



**VILLAGE
OF
CHIPPEWA LAKE, OHIO**



**Code
of
Miscellaneous Ordinances**

2/10/2026

**VILLAGE OF CHIPPEWA LAKE
CODE OF MISCELLANEOUS ORDINANCES**

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ADDITIONAL CODES UNDER SEPARATE COVER:

- A. Zoning Code
- B. Property Maintenance
- C. Flood Damage Reduction
- D. Traffic Code
- E. Criminal Code

VILLAGE OF CHIPPEWA LAKE CODE OF MISCELLANEOUS ORDINANCES

I. ADMINISTRATIVE

A. OPEN RECORDS POLICY:

Ordinance No. 706-10

[Amends *Ordinance No. 655-07*]

Introduction:

It is the policy of this Village that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of this Village to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

Section 1. Public records - This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of this village are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

1.1 It is the policy of this village that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

Section 2. Record requests - Each request for public records should be evaluated for a response using the following guidelines:

2.1 Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

- 2.2 The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested.
- 2.3 Public records can be available for inspection by appointment. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
- 2.4 Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be answered in a reasonable time.. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made promptly. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:
 - a. An estimated number of business days it will take to satisfy the request.
 - b. An estimated cost if copies are requested.
 - c. Any items within the request that may be exempt from disclosure.
- 2.5 Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Section 3. Costs for Public Records - Those seeking public records will be charged only the actual cost of making copies.

- 3.1 The charge for paper copies is 5 cents per page.
- 3.2 The charge for downloaded computer files to a compact disc is \$1 per disc.
- 3.3 There is no charge for documents e-mailed.
- 3.4 Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

Section 4: Email Correspondence

The Village of Chippewa Lake is including this position statement as a part of our "records retention schedule" to clarify and define e-mails that need to be retained as an official record.

If an email **does not** set policy, **does not** establish guidelines or procedures, **does not** certify a transaction, or **does not** become a receipt, it will be considered a "non-record" aka a "transient

document" that does not need to be retained, that can be eliminated or discarded and does not need to be provided in a records request.

If, in the opinion of the Village Solicitor and/or Village Fiscal Officer, an email is considered "necessary" even though it may be a "non-record", such emails will be retained as public records and provided in a records request.

Emails that do set policy, that **do** establish guidelines or procedures, that **do** certify a transaction, or that **do** become a receipt are considered public records and will be retained and provided in a records request.

This position statement is in line with the approved Ohio Electronic Records Committee document dated September 1, 2019 as found at www.ohioerc.org.

Section 5. Failure to respond to a public records request - The Village recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the village's failure to comply with a request may result in a court ordering the village to comply with the law and to pay the requester attorney's fees and damages.

B. PERSONNEL POLICIES AND PROCEDURES

WEAPONS (Adopted 6/10/19)

Village employees and volunteers shall not carry weapons and/or deadly ordinance while engaged in work for the Village.

ORDINANCE NO. 625-06:

Personnel policies and procedures regarding harassment, hiring and driving rules

SECTION I: Village Council hereby adopts the following Personnel Policies and Procedures, attached hereto and incorporated herein, for application to Village employees, agents and representatives:

1. HARASSMENT IN THE WORKPLACE.
2. DISCIPLINE AND TERMINATION.
3. RECRUITING AND HIRING.
4. DRIVING RULES AND REGULATIONS with forms.

Harassment in the Workplace

PURPOSE

The purpose of this policy is to maintain a healthy work environment free from all forms of harassment and to provide procedures for reporting, and the resolution of complaints of harassment, sexual or otherwise.

DEFINITION

Sexual Harassment - Sexual harassment is unwelcome explicit or implicit sexual advances, requests for sexual favors, and other verbal or physical conduct when it is made a condition of employment, it affects the employee's employment status, or it interferes with the work environment through the creation of intimidating, hostile, or offensive work conditions.

Harassment does not include the conduct or actions of supervisors/managers intended to provide

employee discipline, performance evaluations, oral/written reprimands or other supervisory actions intended to promote positive performance.

POLICY

No employee shall explicitly or implicitly mock, threaten, intimidate, degrade, or insult any person. Every Employee is responsible for assisting in preventing harassment. Any employee who harasses another employee may be subject to discipline, including termination.

PROCEDURES

Individuals who consider themselves to have been harassed in the workplace should bring the matter immediately to their supervisor or department head.

The supervisor or department head will immediately investigate the complaint and take any appropriate action. This shall include a review of this harassment policy with the offender and, if necessary, disciplinary action based upon the nature of the offense.

- Capricious and unfound charges of harassment may be a cause for disciplinary action
- Refusal by a supervisor or department head to act in legitimate cases of harassment may be a cause for disciplinary action
- Retaliation against an employee for having complained about harassment may result in disciplinary action.
- The rights of all parties shall be protected and due process shall be observed in dealing with complaints of harassment. However, since the Law dictates that a thorough investigation of sexual harassment complaints must be undertaken, complete confidentiality cannot be promised.

DISCIPLINE AND TERMINATION

DISCIPLINE

All employees are expected to exercise good judgment and common sense during the performance of their duties. All employees are expected to be courteous, loyal and dedicated. Acts, errors or omissions that impair an employee or hinder performance can result in discipline, including termination. The following are examples of the types of behavior that can result in discipline. These examples are not all-inclusive but serve as a general guide. Employees can be disciplined for other than the reasons presented directly below.

- Drinking alcohol or abusing non-prescription or prescription drugs or other controlled substances on the job.
- Arriving on the job under the influence of or in possession of alcohol, drugs, or other controlled substances.
- Violating a lawful duty
- Insubordination
- Unapproved absences from work
- Habitual absence or tardiness
- Unsatisfactory job performance
- *Conviction* of a felony or a misdemeanor involving moral turpitude.
- Inability, refusal or failure to perform assigned job duties.
- Violation of duties or rules imposed by the personnel policies or other rules, regulations and administrative orders.

In the event discipline is necessary, the following steps may be used, depending on the particular circumstance. These steps do not need to be followed in order to terminate an employee.

Oral Warning: This is a counseling session between an employee and a supervisor in which the employee's conduct and/or performance are discussed. It is intended to increase the employee's efficiency and value by pointing out problems and suggesting changes in conduct, *attitude*,

habits and/or work methods. Supervisors will document any oral warnings.

Reprimand: This is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. All reprimands are to be written and placed in an employee's personnel file.

Suspensions: This is a temporary paid or unpaid absence from duty that may be imposed as a penalty for significant misconduct, violation of the rules, continuing poor performance or repeated lesser infractions. This is considered a severe disciplinary action that becomes a permanent part of an employee's personnel file.

TERMINATION

An employee can be terminated for any of the following reasons:

- During or at the end of a trial period
- As a result of disciplinary action
- As a result of loss of skills, certifications or other conditions which make the employee unfit for work.
- Elimination of the employee's position
- the employee has a physical or mental impairment that prevents the employee from performing required duties. Termination must be supported by medical evidence that established that the employee is unable to perform essential job functions. Failure by the employee to submit to medical examination can result in termination.

In the event of termination, the employee will be provided with notice of termination. This shall include an explanation of the reasons for termination and the date termination will take effect.

TERMINATION HEARING

In the case of termination, the employee may request a termination hearing. This hearing serves as a check against mistaken decisions. Requesting such a meeting will not delay termination. During this meeting, the employee may explain why they should not be terminated. The employee may bring one person to this meeting as an observer or representative. Within five working days after this meeting, the employee will be informed if termination will proceed and/or stand or, if applicable, the employee will be reinstated and/or lesser disciplinary action will be applied.

LAYOFF

Employees may be laid off because of a lack of work, budgetary restrictions or other changes. In determining who is to be laid off, consideration will be given to individual performance and job qualifications. Seniority will be considered when performance and qualifications are judged to be equal. Laid off employees may be eligible for re-employment, if a vacancy they are eligible for occurs.

RESIGNATION

An employee will provide two weeks notice of resignation, although this time limit may be waived by management.

RECRUITING AND HIRING

RECRUITING

Recruiting will be conducted solely on the basis of ability, merit, qualifications and competence. No regard should be given to race, color, religion, national origin, sex, marital status, pregnancy, age, disability or political affiliation. Each applicant will complete and sign a standard official application before being considered for employment. Resumes may supplement but cannot take the place of this official application. Any applicant supplying false or misleading information can be dismissed from further consideration or, if already hired, is subject to immediate termination.

HIRING

When a position becomes vacant, the need for the position and examination of the current job description will be undertaken before posting the vacancy. Any changes in the job description will be made at this time.

Residency requirements are not a condition of initial appointment or continued employment. However, residency can be considered if it interferes with performance of duties and responsibilities (e.g., Police Officer must be able to make it to the station within 30 minutes, if called in an emergency).

Those applying for positions that require driving have to be at least 18 years of age and have a valid and appropriate (e.g., CDL) driver's license. In addition, these applicants will have acceptable driving records that are validated through a review of their Motor Vehicle Record.

Pre-employment examinations that test non-medical related qualifications and abilities may be part of the hiring process. Medical examinations, including those for alcohol or controlled substances, will only be administered after a conditional offer of employment has been made as the purpose of these medical exams is to insure that the employee is physically capable of doing the work and will not endanger the health, safety, or well being of other employees or the public. An offer of employment can be withdrawn if an applicant does not pass the medical exams, refuses to take the exams or tests positive for alcohol/controlled substances.

TEMPORARY EMPLOYEES

Temporary employees may be hired without competitive recruitment or examination, although they will complete the standard application. Temporary employees will not work in excess of 90 hours a month for more than five months in a twelve-month period. Temporary employees are eligible for overtime as required by law. They are not eligible and should not receive retirement, vacation, sick leave, health insurance, holiday, or any other benefits during their employment.

TRIAL PERIOD

All new employees or former employees who are rehired or promoted to new classifications will enter a trial period during which they will be required to demonstrate suitability for the position through actual work performance. Although this period is normally 6 months, it can be extended for longer periods if the position requires technical, professional, specialized, unusual or unique skills or qualifications. The trial period may be extended for an additional time (usually 6 months) when circumstances dictate (e.g., extended illness or management needs to continue to evaluate marginal performance). The trial period will not be shortened for any reason. An employee can be terminated at anytime during the trial period or extension. If terminated, reasons for termination will be documented. If an employee satisfactorily completes the trial period, the employee will receive a written performance evaluation documenting this.

EMPLOYMENT OF RELATIVES (NEPOTISM)

"Relatives" include an employee's parent, child, spouse, brother, sister, in-laws and step relationships.

Relatives will not be employed where

- One of the parties would have authority (or practical power) to supervise, appoint, remove or discipline the other,
- One party would be responsible for auditing the other,
- Both parties report to the same immediate supervisor,
- One of the parties is a policy level official, or
- Other circumstances are present that can lead to conflict between the parties.

If two employees who are related become related or and anyone of the above noted problems is then present, only one of the parties will be allowed to remain an employee, unless reasonable accommodations can be made to eliminate identified potential problems. The parties will be given 30 days from the date they become related to decide which employee will remain. If no decision is made by this time, then either employee can be terminated.

PROMOTIONS AND TRANSFERS

Promotions and transfers will be based upon work force requirements, performance evaluations, job descriptions and related requirements. To be considered for another position, an employee must have satisfactorily completed any trial period and possess the qualifications for the position in question.

GENERAL DRIVING RULES AND REGULATIONS

POLICIES

Overview

As a Chippewa Lake employee, you are constantly in the public eye. Every time you drive a vehicle or piece of equipment in the performance of your duties, you are representing the Village. You are not only responsible for your and security but the safety and security of citizens and visitors to Chippewa Lake. As a result, all Village drivers are required to exercise the utmost care and caution while operating a motor vehicle. Employees who regularly or occasionally operate Village or personally owned vehicles while in the employ of the Village are required to abide by all applicable State laws in addition to these rules and regulations.

Definitions

Vehicle - Unless otherwise specified, a vehicle is any automobile, truck or piece of equipment allowed to operate on the streets and highways of the State of Ohio, whether licensed or not.

Assigned Vehicle - A vehicle that is provided to a particular employee. The employee is considered the principal driver of the vehicle and may not use the vehicle to commute to and from work or otherwise operate the vehicle after normal business hours.

Driving Record Acceptability

Any employee who drives a Village or personal vehicle while in the employ of the Village whose driving record shows anyone of the following conditions will be considered to have an unacceptable driving record and will not be permitted to drive until his/her record no longer exhibits one of the criteria listed below.

1. One or more serious violation(s) in the last two years.
2. Two or more at-fault accidents in the last year involving a Village owned vehicle where the accident results in property damage in excess of \$2,500

Any employee involved in three or more at-fault accidents within a one-year period, or more than four within a two year period (regardless of accident type or monetary loss), will be required to attend a defensive driving course or similar remedial type training. The employee's respective Department will be responsible for ensuring that the employee receives this training within a reasonable time frame, training is documented, and all documentation is forwarded to the Village Clerk-Treasurer.

3. More than three moving violations in the last two year period, including traffic citations received as a result of an accident.
4. Any combination of traffic accidents and/or moving violations equaling five or more in

the last two years.

Unless otherwise noted above, moving violations include those that involve personal vehicles that are and/or are not being used during employment as well as those that involve Village owned vehicles.

