason for the emergency is that the proper enforcement of the Northwood Planning & Zoning Code is necessary for the protection of the health, safety and welfare of our citizens.

Vote to suspend rules:	For:___ Against:___ Abstain:___
Vote on emergency clause:	For:___ Against:___ Abstain:___
Vote on final adoption:	For:___ Against:___ Abstain:___

Adopted this ____ **day of** _____, **2025.** **In Effect:** _____
ATTEST:

Clerk of Council
APPROVED AS TO FORM:

President of Council
APPROVED:

City Attorney

Mayor

1905 Tracy Rd
M50-812-300000014000



O Andrus
M50-812-300000011000

550 E Florence
M50-812-300000007000

O Andrus
M50-812-300000013000

O Andrus
M50-812-300000006001

ORDINANCE 2025-13 AN ORDINANCE APPROVING THE TERMS OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHWOOD, AND THE AMERICAN FEDERATION OF FEDERAL, STATE AND COUNTY MUNICIPAL EMPLOYEES, OHIO COUNCIL 8, LOCAL #755 (AFSCME), AND DECLARING AN EMERGENCY.

WHEREAS, The City and AFSCME are parties to a collective bargaining agreement effective April 1, 2024 through March 31, 2027; and

WHEREAS, The Parties desire to modify the terms of their CBA regarding work shift hours, and to clarify certain other CBA provisions that could otherwise be affected by the desired modification.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. The Parties agree to the amendments to the existing language of the collective bargaining agreement as provided in attached "Exhibit A"

SECTION 2. All other provisions of the current collective bargaining agreement (CBA) between the parties remain in effect and unchanged unless otherwise explicitly agreed upon in writing.

SECTION 3. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 4. This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules:	For:___ Against:___ Abstain:___
Vote on emergency clause:	For:___ Against:___ Abstain:___
Vote on final adoption:	For:___ Against:___ Abstain:___
Adopted this ___ day of _____, 2025. In Effect: _____	

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made by and between the City of Northwood ("City") and The American Federation of Federal, State and County Municipal Employees, Ohio Council 8, Local #755 ("Union"), hereinafter collectively, "the Parties," to modify certain provisions of the Parties' April 1, 2024 through March 31, 2027 collective bargaining agreement (CBA).

Whereas, the Parties desire to modify the terms of their CBA regarding work shift hours, and to clarify certain other CBA provisions that could otherwise be affected by the desired modification.

Now, therefore, the Parties agree as follows:

1. For the period from May, 2025, through September, 2025, bargaining unit members' work week will consist of four (4) nine (9) hour work days, plus one (1) four (4) hour work day; the four (4) hour work day will occur on a Friday or Monday which will be assigned to the bargaining unit member by City Administrator or the City Administrator's designee.
2. During the months of June, July and August, 2025, the work week of each bargaining unit member will consist of four (4) ten (10) hour work days, with either Monday or Friday of each workweek designated as a day off, such day to be assigned to the bargaining unit member by City Administrator or the City Administrator's designee.
3. Notwithstanding any other provision of the Parties' CBA, during the period covered by this MOU, a bargaining unit member will be entitled to receive overtime pay at the rate of one and one-half (1 ½) times the member's regular hourly wage rate for each hour actually worked by the member in excess of forty (40) hours during the member's work week.
4. Notwithstanding any other provision of the Parties' CBA, during the period covered by this MOU, the holiday pay shall be limited to eight (8) hours regardless of the length of the member's work day as provided under the terms of paragraphs 1 and/or 2 of this MOU.
5. Consistent with the provisions of Section 28.2 of the Parties' CBA, no bargaining unit member shall earn sick leave for overtime work or for any work performed outside of the member's assigned work shift as temporarily modified by the terms of this MOU.
6. The terms "day" and "days" in Article 31, Funeral Leave, of the Parties' CBA shall be defined as eight (8) hours regardless of the shift the employee may be assigned to under this MOU.

The Parties to this MOU agree that its duration shall not exceed September 30, 2025 without express written agreement between the Parties.

All parties to this MOU hereby acknowledge and agree that this MOU is in no way precedent setting. This MOU shall not be introduced, referred to, or in any way utilized in any subsequent arbitration, litigation, or administrative hearing except as may be necessary to enforce its terms.

