

**REGULAR CAUCUS MEETING
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO
TO BE HELD ON TUESDAY, JANUARY 13, 2026
7:00 P.M.**

I. ROLL CALL OF MEMBERS:

II. PLEDGE OF ALLEGIANCE:

III. APPROVAL OF MINUTES OF PRECEDING MEETINGS

1. REGULAR CAUCUS MEETING MINUTES HELD ON DECEMBER 9, 2025.
2. REGULAR CAUCUS MEETING MINUTES HELD ON NOVEMBER 12, 2025.

IV. DISCUSSION:

1. DEPARTMENT OF LIQUOR CONTROL PERMIT DAILY LLC.
5751 SMITH RD, BROOK PARK, OH 44142. D-1 NEW 01879327-1 **POSTMARK
DATE: 1/17/2026.** – PER COUNCIL PRESIDENT SALVATORE.
2. PROPOSED COUNCIL RULE (Councilman Gonzalez) - PER COUNCIL PRESIDENT SALVATORE.
3. COUNCIL APPOINTMENT: CHAIRMAN TO THE CITIZEN OF THE YEAR COMMITTEE.-PER COUNCIL PRESIDENT SALVATORE.

V. PLANNING COMMITTEE- CHAIRMAN COUNCILMAN SCOTT

1. A RESOLUTION GRANTING A CONDITIONAL USE PERMIT FOR APPROVAL OF A BILLBOARD LOCATED ON PARCEL # 343-17-088, AND DECLARING AN EMERGENCY.

VI. ADJOURNMENT



BROOK PARK CITY COUNCIL
ATTN CLERK
6161 ENGLE RD
BROOK PARK OH 44142

NOTICE TO LEGISLATIVE AUTHORITY

Form with fields: PERMIT NUMBER (01879327-1), TYPE (NEW), ISSUE DATE, FILING DATE (4/29/2024), PERMIT CLASSES (D-1), TAX DISTRICT (18110), RECEIPT NO (OCT). TO: DAILY LLC, 5751 SMITH RD, BROOK PARK OH 44142. Muni/Village/Twp: Brook Park.

Form with fields: PERMIT NUMBER, TYPE, ISSUE DATE, FILING DATE, PERMIT CLASSES, TAX DISTRICT, RECEIPT NO. FROM 12/17/2025

MAILED 12/17/2025 RESPONSES MUST BE POSTMARKED NO LATER THAN 01/17/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: OCT NEW 01879327-1 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [] IN OUR COUNTY SEAT [] IN COLUMBUS

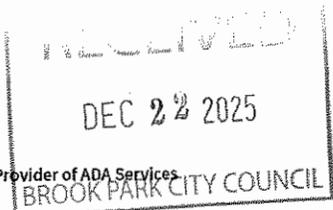
WE DO NOT REQUEST A HEARING []

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature line with fields: (Signature), (Title) - [] Clerk of County Commissioner, [] Clerk of City Council, [] Township Fiscal Officer, (Date)

Printed Name line with fields: (Printed Name), (Email Address), (Telephone No.)



RULE 19: PERMISSION REQUIRED TO ADDRESS COUNCIL

Persons other than Members of the Council and City Officers shall not be permitted to address Council except upon introduction by the presiding officer. Each citizen must identify himself, and his residential address, for purpose of the Public Record. Each citizen shall at all times during any Regular or Special Council meeting conduct themselves in a professional manner. They shall not use offensive or threatening language to elected or appointed officials or to the attending public. The public will be allotted five (5) minutes to address Council and City Officers. It will be up the Presiding Officer or Council to permit an extension of the time allotted. All citizens shall comply with the Rules of Council 2024-2025.

is hereby amended to read:

RULE 19: PERMISSION REQUIRED TO ADDRESS COUNCIL

Persons other than Members of the Council and City Officers shall not be permitted to address Council except upon introduction by the presiding officer. Each citizen must identify **themselves**, and **their** residential address, for purpose of the Public Record. Each citizen shall at all times during any Regular or Special Council meeting conduct themselves in a professional manner. They shall not use offensive or threatening language to elected or appointed officials or to the attending public. **The public will be allotted three (3) minutes to address Council and City Officers.** It will be up the Presiding Officer or Council to permit an extension of the time allotted. **All citizens shall comply with the Rules of Council 2026-2027.**

