

Sylvania City Council
September 9, 2015

7:30 p.m. Council Meeting
Agenda

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mrs. Husman, Mr. Luetke, Mr. Mishka, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Luetke.
3. Additions to the agenda.
4. Approval of the meeting minutes of August 17, 2015.
5. Mayor Stough to present Resolution 5-2015, Commending Sophia Howard for 1st place finishes in the 2014 and 2015 National Junior Olympic Archery Championships.
6. Claire Proctor, Executive Director, Sylvania Community Services to provide information on the levy and request for levy endorsement.
7. Proposed Ordinance 56-2015, Amending the Codified Ordinances, Chapter 1187 - Architectural Districts; repealing Chapter 1152 – Design Review Regulations. (For referral to the Plan Commission.)
8. 2015 Ground Storage Tank Improvements.
 - a. Service Director's report on engineering services for project.
 - b. Proposed Ordinance for same. (Ordinance will be provided to you prior to meeting.)
9. Committee reports.
 - a. Report of Safety Committee meeting from Sept. 8, 2015 at 5:30 p.m.
10. Set the date and time for Trick-or-Treat in the City. October 31 is a Saturday.
11. Committee referrals.

INFORMATION

- A. Lucas County Commissioners' letter regarding Annexation Petition No. 2015-1.
- B. August 2015 Cash Report from the Division of Taxation.
- C. August 2015 Bank Reconciliation.

Minutes of the Meeting of Council
August 17, 2015

The Council of the City of Sylvania, Ohio met in regular session on August 17, 2015 at 7:30 p.m. with Mayor Craig A. Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, Sandy Husman, Mark Luetke, Jason Mishka, Mary Westphal (7) present.

Roll call:
All present.

Mrs. Husman led the Pledge of Allegiance to the United States of America.

Pledge of
Allegiance.

Mayor Stough stated that Council will now consider agenda item 3.

Requests were made for the following additions to the agenda:

5c. Resident request to speak regarding traffic & speed of vehicles on Centennial Rd.

Mr. Haynam moved, Mrs. Westphal seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Mishka, Westphal, (7) yeas; (0) nays. The motion carried.

Approval of the
agenda as
amended.

Mayor Stough stated that Council will now consider agenda item 4.

Mrs. Westphal presented the July 20, 2015 minutes. Mrs. Westphal moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of July 20, 2015 be approved; roll call vote being: Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Approval of the
July 20, 2015
minutes.

Mayor Stough stated that Council will now consider agenda item 5.

Service Director Aller provided an overview of the safety issues that prompted the newly installed "No Parking" signs on Summit Street and Weldwood Drive. Chief Rhodus also provided statistics on traffic incidents.

No Parking signs
on Summit St.
and Weldwood
Dr.

Several city residents spoke stating their opposition to the decision of these new "No Parking" zones. All comments will be directed back to the administration for review, then will be addressed at a Safety Committee meeting.

Mrs. Westphal set a Safety Committee meeting for September 8, 2015 at 5:30 p.m. to discuss the "No Parking" signs on Weldwood Dr. and Summit St.

Set Safety Com.
Meg; 9/8/15 at
5:30p.m.

Minutes of the Meeting of Council
August 17, 2015

Joel Johnson, 6040 Centennial addressed Council with concerns with the traffic speed on Centennial.

Mayor Stough stated that Council will now consider agenda item 6.

Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 5-2015, a written copy of same having been previously furnished to each member of Council, "A Resolution of the Council of the City of Sylvania commending Sophia L. Howard for her first place finishes at the 2014 and 2015 National Junior Olympic Archery Development Outdoor Championships; and declaring an emergency."; Mrs. Westphal moved, Mr. Luetke seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Resolution No. 5-2015, "Commending Sophia Howard 1st place in Nat'l Jr. Olympic Archery Championship..."

Mrs. Westphal moved, Mr. Frye seconded, that Resolution No. 5-2015 be enacted as an emergency measure as declared therein; roll call vote being: Mishka, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 7.