This MOU is signed and entered into this ____ day of _____, 2025.

For the City of Northwood:

For AFSCME, Ohio Council 8, Local #755:

ORDINANCE 2025-14 AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

WHEREAS, This Council has decided to include the paving of Tracy & Wales Roads as a 2025 capital project; and,

WHEREAS, The Law Dept. budget needs to be amended to include six months of wages as City Prosecutor and health insurance for the Law Director;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the General Fund totaling \$21,875 as follows:

110-7725-50521	Health insurance (6 mos)	11,075
110-7740-50239	City Prosecutor (6 mos)	10,800

SECTION 2. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the Capital Improvement Fund totaling \$113,265 as follows:

401-7610-53530	Street Construction	\$113,265
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SECTION 3. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 4. This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules:	For:____ Against:____ Abstain:____
Vote on emergency clause:	For:____ Against:____ Abstain:____
Vote on final adoption:	For:____ Against:____ Abstain:____

Adopted this ____ **day of** _____, **2025.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

ORDINANCE 2025-15 AN ORDINANCE APPROVING THE JOB DESCRIPTION FOR A GROUNDSKEEPER; AND DECLARING AN EMERGENCY.

WHEREAS, The City Administrator purposes to create the position of Groundskeeper.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That the job description for the Groundskeeper is approved as outlined in Exhibit A.

SECTION 2. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 3. This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules:	For:___ Against:___ Abstain:___
Vote on emergency clause:	For:___ Against:___ Abstain:___
Vote on final adoption:	For:___ Against:___ Abstain:___

Adopted this ___ **day of** _____, **2025.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

Position Description

City of Northwood

CLASSIFICATION TITLE: Groundskeeper

REPORTS TO: Public Service Director

FLSA STATUS: Non-exempt

DEPARTMENT: Street Department

CIVIL SERVICE STATUS: Unclassified

PAY STATUS/REF: Hourly

EMPLOYMENT STATUS: Part-time, seasonal

POSITION DESCRIPTION

Under the supervision of the Public Service Director, this position is responsible for maintenance and beautification tasks throughout the community. This position involves the operation and upkeep of landscaping equipment, field maintenance, and other duties as assigned. This role requires availability on weekends and the ability to work independently in various outdoor conditions.

DUTIES AND RESPONSIBILITIES

1. Operate and maintain riding mowers, push mowers, and weed trimmers and edgers
2. Perform general maintenance on mowing and landscaping equipment.
3. Maintain and line baseball and softball diamonds according to scheduled games or events.
4. Assist with general groundskeeping and cleanup duties in parks, public grounds, and rights-of-way.
5. Ensure all tools and equipment are used safely and stored properly.
6. Follow all safety procedures and report any issues to the supervisor promptly.
7. Perform other duties as assigned by the Public Service Director.

EQUIPMENT OPERATED

Riding mower, push mower, weed trimmer, hedge trimmer, leaf blower and various hand tools.

QUALIFICATIONS:

- Prior experience operating riding and push mowers and weed trimmers.
- Basic knowledge of lawn equipment maintenance and repair.
- Ability to work outdoors in varying weather conditions.
- Must be able to lift up to 50 lbs. and perform physical labor.
- Must be available to work weekends.
- Reliable transportation and punctual attendance are required.

LICENSE OR CERTIFICATION REQUIREMENTS

- Possession of standard Ohio vehicle operator's license.

This position description in no matter states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties by the position's supervisor, appointing authority, or designee.

Approved by Appointing Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee's Signature

Date

ORDINANCE 2025-08 AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION’S (ODOT) ANNUAL ROAD SALT BID; AND DECLARING AN EMERGENCY.

WHEREAS, Section 5513 (B) of the Ohio Revised Code provides the opportunity for Political Subdivisions including Counties, Townships, Municipal Corporations, Port Authorities, Regional Transit Authorities, State Colleges/Universities and County Transit Boards and others to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies, or other articles; and,

WHEREAS, the City of Northwood, Ohio is desirous of making use of this program for the purchase road salt; and,

WHEREAS, the City of Northwood estimates that it will need approximately 1,000 tons of road salt for the 2025-2026 winter season.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That the City Administrator is hereby authorized to sign the attached agreement authorizing participation in the ODOT Road Salt Contracts Awarded in 2025.