CITY OF BROOK PARK, OHIO

Resolution No. _____

Introduced By: COUNCIL AS A WHOLE

A RESOLUTION
GRANTING A CONDITIONAL USE PERMIT FOR
APPROVAL OF A BILLBOARD LOCATED ON PARCEL #343-17-088,
AND DECLARING AN EMERGENCY

WHEREAS, the City of Brook Park has filed an application for a conditional use permit with the Brook Park Planning Commission; and

WHEREAS, the conditional use requested is to permit a project/aesthetic approval for new construction of a billboard; and

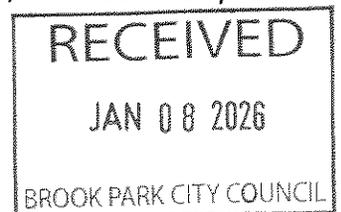
WHEREAS, the request for a conditional use permit was presented at a public hearing on January 5, 2026, to the Brook Park Planning Commission, which referred this matter to Council for approval.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Brook Park, State of Ohio that:

SECTION 1: The Council of the City of Brook Park finds that the proposed conditional use permit requested is appropriate in the location for which it is proposed and grants a conditional use permit to the City of Brook Park on Parcel #343-17-088.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further purpose of granting a conditional use permit for approval of new construction for a billboard; therefore, provided that this Resolution receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.



PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
Clerk of Council

APPROVED: _____
MAYOR

DATE

I HEREBY APPROVE THE WITHIN
INSTRUMENT AS TO LEGAL FORM
AND CORRECTNESS.

[Signature]

DIRECTOR OF LAW

MEMO

TO:	Carol Johnson, Clerk of Council w/Enclosures
CC:	Mayor Orcutt Carol Horvath, Law Director brookparksalvatore@gmail.com agonzalez@gmail.com jamesmencini@yahoo.com sroberts@cityofbrookpark.com rscott@cityofbrookpark.com tdufour@cityofbrookpark.com bpoindexter@cityofbrookpark.com dmccorkle@cityofbrookpark.com w/Enclosures
FROM:	Carol Dell, Secretary BZA & Planning Commission Secretary
DATE:	January 6, 2026
RE:	Planning Commission Recommendation

The Brook Park Planning Commission met on January 5, 2026, regarding approval for 2 Planning Commission approvals for the construction of a billboard. By vote of 6-0, the Planning Commission voted to recommend approval for a Conditional Use Permit to construct a billboard, for the following:

- **REQUEST 2 PLANNING COMMISSION APPROVALS FOR THE CONSTRUCTION OF A BILLBOARD | LOCATED ON THE MUNICIPAL CAMPUS DISTRICT | PARCEL #343-17-088 | ORDINANCE 11.03**
 - A. **REQUEST PROJECT/AESTHETIC APPROVAL FOR THE INSTALLATION OF A BILLBOARD ON THE MUNICIPAL CAMPUS**
 - B. **REQUEST A CONDITIONAL USE PERMIT TO CONSTRUCT A BILLBOARD ON THE MUNICIPAL CAMPUS DISTRICT**
Planning Commission’s recommendation for this project must be forwarded to City Council for final action

The Planning Commission herein submits its recommendation to City Council that they, by Resolution prepared and approved by the Law Department, Affirm or Deny the Vote of the Planning Commission at the next regularly scheduled meeting.

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JANUARY 6, 2026

If additional information is required, please feel free to contact me.

See attached 2026 Planning Commission Application; and Engineer, Building Commissioner and Fire Prevention Officer's comments.

AGENT:

Mayor Edward A. Orcutt (eorcutt@cityofbrookpark.com)

PROPERTY OWNER:

City of Brook Park

Thank you,

Caral Dell

Secretary, City of Brook Park Planning Commission
Building Department 216/433-7412 (cdell@cityofbrookpark.com)

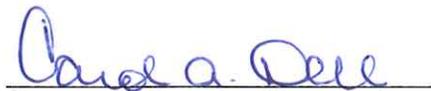
BROOK PARK PLANNING COMMISSION

The Brook Park Planning Commission met on January 5, 2026, regarding approval for 2 Planning Commission approvals for the construction of a billboard. By a vote of 6-0, the Planning Commission voted to recommend approval for a Conditional Use Permit for the following:

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Planning Commission's recommendation for this project must be forwarded to City Council for final action

The Planning Commission herein submits its recommendation to City Council that they, by resolution prepared and approved by the Law Department, Affirm or Deny the Vote of the Planning Commission at the next regularly scheduled meeting.


