

MEETING MINUTES
PERKINS TOWNSHIP ZONING COMMISSION
Monday, January 12th, 2026 @ 4:00 PM
PERKINS TOWNSHIP SERVICES FACILITY – BIG MEETING ROOM
2610 COLUMBUS AVENUE, SANDUSKY, OH 44870

Board Members Present: Mr. Greg Schmid
 Mr. John Lippus
 Mr. Les Wilson, Alternate

Board Members Absent & Excused: Mrs. Cheryl Best-Wilke,
Mrs. Kula Hoty-Lynch & Mr. Billy Criscione

Staff in Attendance: Mrs. Arielle Blanca, Community Development Director
 Mrs. Casey Sparks, Planner/Zoning Inspector
 Mrs. Jessica Gladwell, Administrative Assistant
 Mr. Timothy Alexander Sr., Code Enforcement Officer

I. Call to Order.

At 4:00 p.m., Mr. Greg Schmid called the meeting to order.

II. Pledge of Allegiance.

Mr. Greg Schmid led everyone in the Pledge of Allegiance.

III. Roll Call.

Mr. Greg Schmid asked Mrs. Jessica Gladwell for a call of the roll.

Roll Call: Mr. Schmid; here, Mr. Lippus, here, Mr. Wilson, here,

Mr. Schmid advised members of the audience that they must first sign in if they plan on speaking tonight. Then, they will be asked to state their name and address prior to speaking.

IV. Election of Officers for 2026

Board motioned to keep the board as is.

Mr. Wilson made a motion to keep the board as is. Mr. Lippus seconded the motion.

Roll Call – All ayes, motion carried.

V. Approval of Meeting Minutes from November 10th, 2025 & December 8th, 2025.

Mr. Schmid said he would entertain a motion to approve the minutes from the last meeting.

Mr. Wilson made a motion to keep the board as is. Mr. Lippus seconded the motion.

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Roll Call – All ayes, motion carried.

VI. Chair’s Welcome and Explanation of Public Hearing & Meeting.

Mr. Schmid welcomed everyone to the meeting. He stated that the purpose of these meetings is for the Perkins Township Zoning Commission to consider and make a recommendation of approval, denial, or modification of a resolution to amend the text or the Zoning Map of the Perkins Township Zoning Resolution. Mr. Billy Criscione stated that the Zoning Commission’s authority to do so comes directly from the Zoning Resolution, as it is its responsibility to conduct this public hearing. She stated that the request for amendment will first be read into the record. Then, he stated that the Zoning Commission will open a public hearing during which it will hear comments, questions, and any concerns from members of the audience. Then, he stated that the public hearing will be closed, and the public meeting will open. During the public meeting, Commission members will discuss the proposed resolution for amendment and vote to recommend approval, denial, modification, or tabling. Then, this recommendation will be forwarded to the Board of Trustees who will consider the request at a future meeting, subject to legal review.

VII. Secretary - Request for Proposed Amendment.

Mr. Schmid requested that Mrs. Gladwell read the proposed amendment into the record.

Mrs. Gladwell read the request for proposed amendment.

Case ZC#2026-01 – The Perkins Township Zoning Commission will discuss and review text amendments to “Article 4.4- “Township Zoning Commission” and Article 4.8 – Township Board of Zoning Appeals: Compensation and Expenses.”

VIII. Staff Report - Planning & Zoning Department.

Mrs. Sparks stated that this evening we are going to discuss zoning amendments in regard to the boards and commissions. As we continue to kind of review our zoning code, we are finding different things that we can improve on. Specifically, in regard to during the months of January through March, we came across some issues with people being out of town through our board, whether they are just spending some time down in Florida or just taking vacations this time of the year. So, we just need to make sure that we’re having a quorum and being able to provide this service to the Township residents. We have been doing some research and looking into different options, and we briefly talked about some different things at the last meeting. The Trustee’s and staff ae up with the idea of maybe adding an additional alternate to each of the boards and commissions. When looking into the ORC and the ORC already allows us to do two alternates; just our zoning code does not reflect that. So, when speaking to our legal counsel, they made they had encouraged us to basically just make some minor amendments

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to our zoning resolution to reflect really what the ORC already states that we can do. Simple changes for this evening.

Mrs. Sparks goes through the current and proposed changes with the zoning resolution, along with the ORC.

1) **AMEND ARTICLE 4.4 – “Township Zoning Commission”**

a) **Text Amendments**

ARTICLE 4.4 – TOWNSHIP ZONING COMMISSION

The Board of Trustees of any Township proceeding under Sections 519.99, inclusive, of the Revised Code shall create and establish a Township Zoning Commission. The Commission shall be composed of five members **and two alternates** who reside in the unincorporated area of the Township, to be appointed by the Board of Trustees and the terms of the members shall be of such length and so arranged that the term of one member will expire each year. Each member shall serve until his successor is appointed and qualified. Members of the Zoning Commission shall be removable for nonperformance of duty, misconduct in office, or other cause by the Board of Trustees, upon written charges and after a copy of the charges have been served upon the member so charged at least ten days prior to the hearing, either personally by certified mail or by leaving such copy at this usual place of residence. The members shall be given an opportunity to be heard and answer such charges. Vacancies shall be filled by the Board of Trustees and shall be for the unexpired term.