At-fault accidents that occur in an "emergency vehicle" when the vehicle is on an emergency call (e.g. fire fighters driving a fire engine in response to an alarm and police officers responding code 3), will be counted only if the accident is determined by an accident review committee to have been "avoidable". The traffic accident committee should be comprised of at least 5 full-time employees of the same department, and represent a variety of ranks within that department. The committee should review each at-fault (unit-1) accident to determine whether the accident was "avoidable". An "avoidable" accident is defined as: "one in which the operator failed to do everything reasonably expected of him/her to avoid the accident".

Serious violations include, but are not limited to driving while intoxicated; Driving while under the influence of drugs; Negligent homicide arising out of the use of a motor vehicle (gross negligence); Operating a vehicle without a license; Using a motor vehicle during the commission of a felony; Aggravated assault with a vehicle; Operating a vehicle without the owner's authority (grand theft); Permitting an unlicensed person to drive; Reckless driving; Speed contest; and Hit and run driving.

General Rules and Regulations

1. Only employees who are included on a Village roster of drivers that shall be considered an attachment to this policy and procedures are allowed to drive Village owned or personal vehicles during the course of their employment.
2. Vehicles are to be driven in a manner such as to create a favorable impression to the public. Drivers shall exercise special precautions when:
 - a. Children are playing on a roadway, alley, or near the curb
 - b. Passing schools or playgrounds
 - c. Approaching persons on bicycles
 - d. Driving during inclement weather
3. No employee under the age of 18 is allowed to drive Village owned or personal vehicles during the course of their employment.
4. Authorization for temporary/seasonal employees to operate vehicles shall be limited where practical. However, if authorized, these employees must be placed on the driving roster prior to their driving assignment, and approved by the Mayor of the Village.
5. Vehicle Operators must possess a current Ohio Operators license appropriate to the vehicle being driven.
6. Any employee who operates a vehicle on a regular or occasional basis is required to report any license suspension or revocation, including those that result from the operation of personal vehicles, to his immediate superior. Likewise, all accidents or moving violations obtained while driving a Village owned vehicle must be reported to his/her immediate superior. All reportable accidents and/or moving violations shall be forwarded to the Clerk-Treasurer.
7. Drivers will not operate vehicles when under the influence of alcohol or illicit and/or driving impairing drugs.
8. Drivers will use the proper signals when stopping, turning, or slowing down.
9. All drivers will give a pedestrian the right of way.
10. Flasher lights on trucks, cars and equipment should be used as emergency or work conditions require. Flasher lights are not to be used as an excuse to gain the right of way or to break traffic rules.

11. All traffic laws of the State of Ohio, including signs and speed limits will be obeyed.
12. Employees driving vehicles during their employment are responsible for insuring that the vehicle is properly maintained and in a generally safe operating condition.
13. Employees shall not transport passengers except for those who are employees of the Village or are conducting business with or on behalf of the Village, except as noted under **Personal Use and Take Home Policy** below.
14. No one is permitted to ride outside the passenger compartment when a vehicle is in motion (except in the case of certain fire engines).
15. Employees driving personal vehicles while in the employ of the Village will maintain primary automobile liability insurance coverage on the vehicle being driven. State required minimum bodily injury/physical damage limits must be maintained. The employee's supervisor is responsible for insuring that employees using their personal vehicles maintain adequate insurance.
16. Personal vehicles will not be used to pull trailers or haul equipment while being used in Village related business.
17. Village owned vehicles shall be kept free of having placed on or within any stickers or signs which: indicate any political candidate, party, organization, or theme; are in poor taste; or relate to specific social concerns that may be found objectionable by citizens.

Seat Belts

All employees shall use their seat belts (including shoulder straps) while driving vehicles other than equipment. Employees shall wear seat belts, if provided, when operating equipment. All passengers are required, unless unable to do so, to occupy only those seating positions equipped with seat belts and use them.

Backing

Backing of vehicles should be discouraged given the rate of accidents that take place during this operation. No vehicles should be backed up unless the driver cannot avoid it and he has a clear view of the entire area to be backed into. If such a view is not present, the driver, if alone, will get out of the vehicle and inspect the area to be backed into or, if a second person is in the vehicle, the second person will get out and guide the driver using appropriate hand and/or voice signals.

Vehicle Inspections

All vehicles except personal passenger cars and pick-ups will be inspected at least once each day or, if the vehicle is not used daily, each time before the vehicle is placed into service, but no more than once during a 24 hour period, except with respect to police cruisers that will be inspected before each shift. Personal passenger cars and pick-ups will be inspected on at least a quarterly basis. Inspections will focus on identifying any obvious physical damage, inoperable running lights and horns, loose steering, and inappropriate tire condition. Records of these inspections will be maintained. Any deficiency encountered will be reported to the employee's Department Head or designee immediately. It will be the Department Head's responsibility to insure that appropriate action is taken to correct the problem.

Maintenance

All Village owned vehicles are to be maintained according to the manufacturer's specifications. Records of this maintenance activity are to be retained. All personal vehicles driven during the course of employment shall be maintained in a manner that promotes safe travel.

Parking

Village vehicles or personal vehicles driven by Village employees during the course of their employment are not to park in "NO PARKING" zones. No vehicle or piece of equipment is to be left unattended with the ignition key left in the ignition. All vehicles will be locked when parked and unoccupied.

Personal Use and Take Home Policy

Village vehicles are not to be used for personal business except for incidental purposes while used for Village business. For example, an employee may, when commuting between work and home, stop and pick-up or drop off a spouse or child at work or at school, as long as the stop to be made is not significantly out-of-the-way. However, if an employee's personal vehicle is near his work-site, a Village vehicle may not be used for personal errands such as running to the bank or taking people to lunch unless there is a work-related purpose immediately prior to or following the personal errand and it is more time efficient to use the Village vehicle.

Village vehicles that are taken home are not to be used for personal business while housed at the employee's residence unless the employee is on-call and must have ready access to his vehicle. In addition, the Mayor may grant personal use of marked and unmarked police vehicles and marked fire vehicles within their appropriate jurisdictions.

If an employee is on extended absence from working including injury leave or is on restricted or modified duty and unable to perform on-call duty or work evenings and/or weekends, he will not use the assigned Village owned vehicle until he returns to active on-call or an evening/weekend work schedule.

Special Equipment

Special Equipment such as tractors, fire engines, or any vehicle which has special devices added for specific types of work will require that the driver receive formal instruction prior to usage. This special training will comply with all appropriate OSHA, NFPA and DOT Standards and rules and regulations.

1. Explanation and demonstration of all control devices.
2. Explanation and demonstration of all safety equipment.
3. A walk through of all inspection criteria.
4. Demonstration of operation.
5. Supervised new driver operation.

Written documentation of all special training will be retained by the departments.

Proof of Insurance

Each Village-owned vehicle should have an insurance card kept in the glove compartment or attached to the driver's sun visor. Missing insurance cards should be reported to the Clerk-Treasurer. Any employee using their personal vehicle during the course of employment should carry a proof of insurance card. It is the employee's supervisor's responsibility to ensure all employees using personal vehicles for Village business purposes, complete the Appendix B "Insurance Maintenance Requirement for Personal Vehicle" form once each year, and return to the Clerk-Treasurer.

PROCEDURES

Driving Record Acceptability

The Clerk-Treasurer will obtain Motor Vehicle Records on all employees on the Village roster of Drivers once every year. These, along with any Uniform Police Traffic Accident and Ohio Uniform Accident Reports will be reviewed by the Mayor to determine if any employees on the

roster of drivers has an unacceptable driving record. Those who do will be notified in writing by the Mayor using the Notice of an Unacceptable Driving Record form in Appendix A. A copy of the complete form will be sent to the employee's Department Head.

Roster of Drivers

An official roster of drivers that is supplied by the various Department Heads will be maintained by the Clerk-Treasurer. This document will highlight the number of at-work at-fault accidents, citations and major violations that drivers have had in the last three years. **Only employees whose names appear on this roster are allowed to drive during the course of their employment.**

Departmentally specific sections of this roster will be disseminated to appropriate Department Heads every six months. It is the responsibility of the Department Head to insure that the roster for their particular department remains current and that the Clerk-Treasurer is notified of any correction, additions and/or deletions to the list.

Under Driver Type:

- A - Person drives during the course of their employment on more than an occasional basis
- B - Person drives occasionally during the course of their employment
- C - Person may be required to drive their own personal vehicle for employment purposes.
 - 1 - Person is assigned a Village vehicle that is taken home at night
 - 2 - Person is assigned to a Village vehicle(s) that is not taken home at night
 - 3 - Person has a CDL and is not assigned to a Village vehicle that is taken home at night

General Driving Rules and Regulations

All employees who drive personal vehicles during the course of their employment are required to complete the Insurance/Maintenance Requirements for Personal Vehicles form (See Appendix B) each year and return the form to the Clerk-Treasurer.

Personal Use and Take Home

The Clerk-Treasurer will maintain a list of employees that the Mayor has indicated can take Village owned vehicles home and/or can be used for personal business. The Department Heads are responsible for notifying the Clerk-Treasurer so appropriate changes in the list can be made.

Training

Employees who are assigned to a particular Village owned vehicle will be instructed by the Service Department on the operation and general driving conditions of the vehicle before being allowed to initially drive the vehicle. Employees who drive other than private passenger automobiles and pick-up trucks not equipped with special equipment will be trained in the operation of the vehicles in question before being allowed to drive such vehicles. The Department Heads are responsible for insuring such training takes place, and that it is documented.

Driver Training courses will be offered as deemed necessary, and all employees having one "at-fault" accident or one moving violation (received while driving a Village vehicle) within a prior one year period will be asked to attend.

Record Keeping

1. Any Notice of an Unacceptable Driving Record will become part of an employee's personnel file.

2. Motor Vehicle Records and Uniform Police Traffic Accident/Ohio Uniform Traffic Accident Reports will be maintained by the Clerk-Treasurer in a central file.
3. The Roster of Drivers shall be considered a part of these policies and procedures and will be included with them.
4. Signed and dated "Insurance Maintenance Requirement for Personal Vehicle" forms will be maintained by the Clerk-Treasurer in a central file.
5. The Clerk-Treasurer will maintain a list of employees authorized to take vehicles home.

C. Purchasing Policy

PURCHASE ORDERS - OAC 117-3-05

Section 505.41 of the Ohio Revised Code states that no contracts or orders involving the expenditure of money may be made unless the Fiscal Officer has certified "the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances." The vehicle to present this certification is the purchase order.

Any contract made without this certification shall be void and no warrant shall be issued in payment. The only exception to this comes under the provision of a "then and now" certificate. Basically this provision allows for the legislative body to approve a purchase order after the goods or services have been purchased if two (2) conditions have been met: (1) there were appropriations to cover the payment at the time the contract or order was placed, and (2) currently there are appropriations to cover the payment. If the order is for \$3,000.00 or less, the Fiscal Officer may authorize the expenditure. Otherwise, the legislative body must pass an ordinance or a resolution or a motion authorizing the expenditure.

The process of using purchase orders not only facilitates the ordering of the merchandise or services, it is also a part of the budgetary process. The amount of each purchase order shall be posted to the proper appropriation ledger page(s). This is known as "encumbering" or "setting aside" a portion of the appropriation. The Fiscal Officer's certificate appears on the bottom of the purchase order. This states that the funds are available and/or in the process of collection. This means that the legislative body has appropriations and the cash to pay for this purchase or the money is estimated to be collected. The posting of the purchase order reduces the amount of available appropriation. When an appropriation account reflects zero, then no purchase orders can be entered into until the taxing authority increases that account's appropriations.

Each purchase order will provide the following information:

1. Purchase order number (consecutively numbered)
2. Date
3. Name of Village of Chippewa Lake
4. Name of Vendor
5. Account Code
6. Quantity, unit description, price per unit, and amount
7. Name and title of person authorizing purchase order
8. Destination
9. Method of shipment
10. Fiscal officer's certification

There are two (2) types of purchase orders, regular and blanket, as described below.

REGULAR PURCHASE ORDER

A regular purchase order is issued when a purchase of specific items is planned. For example, the local government issues a purchase order for a calculator. A regular purchase order is done to issue orders for payment, and make contracts or obligations calling for or requiring the payment of money made for specified permitted purposes from a specific line-item appropriation account in a specified fund. Upon the certification by the Fiscal Officer that this sum of money has been lawfully appropriated, authorized, or directed for a permitted purpose and is in the treasury or in the process of collection. These purchase orders are usually for specific expenditures that are recurring and are reasonably predictable operating expenses for the current year. More than one such purchase order may be outstanding at any time. An example of such a purchase would be the entity's telephone expense for the year. If a purchase order is issued at the beginning of the year for the current year telephone expense, then the certificate of availability of funds would set aside the amount from the appropriate appropriation at that time for this specific expense.

BLANKET PURCHASE ORDER

A regular blanket purchase order is used to purchase a variety of items over a period of time. The maximum length of time a blanket purchase order can be outstanding is until the end of the fiscal year. The maximum amount of the blanket purchase order is that of the final budgeted appropriation amount. Blanket purchase orders can be issued to a variety of vendors or a specific vendor. For example, a Zoning employee periodically needs different supplies while working on related matters. The purchase order would be encumbered against the appropriate account. The dollar amount should be based on an estimate of what will be needed. If the purchase order is depleted before the time element has expired, a new blanket purchase order may be issued. A blanket purchase order should be labeled as such and state the effective dates and maximum dollar amount.

ORDERING AND RECORDING THE PURCHASE

The purchase order, once given to a vendor, not only constitutes an order to pay; it is a record to compare to an actual shipment of materials and a document which, when accompanied by an invoice from the vendor, will authorize the Fiscal Officer to prepare a voucher for the purchase.

Once a purchase order is approved and signed by the appropriate official, the following copies will be distributed:

1. The original copy is filed in an "Open Purchase Order" file in the Fiscal Officer's office.
2. A copy is emailed or hand-carried to the vendor.

Upon receiving the actual materials or services ordered by the purchase order, the Fiscal Officer will check the shipment against the receiving copy of the purchase order.

1. If the shipment is complete, the Fiscal Officer will indicate such on the receiving copy of the purchase order.
2. If the shipment is only partial, the Fiscal Officer will indicate on the receiving

copy those items received and mark the copy as a partial shipment. This copy may then be used to authorize partial payment or held until the shipment is complete.

Upon receipt of the receiving copy of the purchase order the copy is then filed until receipt of the vendor's invoice.

PAYMENT OF INVOICES

When an invoice is received by the Fiscal Officer for goods or services, the Fiscal Officer will compare the copies of the purchase order with the invoice. No invoice will be paid without a corresponding purchase order confirming receipt of the goods or services. No vendor will be paid from a periodic "statement" nor from a duplicate invoice to assure that the proper amount is paid and no duplicate payments are made.

When the Fiscal Officer has matched the invoice to a purchase order, he or she will compare the amount of the invoice with the amount of the purchase order. If the invoice billing is greater than the purchase order authorization and the purchase order amount was derived from a firm quote by the vendor, the Fiscal Officer must consult the vendor to determine the reason for the difference and have the legislative authority or authorized officer approve the difference before a voucher is written. When the purchase order amount was derived from an estimate, the Fiscal Officer will have discretion to authorize an expenditure of up to 10% in excess of the purchase order amount.

The Fiscal Officer will create a voucher and check on the Uniform Accounting Network computer to be attached to the receiving copy of the purchase order, the invoice, with the expenditure posting detail written on it. The Fiscal Officer will sign the check and forward it to either the Mayor or President Pro Tern for signature along with the voucher and attached documents.

Once the check and the attached documents have been returned to the Fiscal Officer, he or she will mail the check to the vendor and file the voucher, invoice and receiving copy of the purchase order in a file by month labeled "Paid Warrants".

PURCHASE OF CONTINUING OR CONTRACTUAL SERVICES

A separate purchase order for contractual services will be initiated at the time a contract is entered into by the Village of Chippewa Lake. The purchase order will show the title and date of that contract and the amount appropriated for the contract during the fiscal year. If the contract carries beyond any fiscal year, a new purchase order should be initiated for the new year. All payments for invoices under the contract will then be associated with this purchase order number.

Each month, upon receiving a bill and confirming the existence of adequate cash and unencumbered funds, the Fiscal Officer will prepare a voucher for the amount of the bill for those contractual services.

PURCHASE OF CAPITAL ASSETS

When a purchase order is initiated for the purchase of capital assets, the Village of Chippewa Lake Council must first approve the purchase of capital assets prior to purchase, even though

there may be appropriations to cover the purchase. This allows Council to be aware of significant purchases made for the Village.

A.1. Federal Purchasing Procedure as a Prime Receiver

The Village will follow the Procurement Standards contained in 2 CFR, Part 200, 200.318 through and including 200.327 (the above sections are made a part of this procedure).

200.318(c)(1) - the Village adheres to the standards of conduct which among other standards of conduct within Title 1, State Government, Chapter 102 – Public Officers – Ethics; Sections 102.01 – Public officers – ethics definitions, 102.03 – Representation by present or former public official or employee prohibited, 102.04 – No compensation to elected or appointed state official other than from agency served, 102.06 – Powers and duties of ethics commission and 102.99 – Penalty; does cover, among other such issues and actions, conflicts of interest and disciplinary actions.

200.320.(1)(iv) - the Village has established the Micro-Purchase Threshold aggregate and/or single purchase up to \$50,000 which is in compliance with the Ohio Revised Code (ORC) Section 731.14 which is included as a part of this procedure.

200.320(2)(b) – the Village has not received, nor expects to receive, any Federal monies as a “Prime Receiver” that meets or exceeds the Simplified Acquisition Threshold (SAT) of \$250,000. Should this ever occur, the Village will adhere to and adjust our Federal Purchasing Procedure to incorporate the related sections contained in 2 CFR, Part 200.

Additional: 200.334 – the Village will follow the record retention schedule administered by the Ohio Historical Society as designated by Section 149.31 of the Ohio Revised Code and the Local Government Records Program, approved by and contained within the Ohio Municipal Records Manual as it is more stringent than Section 200.334.

Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Award – the Village will abide by the requirements of this Section when applicable and are incorporated into this procedure by reference to same.

Prohibition on certain telecommunications and video surveillance services or equipment – Per 2 CFR, Part 183 – the Village will, to the best of its ability, strive to meet requirements of this Section on any significant purchase that prohibits doing business with an “enemy” of the United States that use equipment or services as a substantial or essential component of any system, or as critical technology as part of any system that are associated with any “excluded companies and/or individuals” by including a clause in the Conditional Purchase Order that will require a sign-off by a senior official of the Vendor/Contractor signifying no such affiliation and/or do not contain any substantial/essential components of any identified system. Sample Clause appears below:

“name of company has verified through SAM.gov/exclusions that the equipment we are providing has no substantial level or essential components from any of the “excluded” manufacturers, suppliers or individuals listed on the Sam.gov website including but not limited to Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate), Hytera Communication Corporation, Hangzhou Hikvision Digital Technology Company or Dahua Technology Company (or any subsidiary or affiliate).

Signature

Title

Date

Once signed and returned to the Village, the Purchase Order will then be in full effect and proceed accordingly using Sections A.1. and/or A. as appropriate to satisfy all purchasing, receiving and payment requirements.

D. Banking and Investment Policy

Village of Chippewa Lake, Banking and Investment Policy:

1) Banking & Investment Policy Statement and Scope of Policy:

This document, in conjunction with the Ohio Revised Code and any Ordinance, as amended, will govern the banking and investment activities of the Village of Chippewa Lake. It will be reviewed annually by the Village Council - Finance Committee for compliance, guidance and to ensure the flexibility necessary to effectively manage the investment portfolio by the Village Fiscal Officer.

2) Banking & Investment Objective:

The primary banking and investment policy is to assure safety of principal, while conforming to applicable Federal, State and other legal requirements.

Secondary objectives are to provide adequate liquidity and maximize investment income, without undue exposure to risk.

3) Banking and Depositories:

The Village will only invest or deposit public monies in a bank account holding only active deposits and/or interim deposits pursuant to the Ohio Revised Code Section 135.14 (B)(3) & (O)(2) and/or the Ohio subdivision's fund (STAR Ohio) pursuant to Ohio Revised Code Section 135.14(B)(6).

Currently, banking and interim deposits are with:

- Westfield Bank for the Village Checking Account and Money Market Account – to maximize earned interest on the Checking Account we participate in an Insured Cash Sweep (ICS) program, that deposits the majority of the monies into other FDIC insured banking institutions thus even when the cash balance exceeds FDIC limits, all monies are FDIC insured by being deposited in these other banking institutions and the interest rate far exceeds typical checking accounts which are typically far less than 1% - the higher interest rate, earned on the Money Market account also equals the higher interest rate being earned at the ICS banking institutions
- STAR Ohio - The State Treasury Asset Reserve of Ohio (STAR Ohio) allows Ohio government subdivisions, including counties, cities, townships, villages, etc., to invest in a highly-rated public investment pool. The Ohio Treasurer's office acts as administrator and advisor, managing STAR Ohio's portfolio and working to maximize returns for government subdivisions. Since 1995, STAR Ohio has maintained Standard & Poor's highest rating of AAAm. STAR Ohio's AAAm rating is based on an analysis of the pool's management, investment guidelines, portfolio holdings, and market price exposure. STAR Ohio offers the increased earning power of a sizable pool. This program allows public fund managers, regardless of size, to pool their investments enabling all participants equal buying power and the ability to receive the same rate of return on their investment. This investment is not FDIC insured.

Any change in any depository will be processed as per Section 5 Annual Review detailed below.

4) Finance Committee:

The Mayor will select two persons from within the council to serve as Finance committee members. The Fiscal Officer will be the third member and may serve as Chair. The Chairperson can also be selected from the committee as determined by the Mayor.

5) Annual Review:

An annual review of the Village's Banking and Investment policies will be conducted prior to the January Council meeting. Results will be reported by the Finance Committee Chair at the January Council meeting.

The full Council will consider any amendments, recommendations, or changes necessary for discussion and ratification at the January meeting.

Other meetings of the Finance Committee will be held as deemed necessary by the Committee, Mayor or Fiscal Officer.

6) Delegation of Authority:

The Fiscal Officer will administrate and manage the Banking and Investment activities of the Village of Chippewa Lake. The Fiscal Officer will provide monthly updates on all financial matters at each Council meeting.

7) Safekeeping and Custody:

The Fiscal Officer shall be responsible for the safekeeping of all documents evidencing a deposit or other investment activity of The Village of Chippewa Lake. Any securities may be deposited for safekeeping with a qualified trustee as provided by Section 135.28 of Ohio Revised Code.

8) Eligible Investments:

- a. Per the Certified Annual Notice of Exemption applied for on an annual basis by the Fiscal Officer and as issued to the Fiscal Officer by the office of the Ohio treasurer of Stat thus acknowledging that all Village investments meet all requirements,
- b. Such Certified Annual Notice of Exemption copy shall be incorporated into this Policy on an annual basis.

9) Ineligible Investments:

- a. Derivative Securities
- b. Commercial Paper
- c. Local government investment pools, except STAR Ohio.

10) Bi-Annual Audits

All bi-annual audits conducted by the Auditor of State's office or their designee, and such audits do include the review of all Village banking and investment transactions and utilized depositories

11) Ethics and Conflicts of Interest:

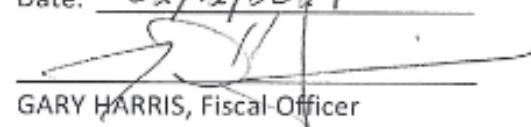
The Fiscal Officer and any other employees, agents or members of the Village of Chippewa Lake Village Council involved in the investment process shall refrain from any personal business activity that could impair that person's ability to make impartial investment decisions. Each agent shall disclose any material interest in any financial institution that conducts business with the Village of Chippewa Lake.

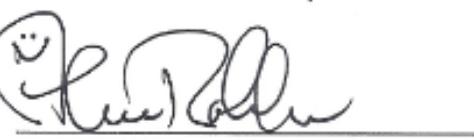
APPROVED BY FINANCE COMMITTEE:


JOANNE DODARO, Mayor


LOWELL HARDESTY, Committee Member

Date: 02/12/2024


GARY HARRIS, Fiscal-Officer


ALAN ROBBINS, Committee Member

II. BOAT RAMP REGULATIONS:

A. REGULATIONS

ORDINANCE NO. 565-03:

[Original Ordinance. 402-91, amended by 502-00, re-organized Ordinance. 565-03, which was amended by - Ordinance. No. 643-07; 664-08]

SECTION I: PERSONS ENTITLED TO REGISTER A BOAT FOR USE OF BOAT RAMP.

The following persons may register a boat to use the boat ramp:

- A. Owners of lots in the Villages of Chippewa Lake and Gloria Glens Park, as evidenced by a copy of the last real estate tax bill, and owners of lots in Westfield and Lafayette Township who demonstrate that they have deeded rights to use of Chippewa Lake.
- B. “Resident Renters,” being those persons who are actual residents of such Villages or properties in Westfield and Lafayette Township which have deeded rights to use of Chippewa Lake, residing in rental property therein, and who produce a notarized letter from their landlord (lot owner) granting temporary use of the landlord’s lake rights to the tenants as part of the Lease.

In the event changed named Villages and Townships is titled in the name of more than one person, each such owner shall have the right to register boats titled in his or her name, however, only one key will be issued per lot, as outlined below.

Every place the word “boat” is used in this Ordinance, it is defined to include all types of watercraft.

SECTION II: BOAT RAMP GATE KEYS, BOAT STICKERS, and USE OF RAMP.

1. Persons who qualify under Section I will be issued one numbered key to the boat ramp gate to enable them to use the ramp. Only one key will be issued per lot, in the name of the owner or resident renter. The key will remain the property of the Village of Chippewa Lake, must be returned to the Village when a lot is sold or transferred or the Lease of a resident renter ends, and keys are subject to repossession by the Village in the event of a violation of any of these rules.
2. Each owner or resident renter who will be entitled to a key will be issued one numbered sticker for each boat the person intends to use on the ramp. In order to be eligible for a sticker, each boat must be owned by the lot owner or resident renter, evidenced by a title or registration in that person’s name.
3. Only boats properly registered and displaying a current and valid sticker, will be permitted to go through the gate and on the boat ramp.

SECTION III: PROCEDURE FOR ISSUING KEYS AND BOAT STICKERS.

2. Representatives appointed by Village Council (“The Boar Ramp Committee”) will have responsibility for monitoring use of the boat ramp, issuing keys and stickers, examining documents necessary in order to obtain a key or sticker, including proof of the applicant’s identity, if necessary, for which a driver’s license will suffice.
2. The Boat Ramp Committee shall maintain a ledger listing each key and sticker issued, which will include the key number, the property owner or resident renter’s name, addresses, telephone numbers, date of issuance of the key, sticker number, and identification of each boat for which a sticker has been issued.
3. Village Council will establish a cost for issuance of a key, issuance of a sticker and replacement of lost or stolen keys, which will approximate as closely as possible the actual cost of operating this system of regulating the boat ramp.

SECTION IV: RULES

The following rules will also govern USE OF THE BOAT RAMP, and a copy of these rules will be given to each person issued a key or boat sticker:

1. Boat stickers should be displayed on the boat(s) at all times. Boat stickers should be placed on the transom above the water line and below the boat cover line.
2. Close and lock the boat ramp gate immediately after passing through the gate. Your key cannot be taken out of the lock until the lock is closed or locked.
3. Cars with boat trailers may not be parked in the Lake Access Area Parking Area.
4. Fifteen-minute parking is to be observed in the area beyond the first boat ramp gate.
5. Duplication of boat ramp gate keys is prohibited and is in violation of the Boat Ramp Ordinance.

Observed violations of the Ordinance and/or regulations should be reported to the police immediately.

SECTION V: ENFORCEMENT

A. CIVIL REPOSSESSION OF KEY:

Anyone violating these Rules and Regulations for use of the Boat Ramp will be subject to repossession his or her Boat Ramp key as follows:

1. For a first violation, the person’s key shall be suspended and retained by the Village for a period of thirty (30) days; and

2. For any subsequent violations, person's key shall be suspended and retained by the Village for a period of one (1) year; and
3. Any person whose key is suspended hereunder shall pay an administrative fee of Three Hundred and 00/100 Dollars (\$300.00) to the Village at the end of their period of suspension for return of a key and restoration of Boat Ramp privileges. This key will not be returned nor a new key issued to such person until such administrative fee is paid. In addition, such person's Boat Ramp privileges are suspended until their administration fee is paid.

CRIMINAL PENALTIES

Whoever violates any of the terms of this Ordinance shall be guilty of a minor misdemeanor on a first offense and a fourth degree misdemeanor on any subsequent offense.

B. KEYS

SECTION VI: KEYS TO RAMP TO BE PROVIDED

A key to the boat ramp will also be provided to the following governmental entities and service personnel:

- A. One key to the Medina County Sheriff's Department for use by deputies when they are working in the Village pursuant to the Agreement between the Village and the Medina County Sheriff;
- B. One key to the Lafayette Fire Department for use by Fire and Rescue personnel if needed in the Village;
- C. One key to the Medina County Park District.

The foregoing keys may be used to access the boat ramp for the purpose of launching and retrieving water craft by the above in the course and scope of their duties and activities related to Chippewa Lake.

III. BUSINESSES REGULATIONS

A. EXCISE TAX ON LODGING

ORDINANCE NO. 595-04:

[Levies and excise tax on lodging furnished to transient guests]

SECTION I: Pursuant to Section 5739.08(A) of the Ohio Revised Code, the Council of the Village hereby imposes and levies an excise tax in the amount of three percent (3%) on all transactions by which lodging in a hotel, bed and breakfast inn or similar facility is furnished to transient guests. The Clerk/Treasurer of the Village shall deposit all such funds received into the General Fund of the Village.

B. SEXUALLY ORIENTED BUSINESSES

ORDINANCE NO. 581-04

[Regulates sexually-oriented businesses]

SECTION I: The regulations and provisions which are attached hereto and identified as Sexually Oriented Businesses, Section 1 through 4, are hereby adopted by the Council of the Village of Chippewa Lake and shall apply to any such businesses located anywhere within the Village of Chippewa Lake.

SECTION II: Violation of any provision of the regulations entitled "Sexually Oriented Businesses," attached hereto and incorporated herein, shall be an unclassified misdemeanor which shall subject the person or entity responsible for such violation to a fine of not less than \$50.00 nor more than \$500.00 per day. Each day's continuation of a violation, after notice of the same by the Village, shall constitute a separate offense.

FINDINGS, PURPOSE AND INTENT.

(a) Village Council finds that reasonable regulations relating to the location of adult entertainment land uses will provide for the protection of the community and its property values and will protect the residents of the community from the adverse secondary effects of such adult entertainment land uses, while providing to those who desire to patronize adult entertainment land uses such an opportunity in areas within the Village which are appropriate for the location of such adult entertainment land uses.

(b) Village Council further finds that the initial location of adult entertainment land uses will lead to the location of additional and similar uses within the same vicinity, thus multiplying the adverse impact of the initial location of adult entertainment land uses upon residential areas, locally oriented business areas, churches, parks, libraries and schools.

(c) It is the purpose of this chapter to reasonably regulate sexually oriented businesses to promote the health, safety, morals and general welfare of the residents of the Village and to

establish reasonable and uniform regulations to prevent any concentration of sexually oriented businesses within the Village.

(d) The provisions of this Ordinance have neither the purpose nor the effect of imposing a limitation or restriction on the content of any communicative materials, including sexually oriented materials.

(e) It is not the intent of Village Council to deny access by adults to sexually oriented materials protected by the First Amendment or to deny access by the distributors and exhibitors of sexually oriented entertainment to their intended market.

DEFINITIONS.

As used in this chapter:

(a) “Adult arcade” means any place to which the public is permitted or invited wherein coin-operated or token-operated or electronically, electrically or mechanically-controlled still or motion picture machines, projectors or other image-producing devices are maintained, to show images to five or fewer persons, per machine, at any one time, and where the images so displayed are distinguished or characterized by the depicting of describing of specified sexual activities or specified anatomical areas.

(b) “Adult bookstore” or “adult video store” means a commercial establishment which, as one of its principal business purposes, offers for sale or rental, for any form of consideration, any one or more of the following:

(1) Books, magazines, periodicals or other printed matter, or photographs, films, motion pictures, video cassettes or video reproductions, slides or other visual representations, which depict or describe specified sexual activities of specified anatomical areas; or

(2) Instruments, devices or paraphernalia, other than medical or contraceptive devices, which are designed for use in connection with specified sexual activities.

(c) “Adult cabaret” means a nightclub, bar, restaurant or similar commercial establishment which regularly features:

(1) Persons who appear in a state of nudity;

(2) Live performances which are characterized by the exposure of specified anatomical areas or by specified sexual activities or specified sexual activities; or

(3) Films, motion pictures, video cassettes, slides or other photographic reproductions which are characterized by the depiction or description of specified sexual activities or specified anatomical areas.

(d) “Adult motion picture theater” includes a commercial establishment where, for any form of consideration, films, motion pictures, video cassettes, slides or similar photographic reproductions, which are characterized by the depiction or description of specified sexual activities or specified anatomical areas, are regularly shown.

(e) "Adult theater" includes a theater, concert hall, auditorium or similar commercial establishment which regularly features persons who appear in a state of nudity, or live performances which are characterized by the exposure of specified sexual activities or specified anatomical areas.

(f) "Nude model studio" means any place where a person who appears in a state of nudity or who displays specified anatomical areas is provided solely to be sketched, drawn, painted, photographed or similarly depicted by other persons.

(g) "Nudity" and "state of nudity" mean:

- (1) The appearance of a human bare anus, genitals or the areola of the female breast; or
- (2) A state of dress which fails to cover opaquely a human anus, genitals or the areola of the female breast.

(a) "Sexually oriented business" means an adult arcade, adult bookstore, adult video store, adult cabaret, adult motion picture theater or adult theater. "Sexually oriented business" does not include a nude model studio and is not considered a recreation and amusement enterprise, music or dance studio, art shop, indoor theater, auditorium, lodge hall or social club for purposes of this chapter.

(b) "Specified sexual activities" means any of the following:

- (1) The fondling or other erotic touching of human genitals, the pubic region, buttocks, the anus or female breasts;
- (2) Sex acts, actual or simulated, including intercourse, oral copulation and sodomy; or
- (3) Masturbation, actual or simulated

LOCATION RESTRICTIONS.

A sexually oriented business may be located only in accordance with the following restrictions:

(a) Such business shall be in a Zoning District, when the same are established, where such use is allowed or permitted as a conditional use, provided a permit or certificate has been issued for it.

(b) No such business shall be located with seven hundred fifty (750) feet from the following:

- (1) Another such business.
- (2) A public or private elementary or secondary school, pre-school or day care facility.
- (3) A playground, park or other public recreational facility.
- (4) A library.

(5) A church.

(6) Any residence.

(a) For purposes of subsection (b) hereof, measurement shall be made in a straight line, without regard to intervening structures or objects, from the nearest portion of the building or structure used as a part of the premises where a sexually oriented business is conducted, to the nearest property line of the premises identified in (b)(1) through (6) hereof.

(b) Nothing in this section shall be construed to prohibit or limit the display, sale or rental of descriptive, printed, film or video materials or any live performance, which, taken as a whole, contains serious literary, artistic, political, medical, educational or scientific value.

PREVALENCE OF CONFORMING USE.

A sexually oriented business lawfully operating as a conforming use is not rendered a permitted non-conforming use by the subsequent location of a use described in Section 3 (b)(1) through (b) hereof within seven hundred fifty (750) feet of the sexually oriented business.

IV. CURFEW

ORDINANCE NO. 407-91

Relating to Curfew in the Village

[Amends original Ordinance No. 315-81]

SECTION I: Any juvenile, under the age of eighteen years, whether residing in the Village or elsewhere, unless accompanied by his or her parent, guardian or other person of adult age who is charged with the full responsibility of the juvenile, his or her welfare and all of his or her activities, is prohibited from the public sidewalks, public streets, or property of the Village of Chippewa-on-the Lake during the following times:

- a) from 11:00 p.m. on Sunday, Monday Tues, Wednesday, and Thursday until 5:00 a.m. on the following day; and
- b) from 12:00 midnight on Friday and Saturday until 5:00 a.m. on the following day.

SECTION II: No person, being the parent, guardian or otherwise responsible for the care, control or custody of a minor child, shall permit or neglectfully allow the child to be abroad on the public sidewalks, public streets or other property and public places of the Village of Chippewa-on-the Lake in violation of Section I of this Ordinance, unless such person personally accompanies such minor child or provides that a responsible person eighteen years of age or older accompanies such minor child.

SECTION III: Whoever violates Section I or II of this Ordinance is guilty of a minor misdemeanor.

V. PARKING REGULATIONS:

A. ON STREETS

ORDINANCE NO. 642-07

Provides resident parking permits for designated areas.

[Amends original Ordinance No 516-01; Amends Ordinance No. 629-06 and 631-06]

SECTION I: Ordinance No. 631-06 regarding parking on streets and other locations in the Village is hereby amended and **REPLACED IN ITS ENTIRETY** by this Ordinance.

SECTION II: No vehicle shall remain parked on any Village street or parking area for a period exceeding twenty-four (24) hours.

SECTION III: The parking of motor vehicles on streets in the Village shall be regulated as follows:

A. PERMIT PARKING AREAS:

Parking in the following areas shall only be allowed by residents of the Village for a vehicle owned or used by them which displays a current Parking Permit in the left rear window of the vehicle. Any vehicle not displaying such a Parking Permit, which is parked in of the following areas, shall be in violation of this Ordinance.

One Parking Permit shall be issued for each household in the Village at no charge to the resident by the Parks Committee of the Village under procedures adopted by them and upon presentation of proof of residency by the resident. The Parking by Permit areas are as follows:

1. BUNGALOW BAY BOULEVARD (“The Circle”):
 - a. Parking is by Permit only in the park area in designated parking areas only, and only between the hours of 8:00 a.m. and 10:00 p.m. every day.
 - b. Parking is permitted by anyone for official Village business only in designated areas on Lot No. 835 without a Permit.
 - c. Parking is not permitted on any other portions of Bungalow Bay Boulevard.
 2. PARKING AREA ON LOT 906, WEST SIDE OF LAKE ACCESS BEACHSIDE BOULEVARD IN THE VICINITY OF WILLOW WOOD DRIVE: Permitted Parking is permitted only between the hours of 8:00 a.m. and 10:00 p.m. daily. No trailers or other towed items may be parked in this area.
 3. LAKE ACCESS AREA: Parking is permitted by Permit only in designated areas.
 4. POCHEDELEY PARK: Parking is permitted by Permit only in designated areas.
- B. PARKWAY DRIVE: Public Parking is permitted along the entire north side only.
- C. BASS BAY BOULEVARD: Public Parking is permitted on the south side only.

- D. COTTAGE COVE DRIVE: Public Parking is permitted on the north side only. *[Amended by Ordinance No. 806-16; effective October 1, 2016.]*
- E. RICHARD DRIVE: Public Parking is permitted on the south side only.
- F. ALL OTHER STREETS IN THE VILLAGE: No parking is permitted.

SECTION IV: A police officer for the Village or Mayor of the Village may grant temporary exceptions to these restrictions for good cause due to specific, temporary needs of Village residents and/or their guests.

SECTION V: SNOW EMERGENCY: A snow emergency parking ban will be in effect in the Village where during a period of twenty-four (24) hours or less snow falls, drifts, and accumulates or is present to a depth of two (2) or more inches on any street in the Village. Snow ban parking signs will be permanently erected on streets upon the entering of Village limits. Officers of the police department are hereby authorized to warn, ticket, remove or cause to be removed, a motor vehicle parked on any Village street during a snow emergency parking ban in effect hereunder. The removal and storage of such vehicle will be at the owner's cost.

SECTION VI: Suitable signs shall be erected or displayed as may be necessary to enforce this Ordinance.

SECTION VII: PENALTIES AND VIOLATIONS: As set forth in Ordinance No. 627-06 or any amendment thereto, and to be processed through the Village Parking Violations Bureau.

Added by Amendment Ordinance No. 750-13:

SECTION VIII: OFFICIAL VILLAGE USE TEMPORARY PARKING: Vehicles used for Village projects and business by Village officials may be temporarily parked on any street in the Village for a limited time in order to accomplish the Village purpose, provided a hanger is displayed on the rearview mirror of the vehicle stating "OFFICIAL VILLAGE USE". The rearview mirror hangers will be issued by the Village Roads and Safety Committees to appropriate persons.

B. NON-AUTOMOBILES

ORDINANCE NO. 599-04

Establishes parking regulations for vehicles **other than automobiles**
[Amended Ordinance No. 498-00].

SECTION I: § 505 of Article 5 of the Codified Zoning Ordinance of the Village of Chippewa Lake is hereby repealed.

SECTION II: The following is adopted as part of the General Code of Offenses of the Village:

PARKING OF VEHICLES (OTHER THAN AUTOMOBILES)

A. The following may not be parked upon any of the streets or property within the Village except during the loading or unloading of such vehicles:

1. trucks, exceeding 15 feet in length, other than pickup trucks or vans, or
2. Any vehicle or construction equipment that has a GVW (Gross Vehicle Weight) in excess of 11,000 pounds, or
3. Buses.

B. Commercial trailers can be parked no longer than five (5) days in succession within a thirty (30) day period and cannot exceed twenty (20) days total in any calendar year.

C. Motor homes, house trailers and campers may not be parked upon any of the streets or property within the residential districts of the Village except as follows:

1. Parking and storage of any motor home, house trailer or camper is permitted on properties in the Village provided it is completely enclosed in a garage or other permanent structure.
2. Parking and storage of any motor home, house trailer or camper may otherwise be permitted if it is approved as a conditional use in accordance with Article 7 and § 705(K) of the Zoning Ordinance of the Village.

D. No motor home, house trailer or camper may be used as a residence or overnight accommodation.

E. Violation of any Section of this Ordinance shall be a minor misdemeanor and, in addition, any vehicle or equipment parked in violation of this Ordinance shall be subject to towing and removal.

C. BEACHSIDE BLVD. AND IN PARKS

ORDINANCE NO. 738-12

[Supercedes Ordinances No. 607-05 and 624-06; Adopted September 10, 2012]

SECTION I: Ordinance No. 607-05 and Ordinance No. 624-06 regulating parking in various respects in the Village are both hereby amended and replaced in their entirety by the following:

1. PARKING ON BEACHSIDE BOULEVARD.

Parking is hereby prohibited on both sides and for the entire length of Beachside Blvd. in the Village.

2. PARKING IN VILLAGE PARKS AND COMMUNITY USE AREAS.

- A. Parking is hereby prohibited in Village parks and community use areas except in designated parking areas provided by the Village for that purpose. For purposes of this Ordinance “community use areas” are the lakefront properties known as Village Lots 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, Block 906, and Block 907.

- B. These prohibits shall not apply to golf carts and “GEM Cars.”
- C. A police officer for the Village or Mayor of the Village may grant temporary exceptions to these restrictions for good cause due to specific, temporary needs of Village residents and their guests.

D. PARKING IN YARDS AND VACANT LOTS IN THE VILLAGE.

- A. No motor vehicle shall be parked on any front yard, rear yard, side yard or vacant land in the Village except on a driveway or a parking pad.
- B. Temporary parking for special reasons, including but not limited to, parties, family gatherings or during Holidays shall be allowed on yards and vacant land with the permission of the current property owner. Parking on areas other than a driveway or a parking pad is not to be used as a normal or regular parking spot. Any damage done to the property because it was used as a parking area shall be repaired promptly by the owner of the property. The temporary parking provision in this section does not apply to parking in community use areas as they are defined in this Ordinance.
- C. A police officer for the Village or Mayor of the Village may grant temporary exceptions to these restrictions for good cause due to specific, temporary needs of Village residents and their guests.
- D. As used herein the terms “front yard,” “rear yard,” “side yard,” “driveway,” and “parking pad,” shall be defined as stated in the Zoning Code, which is Ordinance No. 498-00 of the Village and its amendments.
- E. The term “motor vehicle” shall be defined as set forth in the Ohio Revised Code.
- F. This Ordinance shall not apply to golf carts and “GEM cars,” which may be parked in yards or on vacant land in the Village.

4. PENALTY.

Violation of any provision of this Ordinance shall be a minor misdemeanor.

E. VIOLATIONS AND FINES

ORDINANCE NO. 627-06:

Parking Violations schedule of fines; impoundment, Parking Violations Bureau

SECTION I: Pursuant to Ohio Revised Code §4521.02(A) Village Council hereby specifies that violations of the following regulatory Ordinances governing parking within the territorial limits of the Village of Chippewa Lake shall not be considered criminal offenses, that a person

who commits violation of any of the following Ordinances shall not be arrested as a result of the commission of the violation, and that such violations shall be handled according to the provisions of Chapter 4521 of the Ohio Revised Code:

- A. Ordinance No. 516-01 regulating parking on streets and public areas within the Village;
- B. Any provisions regulating parking contained in the Village Traffic Code adopted by Ordinance No. 604-05;
- C. Ordinance No. 599-04 regulating parking of vehicles other than automobiles in the Village;
- D. Ordinance No. 624-06 regulating parking in yards of the Village; and
- E. Any other Ordinances regulating parking within the limits of the Village of Chippewa Lake adopted by Village Council after the adoption of this Ordinance.

SECTION II: Pursuant to §4521.02(A) and (C) of the Ohio Revised Code, the following schedule of fines for violation of the foregoing Parking Ordinances in the Village is hereby established:

- A. If sent to the Traffic Violations Bureau and postmarked no later than two (2) business days after the date of the offense:
\$ 20.00; and
- B. If paid or postmarked more than two (2) business days after the date of the offense:
\$30.00.

SECTION III: Pursuant to §4521.02(B) of the Ohio Revised Code, any vehicle found standing or parked in violation of the foregoing Ordinances regulating parking within the Village may be impounded or immobilized as provided by law.

SECTION IV: Pursuant to §4521.04(A)(1), the Village of Chippewa Lake hereby requests the Medina Municipal Court to authorize the Village of Chippewa Lake to establish a Parking Violations Bureau to handle all parking infractions occurring within the territory of the Village of Chippewa Lake, and that this request be filed with the Clerk of the Medina Municipal Court in accordance with §4521.04(B) of the Ohio Revised Code.

F. STORAGE OF MOTOR VEHICLES

ORDINANCE 713-11:

Effective March 14, 2011

Regulation of storage of motor vehicles and parts

[Amends Ordinance No. 437-94 and 529-01]

SECTION I: Ordinance No. 529-01 REGULATING STORAGE OF MOTOR VEHICLES IN THE VILLAGE is hereby amended and superceded by the following:

STORAGE OF MOTOR VEHICLES:

A. **DEFINITIONS:** For the purpose of this Ordinance the following definitions are hereby established:

1. “Motor Vehicle” means any vehicle, including manufactured homes and recreational vehicles, propelled or drawn by power other than muscular power, other than construction equipment not designed for or employed in general highway transportation, or farm machinery.
2. “Inoperable Motor Vehicle” means any motor vehicle which is unable to move under its own power due to defective or missing parts.
3. “Motor Vehicle Part” means any portion or part of any motor vehicle as detached from the vehicle.
4. “Unsafe Vehicle” means any motor vehicle which does not comply with all safety laws and equipment provisions for motor vehicles found in the Codified Ordinances of the Village of Chippewa Lake or requirements of the State of Ohio.
5. “Unlicensed Vehicle” means any motor vehicle which does not display in plain view on the front and rear of such motor vehicle the distinctive number and registration mark, including any county or identification sticker and a current validation sticker issued under Sections 4503.19 and 4503.91 of the Ohio Revised Code.

B. **PROHIBITION:**

No person, firm or corporation shall park, store or leave or permit the parking or storing of any dismantled, inoperable or unsafe motor vehicle, motor vehicle parts, or unlicensed vehicle, upon any private or public property within the Village of Chippewa Lake.

C. **EXCEPTION:**

This Ordinance shall not apply to the storage of motor vehicles or motor vehicle parts which are completely enclosed within a building, fence or other structure which completely obscures the view of said motor vehicles and their parts from view of the general public. Any such building, fence or

structure shall be constructed in compliance with applicable building and zoning codes within the Village.

D. **NUISANCE:**

The accumulation and storage of inoperable motor vehicles, unsafe motor vehicles and motor parts in violation of this Ordinance is hereby declared to be a nuisance, detrimental to the health, safety and welfare of the Village of Chippewa Lake and its inhabitants.

E. **PENALTY:**

Whoever fails to remove or enclose a violating motor vehicle or part hereunder, is guilty of a minor misdemeanor. Each day's continuation thereof may be considered a separate offence. If the offender has been guilty of, or is convicted of, a previous violation of this

Ordinance, a violation of this Ordinance shall be an unclassified misdemeanor punishable by a fine of not less than \$150.00 nor more than \$500.00

G. VILLAGE COMMUNITY CENTER

ORDINANCE No. 723-11, effective September 12, 2011

SECTION I. Overnight parking is prohibited at all parking areas of the Village Community Center on Circle Crest Drive. Violation of this provision shall be subject to fine established and processed through the Village Parking Violations Bureau.

VI. PARKS

A. LAKE ACCESS AREA RULES

LAKE ACCESS AREA REGULATIONS

ORDINANCE NO. 717-11

Updates the Rules and Regulations of the use of the Village's Lake Access Area.

[Amends original Ordinance 148 and Ordinance No. 403-91]

SECTION I: The following are adopted as the Rules and Regulations for use of the Village lake access area:

LAKE ACCESS AREA RULES

1. The hours of the lake access area shall be from 10:00 a.m. to 9:00 p. m. Eastern Daylight Savings Time, seven (7) days a week from Memorial Day through Labor Day.
2. The use of the lake access area shall be limited to residents of the Village of Chippewa Lake, and other persons issued passes under Rule 4 herein, and/or their guests. A guest is defined as a person visiting the resident's home, that eats, sleeps and changes into bathing suits in the resident's home. All residents and their guests must register at the main entrance of the lake access area with the attendant.
3. All residents desiring to use the lake access area must obtain a Lake Access Area Pass from the representative designated by the *Mayor of the Village of Chippewa Lake*. Residents must sign a lake access area pass application acknowledging that they have read and understand these Rules prior to receiving a lake access area pass.
4. Lake access area passes will be offered to residents of Lafayette Township who reside on the following streets: Longacre Lane, Heather Hedge Drive, Gilbert Street, Lake Street, and any residences located in the area west of Lake Street and bordered by the corporate limits of the Village of Chippewa Lake.
5. *The Mayor, Presidents of Village Council, or any individual designated by the same*, reserve the right to revoke a lake access area pass and lake access area privileges due to violation of the lake access area rules, destruction of property, or abuse of the lake access area or Village Park property.
6. Alcoholic beverages are prohibited on the lake access area and in the lake access area parking lot.
7. Glass bottles and other glass containers are strictly prohibited in the lake access area and the lake access area parking lot.

8. Open fires of any kind are prohibited in the lake access area and the lake access water area.
9. Dogs and other domestic animals are prohibited in the lake access area and the lake access water area.
10. Boating, jet skiing, water-skiing and fishing are prohibited within twenty (20) feet of the lake access and water areas.
11. Ball playing on the lake access area shall be restricted to the southern-most part of the lake access area and only in designated areas. No baseball, football or soccer playing is allowed in the lake access area. Ball-playing in the water is permitted at the discretion of the lake access area attendant.
12. Playing tag, pushing or running the lake access wall and/or the diving platform is prohibited.
13. Diving off the diving platform ladder, and the Lake Access Area wall is prohibited.
14. Profane and/or abusive language shall be prohibited in the lake access areas.
15. Any child age 11 years or younger must be accompanied and supervised by a person of senior high school age or older while in the lake access area.
16. Inner tubes and life rafts are prohibited beyond the inner lake access area ropes.
17. All refuse must be placed in rubbish containers.
18. **Lake access area attendants ARE NOT lifeguards. NO LIFEGUARD IS ON DUTY AT THE LAKE ACCESS AREA AT ANY TIME.**

NOTE: BECAUSE NO LIFEGUARD IS PROVIDED, SWIMMING AT THE LAKE ACCESS AREA IS AT YOUR OWN RISK.

19. Motorized vehicles and bikes are prohibited in the lake access area.
20. Loitering in the lake access parking area before and after lake access area hours is prohibited.
21. Smoking is prohibited in the lake access area.
22. Feeding wildlife of any kind is prohibited in the lake access area.
23. Parking in the lake access area parking lot is restricted to owners of vehicles with Lake Access Area passes issued by the Village of Chippewa Lake. Lake access area parking passes must be displayed *in the rear window of the vehicle, in clear view*. Boat and jet ski trailers are prohibited in the lake access parking area at all times.

24. Any person violating any of the foregoing rules and regulations for use of the lake access area of the Village of Chippewa Lake, Ohio, shall be guilty of a minor misdemeanor. Offenders may also have their lake access area passes revoked by the *Mayor, Council President, or other individual designated by the Mayor of the Village of Chippewa Lake, Ohio.*

B. OPENING AND CLOSING TIMES

[Amends Ordinance No. 356-86]

SECTION I: The times for opening and closing of all parks within the Village shall be:

1. For the Lake Access Area see Ordinance 717-11 (Page 27 hereof)
2. For all other parks with the Village from 8:00 a.m. until dark (with dark defined as the time streetlights go on in the Village).

C. WASTE AND TRASH

ORDINANCE NO. 548-02

[Prohibits waste/trash on Lake Access Area and in parking areas]

WASTE AND TRASH IN PUBLIC AREAS IN THE VILLAGE

- A. The dumping or placement of any household trash or other waste materials in trash cans and other receptacles maintained by the Village at the Lake Access Area area, The Point, Pochedly Park, and other park and recreational areas of the Village is prohibited, with the exception of trash and other waste materials generated at those locations.
- B. The dumping or placement of any household trash or other waste materials on Village properties outside of receptacles maintained by the Village is hereby prohibited.
- C. Violation of Paragraph A or B of this Ordinance shall be an unclassified misdemeanor punishable by a fine of Two Hundred Fifty Dollars (\$250.00) per offense.

D. TENNIS AND BASKETBALL COURTS

ORDINANCE 356-86

Use of Tennis Courts and Basketball Courts

[Amended by Ordinance No. 403-91] [Amended by Ordinance No. 805-16] [Amended by Ordinance No. 877-22]

TENNIS COURT RULES:

1. Courts are intended for Tennis and Pickleball sports only. No other uses are permitted.
2. Courts are open only to residents of Chippewa Lake for drop-in play on a first come, first served basis.
3. Limit play to one hour if others are waiting.
4. No bikes, skateboards, roller blades, etc.
5. No glass containers
6. No smoking

7. No. pets.
8. No climbing on fence.
9. Use at your own risk. Surface may be slippery when wet.
10. Playing hours 8:00 a.m. to dark. Dark is defined as the time street lights go on in the Village.

The following rules shall be posted and govern the use of the Village basketball courts:

BASKETBALL COURT RULES:

1. Basketball courts to be used by Chippewa Lake residents and guests.
 2. Playing hours: 8:00 a.m. to *dark*. Dark is defined as the time street lights go on in the Village.
 3. No hanging on nets and rims.
 4. No rough playing
 5. Players must share the courts with other players
 6. No bikes, roller skates, skate boards or wheeled vehicles allowed on courts.
- For basketball playing only!

DARK DEFINED AS THE TIME STREETLIGHTS GO ON IN THE VILLAGE (Ord. No. 510-00)

WALKWAY FROM BUNGALOW BAY BOULEVARD TO BEACHSIDE BOULEVARD RULES:

1. The walkway or ramp shall be used for pedestrian and walking traffic only.
2. No non-motorized or motorized vehicles of any kind shall be permitted on the walkway.

E. LAKE ACCESS AREA SUPERVISOR AND ATTENDANT JOB DESCRIPTIONS

POSITION TITLE: LAKE ACCESS AREA SUPERVISOR

REPORTS TO: Chair of PARKS COMMITTEE OF VILLAGE COUNCIL

HIRING AND TERM OF POSITION: Appointed in January of each year by the Mayor with approval of Village Council for the summer season of that calendar year.

COMPENSATION: To be set by Village Council

POSITION SUMMARY: The responsibilities and duties of the Lake Access Area Supervisor are as follows:

- To follow and apply the "Lake Access Area Rules and Regulations" for use and maintenance of the Lake Access Area in accordance with Ordinance No. 403-91 and any of its amendments.
- To hire and supervise all Lake Access Area Attendants, and discharge same as necessary.
- To develop and supervise the work schedule for the Lake Access Area Attendants.

- To promote and supervise a professional appearance and courtesy to the public by Lake Access Area Attendants.
- To work with the Chair of the Village Council Parks Committee, the Parks Committee and Village Council to enhance the appeal of the Lake Access Area area, its maintenance, use and upkeep.

QUALIFICATIONS:

No specific education or previous job experience required, however the Lake Access Area Supervisor must have leadership, organization, record keeping and supervisory skills needed to carry out the functions described in the Position Summary, and to communicate and work with the Lake Access Area Attendants and officials of the Village.

POSITION TITLE: LAKE ACCESS AREA ATTENDANT

REPORTS TO: Lake Access Area Supervisor

HIRING AND TERM OF POSITION: To be hired by the Lake Access Area Supervisor for the summer of the current calendar year.

COMPENSATION: To be set by Village Council

POSITION SUMMARY: The responsibilities and duties of the Lake Access Area Attendant are as follows:

- To follow and apply the “Lake Access Area Rules and Regulations” for use and maintenance of the Lake Access Area in accordance with Ordinance No. 403-91 and any of its amendments.
- To schedule work times and appear at scheduled times as set by the Lake Access Area Supervisor with the understanding that only the Lake Access Area Supervisor can modify or change the work schedule once established.
- To keep the Lake Access Area and surrounding Village properties associated with the Lake Access Area clean, including trash pick up, raking the Lake Access Area and attending to equipment and items associated with the Lake Access Area area.
- To maintain a professional appearance and exercise courtesy in dealing with the public and Officials of the Village, including wearing required uniform items provided by the Village at all times while on duty.
- To observe the conduct of users and persons in the vicinity of the Lake Access Area and report to the Lake Access Area Supervisor and/or Law Enforcement Authorities or other Village Officials any violations of the Lake Access Area Rules and Regulations or other law, and suspicious behavior in and around the Lake Access Area area.
- To observe the requirement that the Lake Access Area Attendant on duty will be the only person present at the entrance table at the Lake Access Area area.

QUALIFICATIONS:

No specific education or work experience required. The Lake Access Area Attendant must be able to timely report for work as scheduled, to follow rules and supervision of the Lake Access Area Supervisor, to deal with the public in a courteous and helpful manner, and to fulfill the duties specified in the Position Summary.

VII. PROPERTY REGULATIONS

A. EQUAL HOUSING OPPORTUNITY

ORDINANCE 610-05:

Provides for equal housing opportunities

WHEREAS, The United States Congress adopted as the national policy to provide, within constitutional limitations, for fair housing throughout our country, and

WHEREAS, The Board of County Commissioners of Medina County, Ohio, believes in the principle of equal rights and privileges for all citizens, and

WHEREAS, The Board of County Commissioners of Medina County, Ohio, adopted Resolution No. 81-509 on June 29, 1981, to provide for equal housing opportunities in the County of Medina, Ohio, and

WHEREAS, said equal housing opportunities in the County of Medina, Ohio, includes opportunities for people of different races, creeds, sexes, religious beliefs and national origins, and

WHEREAS, the Village of Chippewa Lake is hereby adopting the Medina County Board of Commissioners' Resolution No. 81-509 and all amendments thereto to provide for equal housing opportunities within the Village.

NOW, THEREFORE, BE IT ORDAINED THAT, the Village of Chippewa Lake does hereby adopt a Fair Housing Policy, and

BE IT FURTHER ORDAINED THAT, the Medina County Fair Housing Consortium will assist the Village with matters regarding unfair practices or complaints relating to Equal Opportunities for its citizens.

B. MANUFACTURED HOMES

ORDINANCE 651-07:

Enforcement of Ohio Manufactured homes installation standards

WHEREAS, the Ohio Manufactured Homes Commission is charge to establish uniform standards that govern the installation of manufactured housing by section 4781.04(A)(1) of the Revised Code of Ohio; and

WHEREAS, the Ohio Manufactured Homes Commission has established these rules at section 4781-6 & 7 of the Administrative Code of Ohio; and

WHEREAS, the installers of manufactured homes must obtain plan review and inspection approval showing compliance with the above rules from the Ohio Manufactured Homes

Commission, private third parties contracted by the Commission, or a government certified by the Commission; and

WHEREAS, the cost of obtaining and maintaining Ohio Manufactured Homes Commission certifications of Village of Chippewa Lake employees is not justified by the number of manufactured home installations expected; and

WHEREAS, inter-governmental agreements authorized by Ordinance 509-00 passes September 11, 2000 and Ordinance 636-06 passed December 11, 2006 arranges for Medina County to enforce the Ohio Building Code, Ohio Mechanical Code and Residential Code of Ohio, section 4101:1, 4101:2 & 4101:8 Administrative Code of Ohio on behalf of the Village; and

WHEREAS, the said Ohio Manufactured Homes Commission is expected to certify the Medina County Building Department pursuant to 4781.07 of the Revised Code of Ohio and 4781-7-04 of the Administrative Code of Ohio to exercise enforcement authority;

THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY OF THE Village of Chippewa Lake, Ohio, that:

SECTION 1: The Village of Chippewa Lake through its mayor and its clerk/treasurer is hereby authorized and directed to enter into an agreement with Medina County for the enforcement of the Ohio Manufactured Homes Commission rules within the limits of said Village, whereby the Medina County Building Department will exercise all enforcement authority and accept and approve plans and specifications and make inspections necessary within said Village in accordance with the provisions of the Ohio Manufactured Homes Commission rules.

SECTION 11: The terms of the said agreement shall grant to the County full authority to do all things necessary to administer and enforce the Ohio Manufactured Homes Commission rules within the limits of the Village of Chippewa Lake and in consideration therefore to allow the County to retain all permit and inspection fees authorized by the State of Ohio and Medina County for such purposes.

SECTION III: The Legislative Authority of said Village of Chippewa Lake further agrees to hold the County harmless for all claims or causes of action of every kind and nature arising from the acts of the County, its agents, employees, and representatives in the administration and enforcement of said rules.

C. OHIO BOARD OF BUILDING STANDARDS

ORDINANCE 636-06:

Authorized Ohio Board of Building Standards for enforcement of residential code by Medina County Building Dept.

SECTION I: That Ohio Administrative Code 4101:8 – Residential Code of Ohio as promulgated by the Ohio Board of Building Standards, shall apply and be enforced within the Village of Chippewa Lake, Ohio.

SECTION II: That this Ordinance shall be in full force and effect from and after the earliest period permitted by law through the certification process, by the Ohio Board of Building Standards.

SECTION III: The Mayor of the Village of Chippewa Lake is hereby authorized and directed to sign and submit an application to the Ohio Board of Building Standards requesting said Board to certify the Village of Chippewa Lake enforcement of the Residential Code of Ohio with the condition that the Medina County

Building Department exercise the enforcement authority as necessary in accordance with the Residential Code of Ohio within the limits of said Village

and to enter into an agreement with Medina County Building Department for such purpose.

SECTION IV: The Village of Chippewa Lake through its Mayor and its Clerk is hereby authorized and directed to enter into an agreement with Medina County for the enforcement of the Residential Code of Ohio within the limits of said Village, whereby the Medina County Building Department will exercise all enforcement authority and accept and approve plans and specifications and make inspections necessary within said Village in accordance with the provisions of the Residential Code of Ohio.

SECTION V: The terms of the said Agreement shall grant to the County full authority to do all things necessary to administer and enforce the Residential Code of Ohio within the limits of the Village of Chippewa Lake and in consideration therefore to allow the County to retain all permit and inspection fees authorized by the State of Ohio for such purposes.

SECTION VI: The Legislature Authority of said Village of Chippewa Lake further agrees to hold the County harmless for all claims or causes of action of every kind and nature arising from the acts of the County, its agents, employees, and representatives

ORDINANCE 639-07:

Enforcement of Ohio Building Code to include Group I-2 including hospitals and nursing homes

The Mayor of the Village of Chippewa Lake is hereby authorized and directed to sign and submit an application to the Ohio Board of Building Standards requesting said Board to amend their certification of the Village of Chippewa Lake for enforcement of the Ohio Building Code of Ohio removing the exclusion of Use Group I-2 in the administration and enforcement of said codes.

D. OPEN BURNING REGULATIONS

Ordinance No. 721-11

Regulates open burning within Village

Section I. The following provisions shall regulate Open Burning of materials within the Village of Chippewa Lake:

OPEN BURNING REGULATIONS

A. DEFINITIONS. As used in this Ordinance:

(1) “Open Burning” means the burning of any materials wherein air contaminants resulting from combustion are admitted directly into the ambient air without passing through a stack or chimney.

(2) “Waste” shall include agricultural waste, garbage, land clearing waste, landscape waste and residential waste as defined in this Ordinance and all other materials, refuse, and debris reasonably and commonly classified as waste material.

(3) “Agricultural Waste” means any matter generated by crop, horticultural or livestock production practices, and includes such items as bags, cartons, structural materials and landscape wastes that are generated in agricultural activities.

(4) “Garbage” means any manner resulting from the handling, processing, preparation, cooking and consumption of food or food products.

(5) “Land clearing waste” means plant matter which is removed from land, including plant matter removed from stream banks during projects involving more than one property owner, for the purpose of rendering the land useful for residential, commercial or industrial development.

(6) “Landscape waste” means any plant matter, except garbage, including trees, tree trimmings, branches, stumps, brush, weeds, leaves, grass, shrubbery, yard trimmings and crop residues.

(7) “Residential waste” means any matter, including landscape wastes, generated on a one, two or multi-family residence as a result of residential activities, but not including garbage.

(8) “Clean Burning Fire” means a fire burning dry firewood only and no other contaminating materials. A clean burning fire as defined herein does not include the burning of any waste materials as they are defined in this Ordinance.

B. OPEN BURNING RESTRICTIONS

(1) No property owner or other person shall cause or allow open burning in the Village of Chippewa Lake or in proximity to the Village where the contaminants or combustion products of such burning either enter the Village or can be reasonably expected to enter the Village through the air, except as specifically provided in this Ordinance.

(2) Open burning shall be allowed for the following purposes:

- (a) Cooking food for human consumption;
- (b) Heating tar, welding, acetylene torches, highway safety flares, heating for warmth of outdoor workers and strikers, smudge pots and similar occupational needs;
- (c) If contained in a fire ring, fire pit, or other structure, a clean burning fire is permitted on

private property, without a permit, provided such fire does not exceed the dimensions of two feet (2') high and three feet (3') by three feet (3') at the base and is attended by a responsible person;

- (3) Open burning of "waste" as defined herein is not allowed under any circumstances.

C. RELATION TO OTHER LAWS.

In the event any provision of this Ordinance violates any provision of the Ohio Revised Code, the Ohio Administrative Code, or other rules or regulations promulgated by the Ohio E.P.A. or any other government agency regarding open burning, then that portion of this Ordinance shall be invalid and of no force and effect and the remainder shall remain valid and in effect. In addition, this Ordinance shall not prohibit open burning that may be allowed by special permit issued by the Ohio E.P.A. pursuant to the Ohio Revised Code and the Ohio Administrative Code.

D. PENALTY.

Whoever violates any of the provisions of this Ordinance is guilty of an unclassified misdemeanor on a first offense and subject to a fine of One Hundred Dollars (\$100.00).

Whoever violates any provision of this Ordinance and has a prior conviction of violation of this Ordinance is guilty of an unclassified misdemeanor and shall be subject to a penalty consisting of a fine in the amount of Two Hundred Fifty Dollars (\$250.00) for each occurrence.

VIII. STREETS REGULATIONS

A. SHADYWOOD DRIVE GATE

ORDINANCE NO. 590-04

Regulates use of gate at eastern end of Shadywood Drive

[Amends original Ordinance No. 512-00]

SECTION I: Paragraph C of Ordinance No. 512-00 is hereby revised in order to limit the entities which will have a key to the lock for the gate at the end of Shadywood Drive to the Fire Department, Police acting for the Village and the Mayor of the Village only, therefore the regulations for use of the gate shall be as follows:

USE OF THE SHADYWOOD DRIVE GATE

The gate located at the eastern end of Shadywood Drive in the Village on Village property shall be subject to the following rules and regulations:

- A. The gate shall remain locked at all times, except during its use to permit traffic through the gate, following which it shall immediately be locked.
- B. The gate shall be used only for emergency purposes, such as to allow the entry and exit of firefighting vehicles and equipment, rescue squad vehicles, residents in the event Bungalow Bay Boulevard is impassable and other legitimate emergency purposes.
- C. Only the following shall have a key to the lock for the gate: The Chippewa Lake Fire Department, the Police acting for the Village, and the Mayor of the Village.

SECTION II: Violation of any of subsections A, B or C in Section I of this Ordinance shall be a minor misdemeanor.

B. STOP SIGNS

ORDINANCE 692-10:

Provides for permanent stop signs at Rock Ridge, Heather Hedge Drive, Longacre Lane and Lazywood Lane.

[Repeals Ordinance No. 355-86 and Ordinance No. 339-84]

SECTION 1: Based upon safety and traffic concerns, Village Council hereby determines and designates that permanent stop signs shall be placed as follows:

- a. For eastbound and westbound traffic on Heather Hedge Drive at its intersection with Rock Ridge Drive; and
- b. For eastbound and westbound traffic Longacre Lane at its intersection with Lazywood Lane; and

- c. The permanent stop signs for southbound traffic on Lazywood Lane at its intersection with Longacre Lane and for both northbound and southbound traffic on Rock Ridge Drive at its intersection with Heather Hedge Drive shall remain in place and be unaffected by this Ordinance.

C. EXCAVATION AND RESTORATION OF STREETS, SPECIAL HAULING, AND DRIVEWAYS

ORDINANCE 400-91

Requires that excavation and restoration in Village rights-of-way, special hauling and construction of driveways be in compliance with the Medina County Highway Use Manual.

SECTION I: The Medina County Highway Use Manual, Section I, Section II, and Section III is hereby adopted by the Village and shall apply to and govern excavation and restoration performed in Village rights-of-way, special hauling within the Village and construction of driveways within the Village.

SECTION II: The Mayor and President of Council of the Village are hereby authorized to enter into an agreement with the Medina County Commissioners whereby the permit procedures and regulations of the Medina County Highway Use Manual, Sections I, II, and III, will be administered by the Medina County Engineer's Department, with all applications for permits, inspections and other procedures required under the Highway Use Manual to be processed by the Medina County Engineer's Office, pursuant to fees established by the Medina County Engineer's office and with all such permit and inspection fees being paid to and the property of the Medina County Engineer's office.

SECTION III: The Council of the Village reserves the right to waive any specific requirements of the Highway Use Manual in specific cases where the same is reasonable, necessary and desirable.

IX. TREES, PLANTS, NUISANCE GROWTH AND LOT CUTTING

A. NUISANCES

ORDINANCE NO. 549-02

Conditions of trees, plants and shrubs to be nuisances and procedure for abatement

SECTION I. NUISANCES IN CONNECTION WITH TREES, PLANTS AND SHRUBS

- A. The following acts, things and conditions done or existing within this Village are declared to constitute nuisances:
- (1) Any tree upon any street or public place or so near thereto as to permit the roots of the tree to penetrate through or to disrupt the surface.
 - (2) Any tree, plant or shrub, wherever located within the Village, infected with any parasite, insect, fungus or pest, which may be communicated to any other tree, plant or shrub.
 - (3) Any tree, which has fallen or is in such condition as is likely to fall on any public or private property, including the property upon which it is situated.
 - (4) Any tree, plant or shrub, including hedges, whose branches, foliage or trunk obstruct visibility on any street or public way.
- B. Whenever in the opinion of the Zoning Inspector and any two (2) members of the Village Zoning Board any of the conditions defined in this Ordinance exist, the Zoning Inspector shall notify the owner of the property on which said condition is located by written notice to abate the nuisance within the time period stated in the notice by the Zoning Inspector.
- C. If the property owner fails to abate and correct the nuisance within the time period prescribed by the Zoning Inspector in the notice, the Zoning Inspector may cause the same to be corrected and abated at the Village's expense and bill such amount to the property owner. If payment is not made by the property owner of such expense within thirty (30) days thereof, the Zoning Inspector shall certify the same as a lien to the Medina County Auditor on behalf of the Village of Chippewa Lake so that the cost shall be payable on the tax bill of the owner. In addition, the Village may pursue collection through Small Claims Court or any other legal remedy available to the Village in order to obtain reimbursement of the foregoing expense of correction and any costs of collection of the same.

B. EXCESSIVE PLANT GROWTH

ORDINANCE 586-04:

Regulations excessive plant growth and provides for cutting same.

SECTION I: The following is adopted by the Village of Chippewa Lake, Medina County, Ohio:

EXCESSIVE PLANT GROWTH

A. PROHIBITED GROWTH

No grass, weeds, underbrush or other plant growth shall be permitted on any lot within the Village in a height in excess of eight (8) inches. Any such vegetative growth is hereby declared to be a public nuisance subject to abatement by action of the Village. Prohibitive plant growth hereunder shall not include trees, ornamental shrubs, cultivated flowers or gardens.

B. NOTICE TO CUT

When vegetative growth on a lot within the Village exceeds the limit set forth in the preceding paragraph, the Mayor, Zoning Inspector or any law enforcement officer acting on behalf of the Village shall cause notice to be given to the owner, agent, tenant, or other occupant having charge of such land that the same must be cut and removed from the lot within five (5) days after the date of service of the notice.

The notice may be served by any of the following methods: Sending the same by Certified U.S. Mail to the owner, agent, tenant, or occupant; personal delivery of the notice to such party; in the event the party cannot be located, by publishing notice once in a newspaper of general circulation in the Village; posting the property with a notice by affixing the notice to a building, stake, tree or fence located on the property.

C. FAILURE TO CUT

If the owner, agent, tenant or other occupant having charge of such land fails to comply within five (5) days of the date of service of such notice, the Village may cause the vegetative growth to be cut and removed from the lot and may employ or contract for the necessary labor to perform such work or cause it to be done by an appropriate Village employee.

D. COLLECTION OF COSTS

All expenses incurred for cutting and removing such vegetative growth together with an administrative charge of One Hundred Dollars (\$100.00) shall be billed to the owner, agent, tenant, or other occupant having charge of such land at such party's last known address. If, after thirty (30) days, such amount remains unpaid, the Mayor shall certify the total amount of the expenses and administrative charge, the name(s) of the owner of the land and a sufficient description of the premises to the Medina County Auditor, so that the same may be entered on a tax duplicate and be a lien on the land from the date of entry and collected in the same manner as other taxes and assessments and returned to the Village pursuant to Sections 715.261 and 731.54 of the Ohio Revised Code.

E. PENALTIES

Violation of Paragraph A of this Ordinance shall be a minor misdemeanor. Each day's continuation of such violation may be considered a separate offense. If the offender has been found guilty, or has been convicted of, a previous violation of this Ordinance, a violation of this Ordinance shall be an unclassified misdemeanor punishable by a fine of not less than \$150.00 nor more than \$500.00.

C. FEES

ORDINANCE 686-09:

Establishes an administrative fee to property owner to correct hazardous conditions, etc.

SECTION I: An Administrative Fee of One Hundred Dollars (\$100.00) shall be charged to the property owner, tenant or other occupant having charge of private property in the Village when the Village is required to cut excessive growth, remove litter, rubbish and debris, or correct hazardous conditions due to the failure of the owner, tenant or occupant to correct the same, after notice, pursuant to §715.261 and §731.51 thru §731.54 of the Ohio Revised Code. This administrative charge shall be added to the total cost recoverable when a lien for payment of the same is certified to the Medina County Auditor by the Village Clerk.

ORDINANCE NO. 669-08

Increases administrative fee

SECTION I: Ordinance No. 586-04 regulating excessive plant growth on lots within the Village Section I, Subsection D Collection of Costs is hereby amended to increase the administrative charge from One Hundred and 00/100 Dollars (\$100.00) to Two Hundred Fifty and 00/100 Dollars (\$250.00). No other provisions of Ordinance No. 586-04 are changed or affected by this Ordinance.

X. ZONING

ZONING FEES AND COMPENSATION

ORDINANCE NO. 474-98

Establishes revised Schedule of Fees for residential and commercial building permits, variances and appeals

[Amended by Ordinance No. 526-01]

SECTION I: The following shall be the fees for the listed procedures under the zoning ordinances of the Village of Chippewa Lake:

A. Residential Zones

	Structural Changes Alternations & Additions	New Construction
Building Permit	\$ 35.00	\$ 200.00
Variance	\$ 75.00	\$ 75.00
Appeal to Council	\$ 60.00	\$ 60.00
<u>Late Permit fees *</u>	<u>\$ 150.00</u>	<u>\$ 350.00</u>

*Eliminated by Ord. 766-14 – 8/11/14

B. Commercial and Light Industrial Zones

	Structural Changes, Alternations & Additions	New Construction
Building Permit	\$ 70.00	\$ 400.00
Variance	\$ 100.00	\$ 100.00
Appeal to Council	\$ 120.00	\$ 120.00

C. The charge for a copy of the Codified Zoning Ordinance of the Village shall be:

Codified Zoning Ordinance of the Village	\$ 50.00
Maps Sets of Village	\$ 25.00

Compensation:

	Effective	
Zoning Inspector:	\$150.00/per week \$10.00 per meeting for each Zoning meeting held	1/1/15 by Village Council
Village Clerk:		Ord. No. 772-14 Ord. No. 772-14

D. ZONING INSPECTOR JOB DESCRIPTION

POSITION TITLE: ZONING INSPECTOR

REPORTS TO: Chair of Village Council Zoning Committee, Zoning Board, Law Director, Mayor and Members of the Village Council, as needed.

HIRING AND TERM OF EMPLOYMENT: To be appointed by the Mayor and approved by Village Council, to serve until resignation or removal by Village Council.

COMPENSATION: To be set by Village Council

POSITION SUMMARY: The duties and responsibilities of the Zoning Inspector shall be as follows:

- To follow and enforce the Village Zoning Ordinance, No. 498-00, and all its amendments, including the investigation of complaints of violation of the Zoning Ordinance, the taking and processing of applications for Zoning Permits, variances, appeals to the Zoning Ordinance, amendments, and to issue Permits, where appropriate, or assemble and transmit applications and other supporting documents and fees to the Village Zoning Board as directed by the Ordinance, and such other duties as are specified in the Zoning Ordinance.
- The Zoning Inspector is a Law Enforcement Officer of the Village with limited powers and duties, and as such is responsible for giving notices to violators of the Zoning Ordinance, and to prepare to assist the Village Prosecutor in the preparation of complaints for violations of the Ordinance, and to appear at administrative or Court hearings necessary as a witness with regard to the adjudication of charges of violation of the Ordinance or related matters.
- The Zoning Inspector also acts as the Floodplain Administrator under Ordinance No. 596-04, the Special Purchase Flood Damage Reduction Ordinance, and any of its amendments that includes the investigation of violations of said Ordinance, the taking of applications for Floodplain Development Permits under the Ordinance, the processing of the same and approval, where appropriate, or forwarding of applications, fees and documents to the Village Zoning Board as specified, and such other duties as are required by Ordinance No. 596-04.
- The Zoning Inspector is also responsible for enforcing other special purpose Ordinances of the Village including Ordinance No. 529-01 regarding storage of motor vehicles and No. 586-04 regarding cutting and mowing of lots in the Village.

QUALIFICATIONS:

No specific education or employment requirements are prescribed for the Zoning Inspector, however background and experience in law enforcement, construction, building materials, construction contracting, and other building-related work is helpful. The Zoning Inspector is required to engage in accurate record keeping, reporting to Village Officials and dealing with the public in a consistent, courtesy and official capacity with regard to violations, complaints, investigation and other necessary acts of communication.

XII. DOOR TO DOOR SOLICITATION

ORDINANCE NO. 909-25 adopted 11/10/25

SECTION I: AN ORDINANCE REGULATING DOOR-TO-DOOR SOLICITATION

A. Purpose and Intent

The purpose of this ordinance is to protect the safety, security, and privacy of the citizens of the Village of Chippewa Lake. While recognizing the right of individuals and businesses to engage in lawful commercial speech, the Village also recognizes that unregulated door-to-door solicitation may threaten public safety, invite fraudulent or deceptive practices, and disturb the peace and quiet of the community. This Ordinance establishes reasonable times, place, and manner restrictions on door-to-door solicitation, requires registration and identification of solicitors, and provides residents the ability to limit or prohibit solicitation at their homes.

B. Definitions

- **Solicitation:** The act of going door to door within the Village for selling goods, services, or subscriptions, or for the purpose of soliciting orders, contracts, or donations.
- **Commercial Solicitation** conducted for profit, commission, or other commercial gain.
- **Non-Commercial Solicitation:** Solicitation conducted by 501(C)(3) charitable, religious, political, or school.
- **Solicitor:** Any person, whether principal, agent, or employee, who engages in solicitation.

C. Permit Required

- (a) No person shall engage in commercial solicitation within the Village without first obtaining a permit issued by the Village.
- (b) Non-commercial solicitation (being religious, political, 501(C)(3) charitable, or school) is exempt from the permit requirement herein but remains subject to the hours of limitation, and signage restriction provided herein.

D. Application Process

- (a) Applicants must file a written application with the Fiscal Officer of the Village at least ten (10) business days prior to the start of solicitation.
- (b) The application shall contain:
 1. Name, permanent address, and cell phone number of applicant.
 2. Name and address of the company or organization represented by the applicant.
 3. A copy of a valid U.S. government-issued photo ID.
 4. Description of goods or services to be offered
 5. Dates and hours of proposed solicitation.

6. A background check conducted by the Medina County Sheriff.
 7. The application fee for a permit of Fifty Dollars (\$50.00) by check payable to The Village of Chippewa Lake.
- (c) Each individual solicitor must apply separately.

E. Background Checks

- (a) All costs associated with the required background check shall be the responsibility of the applicant.
- (b) No permit shall be issued until the background check is complete and satisfactory.

F. Issuance of Permit, Identification, and Successive Permits

- (a) Upon approval, the Village shall issue a solicitor's permit valid for up to sixty (60) days. One (1) renewal for an additional sixty (60) days can be issued for a total of One Hundred Twenty (120) days provided an additional fee of \$50.00 is paid. After that any successive permits and extensions may be granted upon application as provided herein for a new permit.
- (b) Each solicitor shall be issued a soliciting permit, which must be visibly displayed plus the U.S. government photo I.D. at all times while soliciting.
- (c) Permits are non-transferrable.
- (d) Solicitor's Permits will be available for pick-up on or after the 11th business day at 24 Circle Crest Drive, Chippewa Lake, OH 44275 by scheduling an appointment with the Fiscal Officer and sending your request for an appointment to chipplakefin@gmail.com

G. Hours and Season of Solicitation

Solicitation shall only be permitted between the hours of 10:00 a.m. and 7:00 p.m., Monday through Saturday. No solicitation shall occur on Sundays or federal holidays.

H. Prohibited Acts

- (a) Soliciting at a residence with a clearly posted "No Soliciting" or "No Trespassing" sign.
- (b) Engaging in solicitation without a valid permit.
- (c) Soliciting on days or at hours not permitted by this Ordinance.
- (d) Entering or remaining upon property after being asked to leave.
- (e) Making false or misleading statements while soliciting or in the Application for a permit.
- (f) Failing to display required photo identification or the permit while soliciting.

I. Revocation of Permit

The Village may revoke any permit for violation of this Ordinance or misrepresentation on an application.

J. Penalty

Violation of this ordinance shall be punishable as a minor misdemeanor and as a fourth degree misdemeanor for any subsequent offense.

XII. FORECLOSURE REGISTRATION PROCEDURE

ORDINANCE NO. 748-13, adopted 2/11/13

Establishes registration procedure for vacant properties

FORECLOSURE REGISTRATION

A. APPLICATION OF ORDINANCE

This Ordinance shall apply to all properties located within the Village.

B. DEFINITIONS

1. “Person” means a natural person or any legal entity included, but not limited to, a corporation, firm, partnership, trust or association, and the attorney or law firm representing a party initiating a foreclosure action.
2. “Vacant” means that no person actually resides in any part of the building or structure on the property, or that no person conducts a lawful business in any part of the building or structure located on the property, or that there is no building or structure on the property.

C. NOTICE OF FORECLOSURE FILING

1. Any person who files a complaint in any court of competent jurisdiction for foreclosure involving real property located with the Village shall notify the Village of the filing of the foreclosure complaint within thirty (30) days after filing of the complaint.

D. PERSON RESPONSIBLE FOR MAINTENANCE IN THE EVENT OF FORECLOSURE:

1. If the building or structure on a property that is the subject of a foreclosure proceeding is vacant at the time the foreclosure complaint is filed with a court of competent jurisdiction, then the person filing the foreclosure complaint shall notify the Village in writing of the name, address and contact information for the person who will be responsible for maintaining the property in compliance with all applicable provisions of the Ordinances of the Village.
2. If the building of structure on the property that is the subject of a foreclosure proceeding becomes vacant at any time after the foreclosure complaint is filed with a court of competent jurisdiction, then the person filing the foreclosure notice shall notify the Village in writing of the name, address and contact information for the person who will be responsible for maintaining the property in compliance with all applicable provision of the Ordinances of the Village.
 3. If at any time during the foreclosure proceedings there is a change in the person(s) responsible for maintaining the property, then the person filing the foreclosure complaint shall notify the Village in writing of the name, address and contact person who will, or who has, assumed responsibility for maintaining the property within ten (10) business days of the changes.

E. PENALTY

Whoever fails to file any of the foregoing notices with the Village as required by this Ordinance shall be deemed guilty of an unclassified misdemeanor and subject to a fine of five hundred dollars (\$500.00). Each day during which non-compliance continues shall constitute a separate offense.

**VILLAGE OF CHIPPEWA LAKE
MEDINA COUNTY, OHIO**

NOTIFICATION OF FORECLOSURE FILING

Ordinance No. 748-13 of the Village requires a party who files a foreclosure action for any property located within the Village to provide the Village with notice of the foreclosure, and the following information within thirty (30) days after the filing of the complaint.

Whoever fails to file Notice of the Foreclosure or fails to identify the person responsible for such property is guilty of an unclassified misdemeanor and subject to a fine of Five Hundred Dollars (\$500.00).

COURT INFORMATION

Court Case No. _____ Foreclosure File Date: _____

Is Structure Occupied: YES NO

Party/Company Filing Complaint: _____

Mailing Address: _____

Phone Number: _____ Email: _____

PROPERTY OWNER INFORMATION

Name(s) _____

Current Mailing Address: _____

Phone: _____ Email: _____

PROPERTY DESCRIPTION

Address of Property: _____

Parcel Number(s): _____

Type of Property: Single Family Multi-Family Commercial
 Industrial

INDIVIDUAL RESPONSIBLE FOR MAINTENANCE**

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

**If the property subsequently becomes vacant or if the individual responsible for maintenance changes, the person who filed the foreclosure complaint shall notify the Village of the name, address, telephone number and contact information for the person who will be responsible for maintaining the property within ten (10) days of the change.

VACANT BUILDING PLAN

- () **Demolition** _____
- () **Secure and maintain** _____
- () **Rehabilitation** _____
- () **Other – Explain:** _____
-

I certify that the information given herein is true and complete to the best of my knowledge.

I understand that any false or misleading information may subject me to prosecution under Ohio Revised Code §2921.13.

Signature _____ Date _____

Print Name _____ Email _____

Address _____ Fax Number _____

Telephone _____

XIII. CLANDESTINE DRUG LABS

ORDINANCE NO. 749-13 adopted June 10, 2013, effective July 10, 2013

XIV. CLANDESTINE DRUG LABS

A. DEFINITIONS

1. **CHEMICAL DUMPSITE** means any place or area where chemicals or other waste materials used, intended to be used, or produced in a clandestine drug lab have been located.
2. **CLANDESTINE DRUG LAB** means a location used for the unlawful manufacture or attempt to manufacture controlled substances.
3. **CLANDESTINE DRUG LAB SITE** means any place or area where law enforcement has determined that conditions associated with the operation of a clandestine drug lab exist. A clandestine drug lab site may include residential, commercial, industrial or institutional structures, accessory buildings, accessory structures, motor vehicles, a chemical dumpsite or any land.
4. **CONTROLLED SUBSTANCE** means a drug, compound, mixture, preparation, or substance included in schedules “I” through “V” of Ohio Revised Code §3719.41 or as amended from time to time. The term does not include distilled spirits, wine, malt beverages, intoxicating liquors or tobacco.
5. **EXPENSE** means any expense incurred due to the use of employees, materials, and/or equipment of the Village or its agent to investigate, mitigate, minimize, remove or abate any hazardous condition.
6. **HOUSEHOLD HAZARDOUS WASTES** means waste generated from a clandestine drug lab. Such wastes shall be treated, stored, transported or disposed of in a manner consistent with all federal, state and local regulations.
7. **MANUFACTURE** means the production, cultivation, quality control, and standardization, by mechanical, physical, chemical or pharmaceutical means, packing, repacking, tableting, encapsulation, labeling, relabeling, filling, or by other process, of controlled substances. This does not include manufacturing which occurs in a pharmacy or a licensed pharmaceutical manufacturing facility.
8. **OWNER** means any person, firm or corporation who along or jointly or severally with others has legal title to any land, buildings, or structures associated with a clandestine drug lab site or chemical dumpsite, with or without accompanying actual possession thereof. Owner also includes vendor or vendee under a land contract, whether recorded or not, or the executor, executrix, administrator, Administratrix, trustee, or guardian of the estate of either the person with legal title or the land contract vendor or vendee.

B. NOTICE AND ORDER TO OWNER

Where a law enforcement officer determines that an emergency condition caused by hazardous conditions associated with a clandestine drug lab site or chemical dumpsite exists, the Village or other authorities may dismantle and dispose of drug processing apparatus and/or chemicals. Upon identification of such emergency condition, a law enforcement officer or other representative of the Village shall serve written notice to the owner, agent, lessee, occupant, tenant or other person in charge of the premises that an emergency condition exists and ordering that the cost of abating the emergency condition be paid to the Village. The Notice and Order shall be served by personal service to both an occupant of the property and the owner of the property, or if personal service is not accomplished, then by posting in a conspicuous location at the property affected and mailing, by regular mail, to the address of the affected property if there is a dwelling thereon and to the property owner at the location to which the Auditor mails the tax bill for the property affected.

C. REQUEST FOR HEARING

Any person affected by any Notice and Order to pay the cost of abating an emergency condition may request and shall be granted a Hearing on the matter before Village Council. The person must file, with the Village a written request for a Hearing and shall set forth the name, address and phone number of the appellant and a brief statement of the grounds for the Hearing. Requests for a hearing must be filed within seven (7) days after the Notice and Order is personally served, mailed or posted, whichever occurs first and shall be accompanied by a non-refundable deposit of Fifty dollars (\$50.00).

1. On receipt of the Request for Hearing, Village Council shall set a time and place for a hearing. Written notice of the hearing shall be sent by regular mail to the address provided by appellant in the Request for Hearing. The Hearing shall be held within a reasonable time after a request has been filed.
2. At the Hearing, the appellant shall be given an opportunity to be heard and to show cause why the Notice and Order should be modified or dismissed. The failure of the appellant or his/her representative to appear and present his position at the hearing shall be grounds for dismissal of the request.
3. Upon consideration of the evidence presented at the hearing, Village Council may affirm, disaffirm, modify or dismiss the Notice and Order by regular Council voting rules as provided by law. The appellant shall be notified in writing of the decision.
4. Any person aggrieved by the decision of the Village Council may seek Court review of the decision pursuant to the Ohio Revised Code.

D. EXPENSES AND LIEN

All expenses incurred to remedy the emergency condition together with an administrative charge and/or fine, as described below, shall be reported to the Clerk/Treasurer or Fiscal Officer of the Village who shall mail a statement thereof to the owner of the property, if his address is known. If after thirty (30) days, the amount remains unpaid, the Fiscal Officer shall certify the total amount of the expense, the name of the owner of the land, and a sufficient description of the premises, to the Auditor of the County, to be entered upon the tax duplicate, to be a lien on the land to be collected as other taxes and assessments and returned to the Village pursuant to R.C. §731.54. In addition to the actual expenses described above, the owner of the premises must pay an administrative charge to be set by Village Council.