Secretary, Planning Commission


Date



CITY OF BROOK PARK

BUILDING DEPARTMENT | 5590 Smith Road | Brook Park | Ohio | 44142

| Email | buildingdept@cityofbrookpark.com
| Office | 216.433.7412

2025 PLANNING COMMISSION APPLICATION

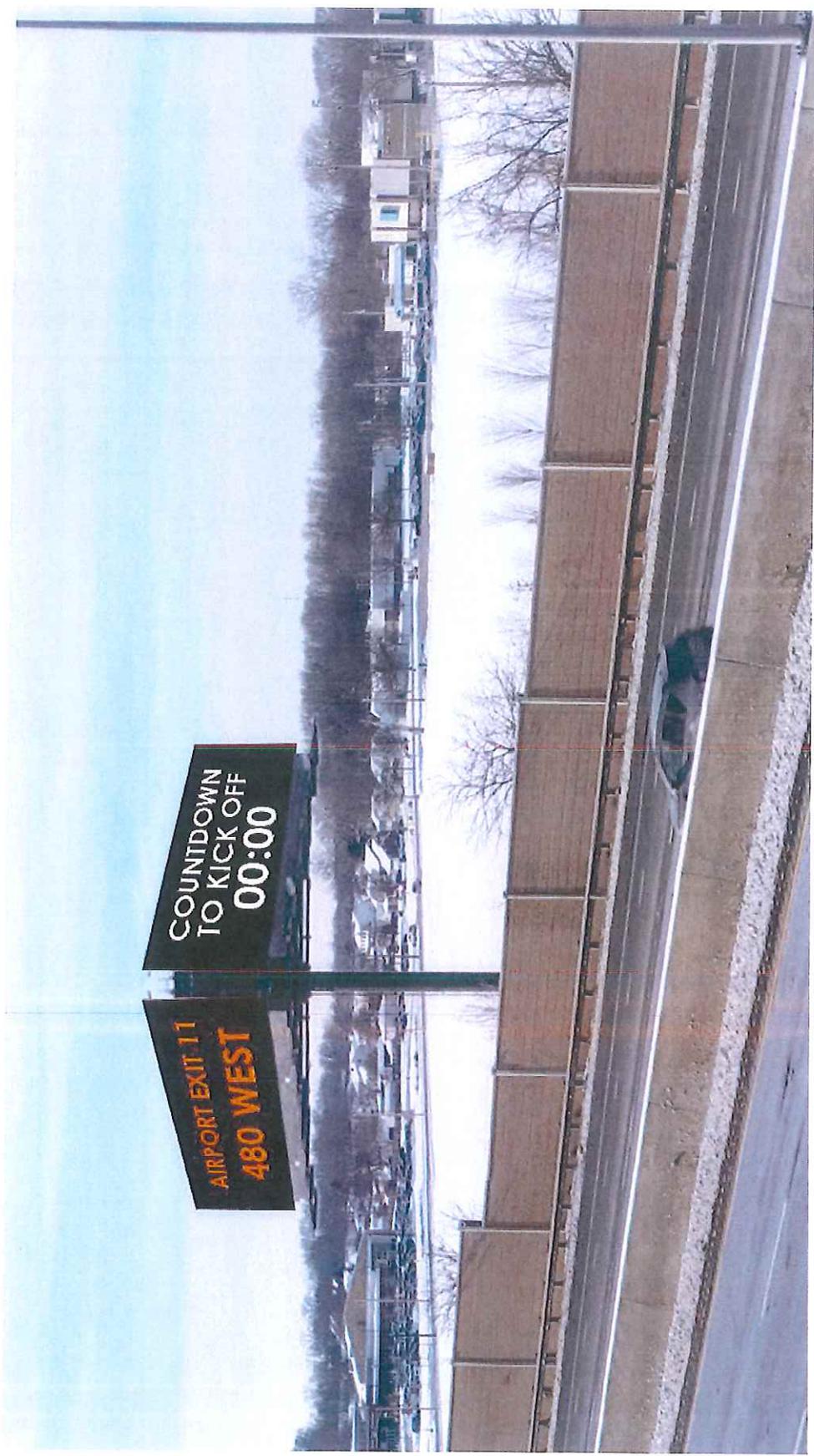
PROJECT ADDRESS	Brook Park Municipal Campus	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	ZONE	Municipal Campus
PARCEL #	343-17-088	BUSINESS NAME (If Applicable)			

PROPERTY OWNER NAME(S)	City of Brook Park			<input checked="" type="checkbox"/> Will Attend Meeting	
Phone #	216-433-1300	Email	eorcutt@cityofbrookpark.com		
Street Address	6161 Engle Road	City	Brook Park	Zip	44142
AGENT/CONTACT PERSON NAME(S)	Edward A. Orcutt			<input checked="" type="checkbox"/> Will Attend Meeting	
Phone #	216-433-1300	Email	eorcutt@cityofbrookpark.com		
Street Address		City	Brook Park	Zip	44142

APPROVAL(S) REQUESTED	<input checked="" type="checkbox"/> Aesthetic / Project ²	<input checked="" type="checkbox"/> Conditional Use Permit ²
	<input type="checkbox"/> Front Porch	<input type="checkbox"/> Telecommunication Tower ¹
	<input type="checkbox"/> Re-Zone ³	<input type="checkbox"/> Lot Split ³⁴
	<input type="checkbox"/> Lot Consolidation ³⁴	
	<input type="checkbox"/> Other:	
	¹ Provide Construction Drawings and/or Structural calculations ² Provide Detailed Business Plan per City Ordinance 1121.34 ³ Provide Legal Description ⁴ Provide Lot Split / Consolidation Plat and Mylar	

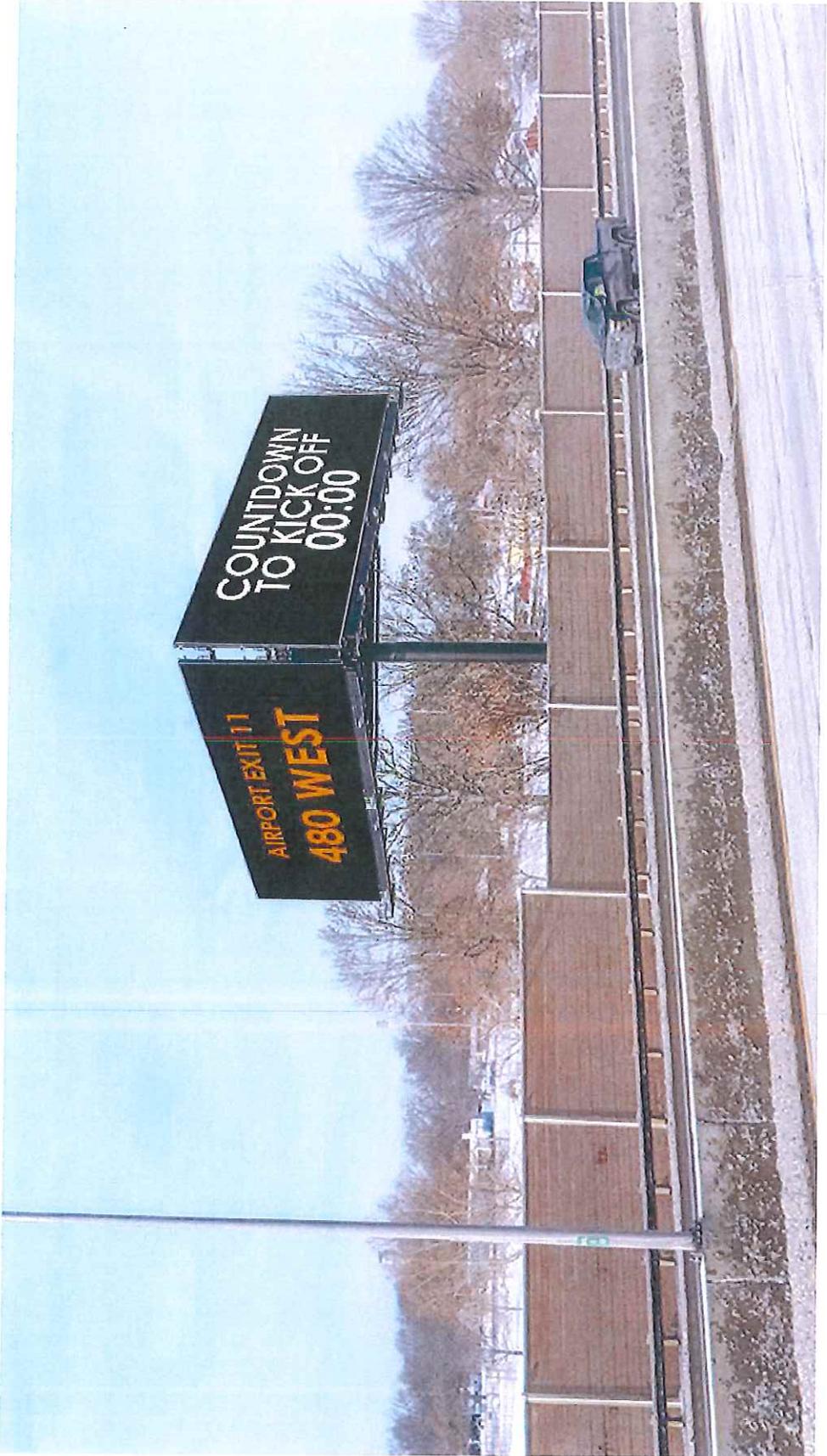
SUMMARY OF REQUEST	<p>(A) conditional use permit to erect a billboard within the municipal campus</p> <p>(B) project/aesthetic approval to install a billboard at the municipal campus. At the time of construction, all city ordinances pertaining to billboards will be followed</p>
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APPLICANT SIGNATURE		<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Agent	DATE	12/19/2025
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COUNTDOWN
TO KICK OFF
00:00

AIRPORT EXIT 11
480 WEST



MEMO

TO: Jason Monaco, Building Commissioner

FROM: Edward R. Piatak, P.E., Consulting City Engineer

DATE: December 29, 2025

SUBJECT: Municipal Campus Billboard - Planning Commission

CC:

Mr. Monaco:

I have reviewed the Planning Commission Application (January 2026 Meeting) for the above-mentioned project located at the Brook Park Municipal Campus (343-17-088) and offer the following comments:

1. Regarding the Project/Aesthetic approval request, the application states that all city ordinances pertaining to billboards will be adhered to.
2. No objections to the Conditional Use request.

Please advise me if you have any questions or require additional information.

EUTHENICS, INC.



Edward R. Piatak, P.E.
Consulting City Engineer



Planning Commission Meeting 1/5/25

Parcel # 343-17-088, 6161 Engle Rd. – summary of request- The applicants are requesting project/aesthetic approval in conjunction with a conditional use permit to construct a billboard in the Municipal Campus District. All Ordinances regarding billboards will be followed or variances applied for at the time of construction. Ord. 11.03 requires all billboards to go in front of Planning Commission for approval.

SECTION 11.03 PLANNING COMMISSION.

(c) Mandatory Referral. No public building or structure, street, boulevard, parkway, park, playground, public ground, bridge, viaduct, tunnel, or other public way, ground works or utility, whether publicly or privately owned, or a part thereof shall be constructed or authorized to be constructed in the City nor shall any public street, avenue, parkway, boulevard or alley be opened for any purpose whatsoever, nor shall any street, avenue, parkway, boulevard or alley be widened, narrowed, relocated, vacated, or its use changed, or any ordinance referring to zoning or other regulations controlling the use or development of land be passed, unless and until the matter shall have been submitted to the Planning Commission for report and recommendation. Any matter so referred to the Planning Commission shall be acted upon by it within forty-five (45) days from the date of referral unless a longer time be allowed by Council. If the Planning Commission shall fail to act within the time allotted, it shall be deemed to have approved the matter. If any provision of such ordinance, resolution or order is disapproved by formal action of the Planning Commission, the adoption of such ordinance, resolution or order shall require a two-thirds (2/3) affirmative vote of all members of the Council for passage.



December 29, 2025

Board of Zoning and Planning Commission
City of Brook Park

INRE: 1/05/2026 Planning and Zoning Appeals Meeting

To Whom It May Concern,

The Fire department has no issues or concerns with the applications being reviewed in this month's meeting.

Sincerely,

Brad Smith
Fire Prevention Officer
Brook Park Fire Department