STOCKPILE LOCATIONS (Estimated*)	STOCKPILE CAPACITY	TONS REQUIRED
6000 Wales Road Northwood, Ohio 43619	900 Tons	400 Tons

SECTION 2. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 3. This Ordinance is hereby declared an emergency measure because the deadline to submit the electronic form and signed Ordinance is Friday, May 2, 2025 and therefore necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules:	For:___ Against:___ Abstain:___
Vote on emergency clause:	For:___ Against:___ Abstain:___
Vote on final adoption:	For:___ Against:___ Abstain:___

Adopted this ___ **day of** _____, **2025.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

**AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2025**

WHEREAS, The City of Northwood (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party’s own errors, actions, and failures to act.
- d. The Political Subdivision’s electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 85% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract’s effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 2, **by 5:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision’s participation agreement and/or a Political Subdivision’s request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date

THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN MAY 2, 2025.

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.



MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: APRIL 24, 2025

FIRE:

Chief Whitmore presented the recommendation to hire Kamden Ohrt as a recruit firefighter.

MEMO

TO: City Council

FROM:

Kevin Laughlin, City Administrator

RE: Lexipol

Background

Administration has identified a critical need to audit and update the current HR Policy and Procedure (P&P) Manual due to:

- Outdated policies
- Inconsistencies between versions stored in various offices
- Missing or outdated required workplace training

Administrative Analysis & Comparison

With no formal HR department in place to manage these responsibilities, the City explored external solutions. Several HR consulting firms were contacted, returning quotes ranging from \$4,150 to \$10,920 for an HR audit and manual overhaul.

However, even with this investment, challenges remain:

- Lack of modern technology to manage policy updates and training delivery
- PDF-based manuals still risk version inconsistencies
- Policies are not easily accessible or searchable for employees
- Responsibility would fall on internal staff to track ongoing legal changes and required training
- Continuous consulting fees to maintain compliance

HR solutions for surrounding areas:

Oregon - no HR department. They are in similar position as Northwood with an outdated manual. Their Police and Fire Departments use Lexipol.

Walbridge - no HR department, manuals are managed internally. Police department uses Lexipol.

City of Perrysburg and City of Sandusky have an HR department and are current Lexipol clients.

Lexipol has about 25 clients in Ohio that use the local government manual - A majority of their larger municipality clients have an HR department while the smaller municipality clients do not.

Administrative Recommendation

While traditional consulting options provide temporary fixes, Lexipol offers a sustainable, scalable solution that modernizes the City's policy management process and reduces legal and compliance risks. Both the City's Police and Fire Departments already use Lexipol, making it a familiar, proven solution among city departments. Expanding its use across all departments would promote consistency, reduce administrative burden, and create a unified policy management system that ensures long-term consistency and accountability.

Lexipol offers a comprehensive, tech-driven solution that addresses the City's current issues and prevents recurrence. It ensures policies are:

- Continuously updated in line with current laws, regulations, and best practices

- Easily accessible and consistent across all departments
- Delivered with built-in tools for training and policy acknowledgment

Key Benefits of Lexipol

1. Daily Training Bulletins (DTBs)
 - Short, scenario-based training tied to policy content
 - Tracked completion by employee and topic ensures accountability
2. Continuous Policy Updates
 - Lexipol experts regularly review legal updates and best practices
 - Web-based delivery ensures easy, real-time distribution
 - Updates include side-by-side comparisons to highlight changes
 - Customizable to fit the City's structure and language
3. Knowledge Management System (KMS) & Mobile App
 - Secure, centralized platform for all policy and training content
 - Supports customization, distribution, and archiving of policy versions
 - Mobile app provides access anytime, anywhere—including in the field
4. Reporting & Accountability Tools
 - Track policy acknowledgments and training completions
 - Generate detailed reports by employee, topic, shift, or department
 - Reduces administrative burden and improves transparency

First year cost includes the web-based service, implementation and current content extraction, \$15,998.96

Annual fee billed in January - \$5,146.20

Administration recommends approving the contract