The Ohio Revised Code

Section 519.04 (A) of the Ohio Revised Code, as referenced in our zoning resolution, states

*The board of township trustees of any township proceeding under sections [519.01](#) to [519.99](#) of the Revised Code, shall create and establish a township zoning commission. The commission shall be composed of five members who reside in the unincorporated area of the township, to be appointed by the board. **The board of township trustees may appoint two alternate members to the township zoning commission, for terms to be determined by the board of township trustees.***

2) **AMEND ARTICLE 4.8 – “CONSTRUCTION OF LANGUAGE & DEFINITIONS”**

B) **Text Amendments**

ARTICLE 4.8 – TOWNSHIP BOARD OF ZONING APPEALS; COMPENSATION AND EXPENSES

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The Board of Township Trustees shall appoint a Township Board of Zoning Appeals of five members **and two alternates** who shall be residents of the unincorporated territory in the Township included in the area zoned, **as referenced in Section 519.04 of the Ohio Revised Code**. The terms of all members shall be of such length and so arranged that the term of one member will expire each year. Each member shall serve until his or her successor is appointed and qualified. Members shall be removable for the 66 Perkins Township Zoning Resolution same causes and in the same manner as provided by Section 519.04 of the Revised Code. Vacancies shall be filled by the Board of Township Trustees and shall be for the unexpired term. The members may be allowed their expenses, or such compensation, or both, as the Board of Township Trustees may approve and provide. The Board of Zoning Appeals may within the limits of the moneys appropriated by the Board of Township Trustees for the purpose, employ such executives, professional, technical and other assistants as it deems necessary.

The Ohio Revised Code

Section 519.13 (a) states of the Ohio Revised Code states

*In any township which adopts zoning regulations the board of township trustees shall appoint a township board of zoning appeals composed of five members who shall be residents of the unincorporated territory in the township included in the area zoned. **The board of township trustees may appoint two alternate members to the township board of zoning appeals, for terms to be determined by the board of township trustees.** An alternate member shall take the place of an absent regular member at any meeting of the board of zoning appeals, according to procedures prescribed by resolution by the board of township trustees. An alternate member shall meet the same appointment criteria as a regular member. When attending a meeting on behalf of an absent member, the alternate member may vote on any matter on which the absent member is authorized to vote.*

Mrs. Sparks stated that this is very minor amendment but we're just hoping to get this done in January so we can have it in place. Mrs. Sparks stated that she mentioned to the other two gentlemen that we already have two interested people that are ready to kind of sign up as alternates for both the Board of Zoning appeals and the Zoning Commission. So, we just need to do this so we can take it through the process and then we will have them appointed through the trustees.

Mr. Schmid stated that he liked everybody's kind of starting to fall in line with the ORC or other things like the Ohio and stuff that we're not trying to adopt stuff like we are in California or something.

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Mrs. Sparks stated that they looked at some different solutions, and she thinks that one of the solutions that we came up with caused heartburn on one end or the other. So, this way actually we talked to our legal counsel, and this idea came up and we would just move forward with that.

Mr. Schmid stated that that sounded perfect, he assumes that what majority of the Townships and stuff are doing. Why go against the ORC when it's already got a lot of backbone to it.

Mrs. Sparks stated correct, and what we were just discussing beforehand is if both alternates are present and we would have a whole quorum and two alternates; number one, like Arielle said we could just probably let one of the alternates know that its really maybe not necessary to come, if we know everyone is going to be present. Generally speaking what we do is when we send out the packet, we just say hey, if you can please respond and let us know if you are going to be in attendance, and we handle it that way. Or they would know that the five members, that are actually members would have their voting rights and the alternates wouldn't vote. Mrs. Sparks stated that she could speak with our legal counsel on how to handle that, if we would ever get to that point. She stated that they've been here for some time, and they don't know if that's ever been an issue before.

Mr. Wilson stated that one time it came up and he told them his vote wouldn't count.

Mrs. Sparks stated that she would talk to our legal counsel and see how to take care of that, if it were to happen.

Mr. Wilson stated that as an alternate, if there is a whole quorum or not, he would still come to the meetings counting his vote or not.

Mr. Lippus stated that he thinks it would be beneficial for the alternates to be here, because if something becomes a multi meeting situation, then they are up to speed and not in the dark.

Mrs. Sparks stated that she agreed with that too.

Mr. Schmid asked if the code required like five votes.

Mrs. Sparks stated that she thinks it's the majority of votes of members that are present.

Mr. Schmid stated okay.

Mrs. Blanca stated that the maximum number of members is 5, its majority and the minimum number is 3 to have a quorum.

Mr. Schmid stated that if everyone were to show up, the members vote and the alternates don't get too.

Mr. Wilson stated that as an alternate if he doesn't get to vote, he at least gets to speak.

Mr. Schmid stated that he would entertain a recommendation for the Trustees.

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Mr. Lippus made a motion to recommend approval for the recommendation from staff to add 2 alternates to each commission. One additional, two each.

Mr. Wilson seconded the motion.

Roll Call – All ayes, motion carried.

Discussions continued regarding being at the meeting virtually, and the rules and regulations on that.

IX. Old Business:

X. New / Other Business:

Mrs. Sparks stated that the recreational vehicles are on the agenda for tomorrow’s trustee meeting at 6PM. Other than that, there aren’t any other applications as of right now, of course now that we talked about it, there will be something.

XI. Commission Motion & Second to Adjourn the Public Meeting – Roll Call Vote.

With there being no further business to discuss, we entertained a motion to adjourn the meeting.

Mr. Wilson motioned to adjourn the meeting. Mr. Lippus seconded the motion.

Roll Call – All ayes, motion carried.

Respectfully Submitted,

x _____
Mrs. Casey Sparks
Community Development Director

x _____
Mr. Schmid
Zoning Commission

Date of Signature:

Date of Signature:
