

October

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 6:15 pm Tech & Comm Committee- canceled 7:00 pm City Council	7	8	9	10	11
12	13 6:30 pm Electric Comm- canceled 6:30 pm BOPA-canceled 7:00 pm Water and Sewer - canceled 7:30Muni Prop. Comm.-canceled	14 4:30 pm BZA 5:00 pm Planning Commission -canceled	15	16	17	18
19	20 6:00 pm Tree Comm. 6:00 pm Parks & Rec Comm. 7:00 pm City Council	21	22	23	24	25
26	27 6:00 Finance & Budget Comm. 7:30 Safety & Human Resources Comm.	28 4:30 pm Civil Service	29 6:30 pm Parks & Rec Board	30	31	



City of Napoleon, Ohio

*255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Board of Public Affairs
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: October 10, 2025
Subject: Board of Public Affairs-Cancelation

The regularly scheduled meeting of the Board of Public Affairs for Monday, October 13, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



City of Napoleon, Ohio

*255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Electric Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: October 10, 2025
Subject: Electric Committee-Cancelation

The regularly scheduled meeting of the Electric Committee for Monday, October 13, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



City of Napoleon, Ohio

*255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Water, Sewer, Refuse, Recycling and Litter Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: October 10, 2025
Subject: Water, Sewer, Refuse, Recycling and Litter Committee -
Cancellation

The regularly scheduled meeting of the Water, Sewer, Refuse, Recycling and Litter Committee for Monday, October 13, 2025, at 7:00 pm has been **CANCELED** due to lack of agenda items.



City of Napoleon, Ohio

*255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Municipal Properties, Buildings, Land Use, and
Economic Development Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: October 10, 2025
Subject: Municipal Properties, Buildings, Land Use, and
Economic Development Committee-Cancelation

The regularly scheduled meeting of the Municipal Properties, Buildings, Land Use, and Economic Development Committee for Monday, October 13, 2025, at 7:30 pm has been **CANCELED** due to lack of agenda items.

**City of Napoleon, Ohio
Board of Zoning Appeals
Meeting Agenda
Tuesday, October 14, 2025, at 4:30 PM**

Location: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes: April 8, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) **BZA-25-02**
An application for a public hearing has been filed by Lonnie Winover II, 703 Welsted St. Napoleon, Ohio 43545. The applicant is requesting a variance to Section 1147 regarding the building side setback of 7 feet in a R-3 Moderate-Density Residential District. The applicant is requesting the variance to build a 24'x 20' carport installed parallel with the sidewalk running along Norton Ave.
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment


Ann Harper, Clerk

**City of Napoleon, Ohio
Board of Zoning Appeals
Meeting Minutes
Tuesday, April 8, 2025, at 4:30 pm**

Present

Board Members	Kelly Burkhardt, Larry Vocke, Lynn Rausch, Ethan Plummer
Clerk of Council	Mikayla Ramirez
City Staff	Kevin Schultheis
Other	Media-News, Roy Woggon

Call to Order

The Board of Zoning Appeals meeting was called to order at 4:30 p.m.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the October 29, 2024, meeting were approved as presented.

BZA-25-01

An application for a public hearing has been file by Roy Woggon of 207 E. Front St. Napoleon, Ohio 43545. The applicant is requesting a variance to Section 1147 regarding the building side setback of 7 feet in a C-1 General Commercial District. The applicant is requesting the variance to build a 24'x 25' garage to the rear of his existing residence and the owner would like to place it approx. 1 ½ foot off the property line, off to the east which butts up against his other existing property of 215 E. Front St.

Schultheis said, upon approval of this variance and issuance of a zoning permit, a building permit from Wood County Building Inspection shall be required. When the use proposed for a nonconforming lot is one that is conforming in all other respects but the applicable setback requirements cannot reasonably be complied with, then the Board of Zoning Appeals may allow deviations from the applicable setback requirements if it finds that:

- (1) The property cannot reasonably be developed for the use proposed without such deviations.
- (2) These deviations are necessitated by the size or shape of the nonconforming lot, and
- (3) The property can be developed as proposed without any significantly adverse impact on surrounding properties or the public health or safety.

The Board, after a hearing, may grant a variation from the regulations of the City's Planning and ZoningCode, but only when such variation is in harmony with the general purpose and intent of the Planning andZoning Code, and the Board finds all of the following:

- (a) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or use in the same vicinity or district;
- (b) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or district but which is denied to the property in question;
- (c) That granting such variance will not be materially detrimental to the public welfare or injurious to the property of improvements in the vicinity or district in which the property is located;

(d) That granting such variance will not alter the land use characteristics of the vicinity or district, diminish the value of adjacent land and improvements, or increase the congestion in the public streets.

Vocke said, is it problematic if he ever sells the property. Schultheis said, no.

Motion: Vocke Second: Plummer
Motion to approve BZA-25-01

Roll call on vote on the above motion:
Yea- Burkhardt, Vocke, Rausch, Plummer
Nay-
Yeas- 4, Nays- 0. Motion passed.

Adjournment

Motion: Burkhardt Second: Vocke
to adjourn the Board of Zoning Appeals meeting at 4:39 pm

Roll call on vote on the above motion:
Yea- Burkhardt, Vocke, Rausch, Plummer
Nay-
Yeas- 4, Nays- 0. Motion passed.

Approved

Chairman



City of Napoleon, Ohio

Kevin Schultheis, Zoning Admin.

Code Enforcement

255 West Riverview

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

SEPTEMBER 22, 2025

Memorandum

To: Members of the Board of Zoning Appeals

From: Kevin Schultheis, Zoning Administrator / Code Enforcement Officer

Reference: Variance to Property Side Setbacks

Meeting Date: October 14, 2025 @ 4:30 pm

Hearing: BZA-25-02

Background:

An application for a public hearing has been filed by Lonnie Winover II of 703 Welsted St. Napoleon, Ohio 43545. The applicant is requesting a variance to Section 1147 regarding the building side setback of 7 feet in a R-3 Moderate-Density Residential District. The applicant is requesting the variance to have a 24'x 20' carport installed parallel with the sidewalk running along Norton Ave.

Research and Findings:

Upon approval of this variance and issuance of a zoning permit, a building permit from Wood County Building Inspection shall be required.

Standards for a Variance:

The Board, after a hearing, may grant a variation from the regulations of the City's Planning and Zoning Code, but only when such variation is in harmony with the general purpose and intent of the Planning and Zoning Code, and the Board finds all of the following:

- (a) That there are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to the other property or use in the same vicinity or district;
- (b) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity or district but which is denied to the property in question;
- (c) That granting such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity or district in which the property is located;
- (d) That granting such variance will not alter the land use characteristics of the vicinity or district, diminish the value of adjacent land and improvements, or increase the congestion in the public streets.

Kevin Schultheis, Zoning Administrator / Code Enforcement Officer

Application for Public Hearing

City of Napoleon, Ohio

I/We hereby request a public hearing to consider the following:

Planning Commission

(MZON 100.1700.46690)

___ Conditional Use

\$125.00

___ Amendment

\$125.00

___ Subdivision in City

\$75.00 + \$5.00 each, after two

___ Preliminary Plat of Development

\$125.00

___ Alley Vacation

\$25.00 + publication cost

Preservation Commission

(MZON 100.1700.46690)

___ Certificate of Appropriateness

\$25.00

Board of Zoning Appeals

(MZON 100.1700.46690)

___ Certificate of Zoning

\$25.00

___ Re-Zoning

\$125.00

✓ ___ Variance

\$125.00

___ Administrative Appeal

\$50.00

Address of property: _____

Description of request: _____

I would like to install a 24' wide x 20' Long
Car port in my drive way, parallel with my sidewalk.
It would be 2' from side walk and of Quality
design and including gutters. Car port + matching fence

OWNER(S) NAME (PRINT)

703 Welsted, Napoleon OH
ADDRESS- CITY, STATE, ZIP 43545

419-315-0065

PHONE NUMBER

SIGNATURE

Will provide the privacy
from undesirable
neighbors. This All will be
blue + white and match my
Shed

*****Public hearings are held on the second Tuesday of each month; this petition must be filed with the Zoning Administrator thirty (30) days before the public hearing date. All plans, plats, deeds and other requested information must accompany this application before the hearing will be scheduled. *****

APPLICANT MUST BE AN OWNER OR AN AUTHORIZED REPRESENTATIVE EVIDENCED BY LETTER OF APPOINTMENT.

Lonnie Winover II

APPLICANT NAME (PRINT)



APPLICANT SIGNATURE

703 Welsted

ADDRESS

Napoleon, OH 43545

CITY, STATE, ZIP

419-315-0065

PHONE

Hearing #: _____

Hearing Date: _____

Zoning District: _____

Office Use Only

Batch # _____

Check # 2551

Date _____



WINOVER II, LONNIE J

Parcel Number: 410095471520

Parcel Info: [Parcel Info Web Link](#)

Property Location: 703 WELSTED STREET

Last Sale Date: 10/8/2012

100% Market Value: \$107,790.00

Mailing Address: 703 WELSTED STREET
NAPOLEON OH 43545

Acres: 0.00

Legal Description: L207 SHEFFIELDS 3F
ADD

Volume: 272 Page: 1186

Map Number: 0514478009

Township: NAPOLEON TWP

Land Value: \$85,480.00

Building Value:

100% Total Value \$107,790.00

[Zoom to](#)



Custom Order - Sep 17, 2025

ANS Steel Buildings
945 Cleveland Ave
Defiance, OH 43512
419-785-4005

anssteelbuildingsllc@gmail.com



View Online

Design Link

<https://dip2b6fnq7y92.cloudfront.net/?lng=en-US&dealer=ANS-STEEL-BUILDINGS#d7c8bc5a8d3ba03810c34200028feb2>

Ship To			Dealer
Name	Lonnie Winover II	Order #	1757279346154785-5
Billing Address			ANS STEEL BUILDINGS
City		State	OH
Zip Code			419-785-4005
Install Address	703 WELSTED ST		anssteelbuildingsllc@gmail.com
City	NAPOLEON	State	OH
Zip Code	43545		
Email	LONNIEWINOVER@GMAIL.COM	Phone #	4195998748
Mobile #			

Building Info	Size	Colors	Anchoring & Site Preparation
Style	Carpport	Roof	Gallery Blue
Roof Overhang	6"	Trim	Brite White
Roof Style	A-Frame Vertical	Side Wall Siding	Gallery Blue
Gauge	14-Gauge Framing		
Leg Style	Standard		
Brace	Standard Brace		
	24' x 20' x 8'		
	Width x Frame Length x Leg Height		
			Installation Surface
			Gravel
			Power Available
			<input checked="" type="checkbox"/>
			Site Ready
			<input type="checkbox"/>
			Jobsite Level
			<input type="checkbox"/>
			Engineer Certified
			None

Description	Qty	Unit Price	Price	Totals
Base Price: 24'x20'	1	\$2,740.00	\$2,740.00	Subtotal
Installation Surface: Gravel	1	-	-	\$4,171.50
Installation Surface: Dirt	1	-	-	+ Sales Tax
Roof: Gallery Blue	1	-	-	6.75%
Trim Colors: Brite White	1	-	-	\$281.58
Side Wall Siding: Gallery Blue	1	-	-	Total Order Amount
Roof Style: A-Frame Vertical	1	\$600.00	\$600.00	\$4,453.08
Roof Pitch: 4/12	1	-	-	- Deposit Amount
Roof Overhang: 6"	1	-	-	10.00%
Trusses: Standard	1	-	-	\$417.15
Gauge: 14-Gauge Framing	1	-	-	Remaining Due
Brace: Standard Brace	1	-	-	\$4,035.93
Leg Height: 8'	1	\$180.00	\$180.00	
Left Side: Fully Enclosed - Siding: Horizontal	1	\$320.00	\$320.00	
Anchor Package: Mobile Home Anchors	1	\$210.00	\$210.00	

Continued on next page...

Customer Signature	Date	Desired Delivery Date
Dealer or Manufacturer Signature	Date	Delivery Notes
#1757279346154785-5		

--	--	--

Description	Qty	Unit Price	Price
Additional Fees			
Standard Gauge Sheet Metal	1	-	-
Colored Screws	1	\$121.50	\$121.50
Additional Notes			
Notes, Comments, Questions: Please let me know how else I can help you with this. -Kendra, 10% Discount Included, the sale ends today Sept. 8th, we just need a signed contract and a 10% downpayment to lock in the price.			

Things You Should Know

20 Year Warranty on 12 gauge and 1 year warranty on 14 gauge on rust, assuming user care and maintenance • 1 Year workmanship warranty *13' high or taller building requires machinery/extra charges may apply • Any building Longer than 32' L will have a SEEM (restrictions may apply call the office for details).

1. All sales are C.O.D. payment of balance in full due at time of installation. We accept cash, cashiers check and or money orders, also major credit cards with an additional 3% charge. Credit card overpayment refunds will charge 5% fee, returned checks \$35 fee
2. Height is measured from the ground to the sidewall not the peak. The contractor needs 3' of spacing all around the structure in order to adequately build the structure, or extra fees may apply.
3. The customer is responsible for informing the installers of any underground cables, gas lines, or any other utility lines. ANS Steel Buildings, LLC is not responsible for any damages to unmarked or un-located utilities.
4. If there is a price discrepancy over \$20.00, ANS Steel buildings, LLC reserves the right to cancel the order at any time.
5. **To qualify for free installation, the site must be level.** (NO SLOPES) Units installed on unlevelled ground will have spacing between base rail and ground ANS Steel Buildings is NOT responsible for any spacing being filled or groundwork being done. If extra work is needed due to ground being unlevel more than 3" extras charges will incur. It will be up to the contractor to determine additional cost
6. If customer wants insurance on the building, it is customer's sole responsibility to contact customer's insurance company to secure coverage. ANS Steel Buildings, LLC highly recommends that customer secure insurance coverage for the building.
7. It is the sole responsibility of the customer to check for permits or restrictions regarding installation of the product. Some state and local ordinances may require a foundation prior to installation. ANS Steel Buildings, LLC does NOT install foundations and all costs associated with foundation shall be the sole responsibility of the purchaser.
8. It is highly recommended that all ground, gravel or blacktop installation be securely fastened with mobile home anchors. Rebar anchors are designed for temporary use only. ANS Steel Buildings, LLC will not be responsible for any damage to the structure if the customer chooses to use only the rebar anchors provided with the carport and failure to utilize the proper anchoring method will void your warranty. **In some cases, it is not possible to install all of the mobile home anchors due to rocky or other ground conditions. In such cases, ANS Steel Buildings, LLC will reimburse the customer for the mobile home anchors that are not used but the customer will still be responsible for the full price of the building.**
9. ANS Steel Buildings, LLC has a select group of factory-trained installers. The warranty will be void if the unit is installed by anyone other than our approved independent contractors. **Your lot must be level or contractor fees will apply on the lot.** Installer must be able to unload within 20' of the job site, or additional fees will apply. Additionally, it is the customer's sole responsibility for ensuring the installation area is adequately prepared/cleared for installation. Any alterations made to the building after install will void all warranties
10. If you are a tax-exempt purchaser, a copy of your tax exemption certificate must be attached to this original form.
11. The quoted price above does not include any extra task or requests by the customer. Any such additional tasks or requests will require a separate quote and approval by ANS Steel Buildings, LLC. ALL DEPOSITS ARE NONREFUNDABLE. A 40% deposit on special orders is required. No refunds on special orders.
12. Buyer agrees that the balance shall be due and payable at the time of installation. In the event that balances due and owing at the time of installation are not paid in full, the buyer shall be in default under this agreement. ANS Steel Buildings, LLC may elect to repossess the carport/garage and buyer hereby consent to allow ANS Steel Buildings, LLC access to the carport/garage to repossess the carport/garage, or at its sole discretion ANS Steel Buildings, LLC may assess interest at a rate of 18% per annum on any unpaid balance. Buyer agrees that in the event of any default under this agreement, buyer shall be responsible for reasonable collection agency costs, any attorney's fees and cost incurred as a result of default. JURISDICTION, it is expressly agreed that in any dispute, suit, claim, or legal proceeding of any nature arising from the obligations under this agreement, shall be filed in a court of competent jurisdiction in Defiance County, Ohio and be controlled by the law of the State of Ohio.
13. Please be advised that installation times are subject to change due to contractor availability and weather conditions. If the contractor is unable to complete your job due to site complications or inaccurate measurements a \$250 or 5% return fee, whichever is greater, will apply. Any structure not installed and returned after scheduled and confirmed date, will be subject to a 5-35% restocking fee.

This is a contract, By signing this, customer acknowledges and agrees with all of the above terms. This contract is NOT final until review/approval by ANS Steel Buildings, LLC. Customer Service Will Contact You Three To Seven Days Before Delivery & Setup.

Customer Signature _____

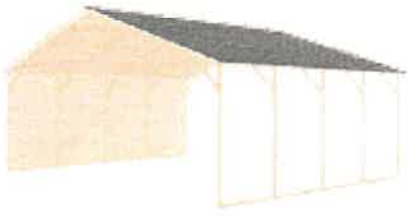
Dealers Signature _____

Installed Date _____

Any revisions or modifications MAY result in an additional charge.

ANS Steel Buildings, LLC approval/Authorization: _____

• ☐ CASH ☐ C/C ☐ CHECK # _____



Perspective View



Front



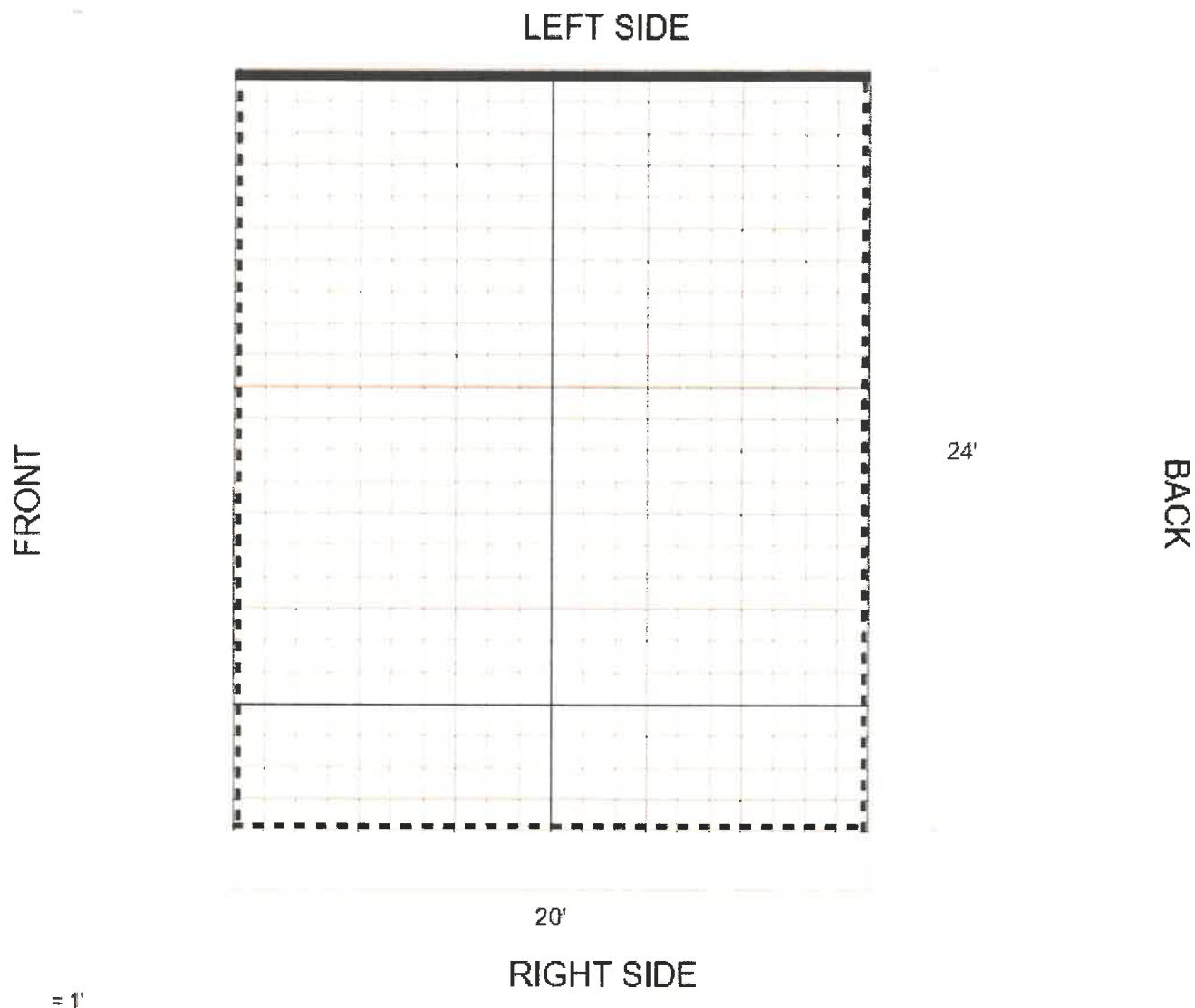
Left Side



Right Side



Back



SYMBOL LEGEND

— Closed Wall

.... Open Wall

LONNIE J. WINOVER II
703 WELSTED ST.
NAPOLEON, OH 43545-1462

10-07

2551

6-12/410
403

9-19-25

Date

Pay to the
Order of

City of Napoleon

\$ 150.⁰⁰

One Hundred & Fifty

Dollars



Photo
Safe
Deposit
Details on back

PNCBANK

PNC Bank, N.A. 070

For

Permit

MP

⑆04⑆000⑆24⑆ 4222807967⑈ 2551



City of Napoleon, Ohio

*255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Planning Commission
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: October 10, 2025
Subject: Planning Commission-Cancelation

The regularly scheduled meeting of the Planning Commission for Tuesday, October 14, 2025, at 5:00 pm has been **CANCELED** due to lack of agenda items.