Service Director's report on the River Trail, Phase 2 was placed on file.

Mr. Luetke presented and read aloud by title only, proposed Ordinance No. 55-2015, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to accept the proposal of Smithgroup JJR to provide engineering services for the River Trail Phase 2 project; appropriating funds therefore in an amount not to exceed \$73,400; and declaring an emergency"; Mr. Luetke moved, Mr. Mishka seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Mishka, (7) yeas; (0) nays. The motion carried.

Ordinance No. 55-2015, "...accept proposal of Smithgroup JJR...River Trail, Phase 2 engineering..."

Mr. Luetke moved, Mr. Haynam seconded, that Ordinance No. 55-2015 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Mishka, Westphal, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 8.

Minutes of the Meeting of Council
August 17, 2015

Mrs. Husman reported on the Buildings & Grounds Committee meeting held on this date regarding proposed Ordinance 53-2015, Lathrop House Operating Agreement. She provided the terms of the proposed two-year operating agreement with additional terms yet to be worked out. Additional information will follow.

Bldgs & Grounds
Com. Mtg. Re:
Lathrop House
Op. Agreement.

Mr. Haynam reported on the Zoning & Annexation Committee meeting held on this date regarding ZA-2-2014. The applicant, DJF Properties, Ltd. has requested zoning amendment from R-2 (Single-Family Residential Small Lot District) to B-2 (General Business District) for property located at 5904 W. Alexis and 5623 & 5625 Acres Rd. Mr. Jerry Parker, attorney for applicant provided an overview of the petition for zoning amendment. Many residents spoke in opposition to the request and identified numerous concerns. Mr. Haynam moved, Mr. Luetke seconded, to direct the Law Director to prepare legislation for the September 9, 2015 meeting to deny the petition for zoning amendment, File No. Z-2-2014 and reject the recommendation of the Planning Commission; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Mishka, (7) yeas; (0) nays. The motion carried.

Z & A Com. Mtg
Re: ZA-4-2014

Mrs. Westphal moved, Mrs. Husman seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 9:04 p.m.

Adjournment.

Clerk of Council

Mayor



Craig Stough, Mayor
 City of Sylvania
 6730 Monroe Street
 Sylvania, Ohio 43560

September 2, 2015

Dear Mayor Stough,

Time sure flies, the 5-year Sylvania Senior Center Levy is expiring at the end of this year. Our operational levy will be on the November 3, 2015 ballot. I would like to do a brief presentation to Sylvania City Council and ask for their endorsement. Our request to the electorate will be a 0.32 Mills Renewal plus 0.10 Mills New. I am enclosing our 5-year projected budget for your review. When we spoke earlier we discussed the possibility of a presentation at the September 9, 2015 City Council meeting. I anticipate approximately a 10-minute time frame including presentation and questions.

Thanks so much for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Claire A. Proctor'.

Claire A. Proctor, Executive Director
 Sylvania Community Services



Sylvania Senior Center
0.32 mils

Levy History					
Initial levy passed in 2000					
.32 mils = \$300,000					
2001	2002	2003	2004	2005	
\$ 273,992	\$ 320,340	\$ 324,344	\$ 334,842	\$ 339,616	
Replacement levy passed in Nov 2005					
.32 mils = \$430,963					
2006	2007	2008	2009	2010	
\$ 442,905	\$ 451,741	\$ 454,157	\$ 451,970	\$ 427,527	
Renewal levy passed in 2010					
.32 mils = \$430,963					
2011	2012	2013	2014	2015 est.	
\$ 422,181	\$ 417,891	\$ 374,417	\$ 382,968	\$ 382,968	

ORDINANCE NO. 56 -2015

AMENDING THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, BY AMENDING CHAPTER 1187 – ARCHITECTURAL DISTRICTS; REPEALING CHAPTER 1152 – DESIGN REVIEW REGULATIONS; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 65-2014, passed December 15, 2014, accepted the proposal of Poggemeyer Design Group to assist the City of Sylvania with the revision of its Zoning Code, Design Review Guidelines and updating its Zoning Map; and,

WHEREAS, since that time, representatives of Poggemeyer Design Group have met with the Directors of Law and Public Service as well as the City’s Zoning Administrator to prepare the proposed revision to Chapter 1187 – Architectural Districts; and,

WHEREAS, the Zoning and Annexation Committee met on August 17, 2015 and thereafter recommended that Chapter 1187 – Architectural Districts be amended as set forth on the attached “Exhibit A.”

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That Chapter 1187 – Architectural Districts, of the Codified Ordinances of Sylvania, 1979, be, and the same hereby is, amended to read as set forth on “Exhibit A.”

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that this ordinance must be immediately effective to provide for the revised regulations regarding architectural districts and to make necessary changes to the

Codified Ordinances. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2015, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

CHAPTER 1187
Architectural Districts

1187.01 Purpose.	1187.08 General Standards for Review; Certificate of Appropriateness in the Downtown Architectural District and Gateway Architectural District.
1187.02 Three Architectural Districts as Overlay Zones.	1187.09 Historic Standards for Review; Certificate of Appropriateness in the Downtown Architectural District and Gateway Architectural District.
1187.03 Repair and Maintenance Exception.	1187.10 Certificate of Appropriateness Required for Demolition.
1187.04 Boundaries.	1187.11 Board of Architectural Review.
1187.05 Specific Requirements in the Neighborhood Character Architectural District.	
1187.06 Interpretation of Requirements in the Neighborhood Character Architectural District.	
1187.07 Specific Requirements in the Downtown Architectural District and Gateway Architectural District.	

1187.01 PURPOSE.

The purpose of the Architectural Districts are to maintain a high character of community development, to protect and preserve property , to promote the stability of property values and to protect the general community welfare by regulating the exterior architectural characteristics of structures in areas hereinafter defined. Standards and guidelines described herein help ensure that new development and redevelopment is compatible with existing urban form and local plans for enhancement of unique urban areas in the City. The Architectural Districts also help advance the planning goals expressed in the Sylvania Land Use Plan, Downtown Plan, Gateway District Plan, and related planning documents.

1187.02 THREE ARCHITECTURAL DISTRICTS AS OVERLAY ZONES.

There are three Architectural Districts that apply to specific areas in the City. The Neighborhood Character Architectural District is created to help maintain the distinctive appeal of older residential neighborhoods in and near downtown Sylvania. These residential areas are locally-significant with historic roots associated with the earliest days of the City of Sylvania. The Downtown Architectural District recognizes the unique character of downtown Sylvania and contains requirements to help ensure that new construction on infill lots, along with the renovation of existing buildings, will blend with the urban fabric and character of Downtown Sylvania. The Gateway Architectural District is established to draw attention to the importance of areas adjacent to the US 23 interchange. This general area serves to welcome visitors to the City of Sylvania and therefore it is essential to maintain a quality introductory environment that expresses a positive community image. The three Architectural Districts are overlay zoning districts. They include development standards and requirements that are in addition to those established by underlying zoning districts. All standards and regulations of the underlying zoning district apply, except where specifically modified or supplemented by provisions of these Architectural Districts.

1187.03 REPAIR AND MAINTENANCE EXCEPTION.

Nothing in this chapter shall be construed to prevent any ordinary repair or maintenance of an exterior architectural feature or any ordinary planting and landscaping.

1187.04 BOUNDARIES.

The boundaries of the three Architectural Districts are illustrated on the Official Zoning Map of the City of Sylvania.

1187.05 SPECIFIC REQUIREMENTS IN THE NEIGHBORHOOD CHARACTER ARCHITECTURAL DISTRICT.

In addition to requirements established within the underlying zoning district, the following additional requirements shall be met:

- (a) Building Orientation: All construction and/or renovation of a principal structure must provide for a single principal entrance, and that principal entrance shall face a public street.
- (b) Building Height: No new construction and/or renovation of a principal structure shall be constructed which is more than thirty percent (30%) above or below the average height of residences on the same block of land and on the same side of the street.
- (c) Front Yard Average: All construction and/or renovation of a principal structure shall meet the required setbacks of the zoning district in which it is located. Further, no principal building, or addition thereto, may be located further away from the street right of way line than the average setback of all structures along the block.
- (d) Building Materials: No less than 75 percent of the exterior building materials used for the construction and/or renovation of a principal structure shall be materials also found on the exterior of structures along the same block, and same side of the street.
- (e) Lot Coverage: The proposed ratio of area occupied by principal and accessory buildings and lot area, may not exceed the average ratio of area occupied by principal and accessory buildings and lot area for all adjacent buildings by more than 1.25 times.
- (f) Rooflines and Shapes: Roof shapes and rooflines must be generally compatible with other buildings and structures found along the same block. Where there is a dominant pattern of roof planes along a street, (such as roof planes generally parallel to the right-of-way line, perpendicular to the right-of-way line, or a certain combination of both) such pattern shall be similarly expressed in new construction and/or renovation. Similarly, roof pitches shall be similar to structures found along the same block.
- (g) Lot combinations: To help preserve and protect the historic character of the neighborhood and the rhythm of building mass, lot combinations are discouraged. Whenever applications are made to construct a new principal structure, or add to an existing principal structure, on two or more separate or combined parcels, such an application shall be first reviewed by the Design Review Board. This review shall include consideration of proposed building mass and scale in the context of neighboring property. Plan approval may include conditions requiring measures to reduce the visual mass of the building to make it compatible with established residences.
- (h) Garages: Attached garages may not occupy more than thirty percent (30%) of the total linear front façade distance facing the street. Detached garages also may not occupy more than thirty percent (30%) of the total linear façade distance facing the street, unless located wholly behind the main building.

1187.06 INTERPRETATION OF REQUIREMENTS IN THE NEIGHBORHOOD CHARACTER ARCHITECTURAL DISTRICT.

Any questions of interpretation of the requirements associated with the Neighborhood Character Architectural District listed above shall be referred to the Board of Architectural Review for a determination.

1187.07 SPECIFIC REQUIREMENTS IN THE DOWNTOWN ARCHITECTURAL DISTRICT AND GATEWAY ARCHITECTURAL DISTRICT.

Whenever a structure within the Downtown Architectural District or Gateway Architectural Districts is proposed to be constructed or erected, or whenever an existing structure within the Downtown Architectural District or Gateway Architectural District is proposed to be altered, reconstructed, enlarged or remodeled, such that it involves the exterior design, material, finish grade line, major landscaping or orientation of the structure, an application for a Certificate of Appropriateness shall first be obtained. The application shall be accompanied by a line drawing indicating lot dimensions, size, shape, and dimensions of the structure, the location and orientation of the structure on the lot and the actual or proposed building setback lines. In addition, the application shall be accompanied by photos, illustrations and narrative material that describing the proposed design or change of design, use of materials, finish grade line, landscaping and orientation of the structure.

Upon receipt of an application for a Certificate of Appropriateness, which is accompanied by supporting material the application shall be referred to the Board of Architectural Review at its next regular meeting not more than thirty days from the date the application is filed. The Chairperson of the Board may also call a special meeting to consider such application. The Board shall consider and grant or deny the Certificate of Appropriateness within thirty days from the date of the filing of the application. The applicant may agree to extend this time period.

1187.08 GENERAL STANDARDS FOR REVIEW; CERTIFICATE OF APPROPRIATENESS IN THE DOWNTOWN ARCHITECTURAL DISTRICT AND GATEWAY ARCHITECTURAL DISTRICT.

The Board of Architectural Review, in deciding whether to issue a Certificate of Appropriateness, shall determine that the application under consideration promotes, preserves and enhances the architectural character of the community and would be consistent with the City of Sylvania's Architectural Review Guidelines. In conducting its review, the Board shall make examination of and give consideration to the elements of the application including, but not necessarily limited to:

- (a) Height.
- (b) Building massing, which shall include the relationship of the building width to its height and depth, and its relationship to the viewer's and pedestrian's visual perspective.
- (c) Window treatment, which shall include the size, shape and materials of the individual window units and the overall harmonious relationship of window openings.
- (d) Exterior detail and relationships, which shall include all projecting and receding elements of the exterior, including but not limited to, porches and overhangs and the horizontal or vertical expression which is conveyed by these elements.
- (e) Roof shape, which shall include type, form and materials.

- (f) Materials: texture and color, which shall include a consideration of material compatibility among various elements of the structure.
- (g) Compatibility of design and details, which shall include the appropriateness of the use of exterior design details.
- (h) Landscape design and plant materials, which shall include, in addition to requirements of this Zoning Ordinance, lighting and the use of landscape details to highlight architectural features or screen or soften undesirable views.
- (i) Pedestrian environment, which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.
- (j) Signage, which shall include the appropriateness of signage to the building.

1187.09 HISTORIC STANDARDS FOR REVIEW; CERTIFICATE OF APPROPRIATENESS IN THE DOWNTOWN ARCHITECTURAL DISTRICT AND GATEWAY ARCHITECTURAL DISTRICT.

When a historic property is involved (50 or more years old or older), The Board of Architectural Review shall consider the general standards listed above, along with the ten federal standards established by the Secretary of the U.S. Department of the Interior as follows as evaluative criteria. These are as follows:

- (a) Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
- (b) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (c) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- (d) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes that may have acquired significance shall be recognized and respected.
- (e) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
- (f) Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features, should be substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different elements from other building or structures.
- (g) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- (h) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
- (i) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical,

architectural, or cultural materials, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

(j) Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

(k) The Design Review Board shall also utilize the U.S. Secretary of Interior's Guidelines for Rehabilitating Historic Buildings in their review and deliberation.

1187.10 CERTIFICATE OF APPROPRIATENESS REQUIRED FOR DEMOLITION.

Along with requirements associated with Section 1103.022, whenever a structure is proposed to be demolished in the Downtown Architectural District or Gateway Architectural District, an application for a Certificate of Appropriateness shall be filed with the Zoning Administrator. The Board of Architectural Review shall review the proposed demolition in terms of grading, landscaping and other design treatment of the property once it has been removed.

1187.011 BOARD OF ARCHITECTURAL REVIEW.

The Municipal Planning Commission shall constitute the Board of Architectural Review for all purposes under this chapter. The Board of Architectural Review shall adopt its own rules of procedure and provide for regular and special meetings in order to carry out the purposes of this Chapter. During its inquiry and review, the Board of Architectural Review may request that the applicant provide additional information, sketches and data as it may reasonably require. It may call upon experts and specialists for testimony and opinion regarding the matters under examination. It may recommend to the applicant changes in the plans that it considers desirable and may accept a voluntary amendment to the application to include or reflect such changes. The Board of Architectural Review shall keep a record of its proceedings and shall append to the application copies of information, sketches and data needed to clearly describe any amendment to it.

When its review is concluded, the Board of Architectural Review will determine by a vote of its members, whether the Certificate of Appropriateness shall be approved or denied. If approved by a majority of its members, the Board of Architectural Review shall return the application and appended material to the Zoning Administrator with the instruction that the Certificate of Appropriateness be issued, provided all other requirements for a building permit are met as applicable. If not approved, the Board shall return the application and appended material to the Zoning Administrator with instructions that the certificate of appropriateness shall not be issued because the application did not meet the criteria and standards set forth herein. When an application is not approved, the Board of Architectural Review shall also provide specific information regarding how the submitted plans can be modified such that it could be considered to be consistent with the requirements of this Chapter.

(Ord. _____-2015. Passed _____-2015.)

“Exhibit A”

Draft 6-26-15

Design Guidelines
for Architectural
Districts

Sylvania, Ohio

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trim, detailing, and incidental or secondary wall areas. Exterior wall materials, such as industrial style metal siding, T-111, plain faced CMU, vinyl siding, or hard board-type materials are discouraged, especially when associated with a building wall that is visible from the Street. 24

GAD Design Topic #5: Other Building Elements 24

- ❖ *GAD Principal 5:1: All utility connections should be located behind the building and should not visible from a public street. 24*
- ❖ *GAD Principal 5:2: Where possible, trash collection equipment should be designed to integrate with the building. If a standalone dumpster is the only practical alternative, it should be fully screened and not visible. 24*

GAD Design Topic #6: Building Illumination..... 24

- ❖ *GAD Principal 6:1: Buildings and signage may be illuminated with light sources that only direct light toward the building or sign..... 24*

GAD Design Topic #7: Motorized/ Non-Motorized Mobility 25

- ❖ *GAD Principle 7:1: Deep parking lots in front of buildings are discouraged. Where possible, parking areas should be designed to breakup large expanses of asphalt. 25*
- ❖ *GAD Principle 7:2: Parking spaces provided should not far exceed minimum requirements established by the Zoning Code. 25*
- ❖ *GAD Principle 7:3: Areas assigned to pedestrian movement in parking areas should be defined with pavement markings utilizing paint, stamped surfaces or different materials to identify pedestrian spaces. 26*
- ❖ *GAD Principle 7:4: Loading & service areas should be located behind buildings and screened from view. 27*
- ❖ *GAD Principle 7:5: Opportunities for formal shared parking arrangements should be sought. 27*

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- ❖ *GAD Principle 8:1: Masonry knee walls that are parallel to the street should be incorporated into site designs when parking is adjacent to the ROW..... 29*

GAD Design Topic #9: Signage 30

- ❖ *GAD Principle 9:1: Freestanding signs may be internally or externally illuminated. Exterior light sources must direct light only toward the sign. All freestanding signs shall also incorporate masonry elements or otherwise use materials similar to those found on the principal structure and/or the knee wall (if provided). When knee walls are provided, signage shall be located between the knee wall and the principal building. 30*

INTRODUCTION

The City of Sylvania has a strong tradition of maintaining high urban design standards. Twenty years ago, Downtown/Central Business District Design Guidelines were prepared to supplement Zoning Ordinance language that called for an architectural review process in certain areas of the City. These tools were put in place to make sure that new construction and building renovations were compatible with the desired architectural character of downtown Sylvania. This 20-year old initiative has paid major dividends to the City in terms of both elevated expectations for new investment and from the completion of many strong development and redevelopment projects.

In 2015, the need to refresh and recalibrate the way in which Sylvania deals with design review standards and procedures became apparent. Since 1995, the City has updated planning documents, has prepared various studies, and has undertaken other initiatives that deepen the understanding of desired urban form and building design. Further, considerable new private development and redevelopment has occurred in the area, along with public improvements to road rights of way and other civic spaces that reshape the Sylvania community. Therefore, in concert with ordinance amendments, these Design Guidelines were prepared, adopted and fully replace the 1995 Design Guidelines. These new Design Guidelines set a new standard for excellence for the built environment that will take emerge in the years to come.

ORGANIZATIONAL FRAMEWORK

There are three distinct Architectural Districts in Sylvania.

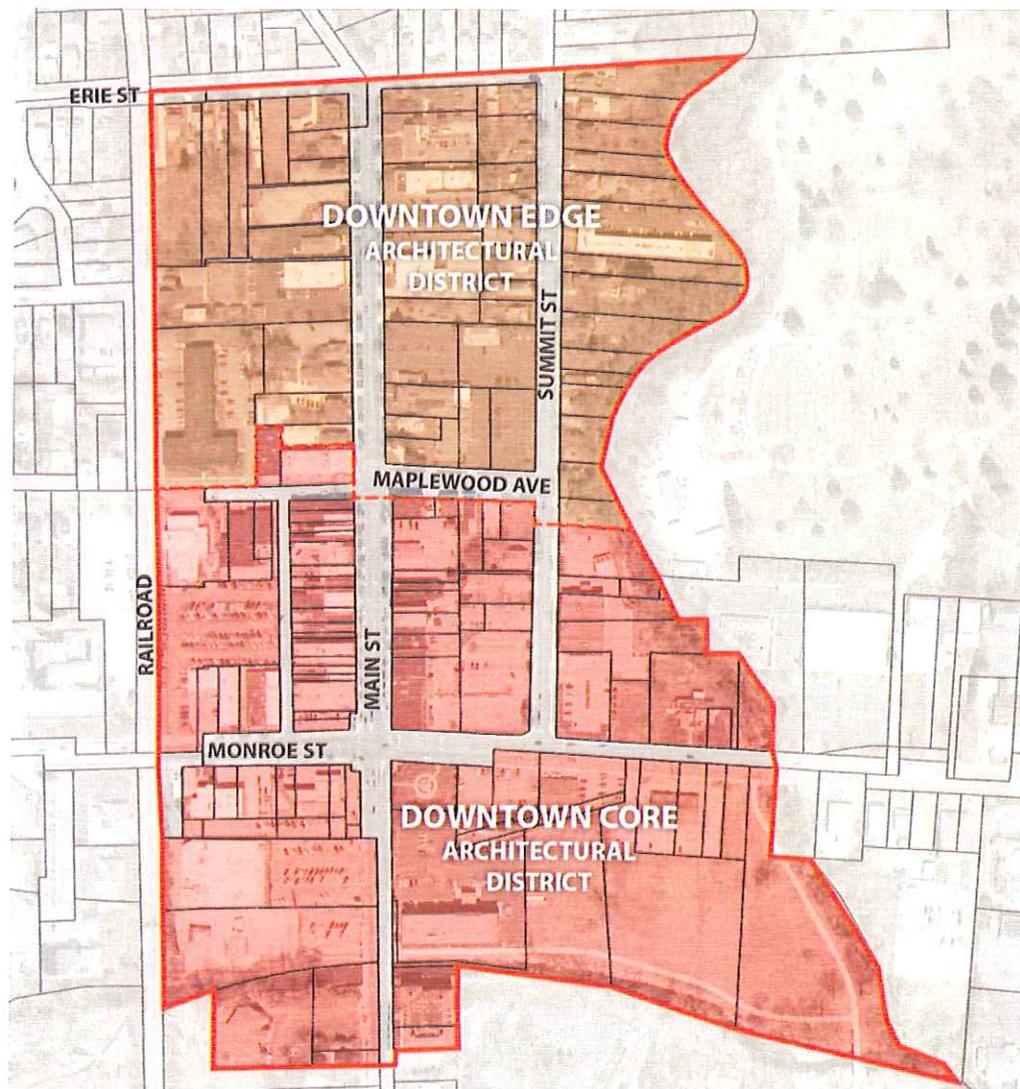
A Neighborhood Architectural District is illustrated on the Official Zoning Map and it relates to written zoning text. This District applies to an older established residential area near downtown with many older homes that were built before, or not long after the City was incorporated. As many homes were built around the same time, they share common architectural themes and character. Further, this area has a historic look and a consistent street pattern with similar lot sizes and building massing. While this area could someday be designated as a more formal Historic District with detailed design review requirements based on the Secretary of the Interior's Standards for Historic Rehabilitation, the overriding planning issue in the present day relates to the need to address infill and large scale building renovation. Demolition of existing housing stock is possible for several reasons, opening the possibility for new housing units that would be out of place given dominant architectural patterns and character of surrounding property. It is also possible that existing homes could be substantially enlarged or otherwise modified in ways that contradict the character of the area. For this reason, basic zoning requirements aimed at addressing contextual infill and building renovation are included exclusively within the zoning code itself. These Design Guidelines are not applicable to areas within the Neighborhood Architectural District.

A Downtown Architectural District is established and its boundaries are illustrated on the Official Zoning Map. This Downtown Architectural District includes areas generally associated with the B-3 (Central Business) Zoning District and it expresses deep historical roots and an authentic sense of place. Design standards address both new construction and building modifications. Some standards apply uniformly throughout the District, but some distinctions are made between areas generally south of Maplewood and north of Maplewood. A Certificate of Appropriateness is required from an Architectural Review Board. These Design Guidelines are applicable to areas within the Downtown Architectural District.

A Gateway Architectural District is also established and its boundaries are illustrated on the Official Zoning Map. It applies to areas along Monroe Street (east and west of US 23). This area functions as Sylvania's "front door" and it serves to welcome and introduce people to the community. Existing land use and development patterns contribute to a suburban corridor-type look and feel, but the importance of this area and redevelopment opportunities warrant adherence to unifying standards and that will add real estate value. Design standards address both new construction and building modifications. Some standards apply uniformly throughout the District, but some distinctions are made between areas south of Maplewood and north of Maplewood. A Certificate of Appropriateness is required from an Architectural Review Board. These Design Guidelines are applicable to areas within the Gateway Architectural District.

Downtown Architectural District (DAD)

- As illustrated below, the Downtown Architectural District is divided into two areas. The Downtown Core is the center of Downtown Sylvania with while the Downtown Edge is more of a transitional area with important functional connections to the downtown core. In some instances, distinctions are made between desired urban form and design between these two areas.



DAD DESIGN TOPIC #1 BUILDING FORM AND PLACEMENT

Building form refers simply to the mass of buildings and its placement on a lot. Good building form is contextual, meaning that the mass and placement of a building “fits” well with surrounding property. Dense urban downtowns call for building forms that generally cover the lot with perhaps a little off-street parking in the rear. Typically, parking is provided on-street or off-street in designated surface lots or in parking structures. In larger communities, the walkable nature of the downtown urban form and mixed building uses translates into reduced parking demand.



West Side of Main Street in Downtown Sylvania shows dense urban form. Buildings are pulled forward toward the street and there is less emphasis on vehicular travel.

❖ DAD Principle 1.1: Existing building form should largely be maintained.

In the Downtown Core, new building construction should be 2-5 stories high and pulled forward toward the street to match existing building form. A larger building (subject to zoning height limits) may also be appropriate if an upper floor is recessed in from the street façade to provide for outdoor space. Building mass should match the scale and placement of surrounding structures, and the preference is to maintain building mass toward the street to preserve a strong connection between the pedestrian and adjacent businesses at the street level. As a complimentary requirement, the B-3 Zoning Regulations generally require that buildings be located no more than twelve feet from the right-of-way. This small amount of setback is intended to allow for some outdoor seating, outdoor dining or similar “semi-public space.”

On Main Street, South of Monroe Street, building heights may also be 2-5 stories. Taller buildings (subject to zoning height limits) are especially well-suited here as the grade

slopes down toward Ten Mile Creek. The Wingate Hotel is already 4 stories and future development the SOMO area (Southeast corner of Main and Monroe Street) is envisioned to be 3-4 stories.

In the Downtown Edge, existing development patterns include two story buildings set back from the road greater distances (compared with areas to the south). Where opportunities present themselves to bring new buildings forward toward the road, they should be explored to help better connect the pedestrian space with adjacent buildings. Alternatively, bringing landscape elements (plant material, decorative fences, public art, etc.) forward can also help to better connect the pedestrian with private spaces, while maintaining existing building form and character.

Before

After



❖ **DAD Principle 1.2:** Existing patterns of building placement on should largely be maintained.

In the downtown core (Main Street between Maplewood and Monroe) zero side lot lines are very important and encouraged to maintain the continuous pedestrian experience. The exception to this relates to the need for alleys and pedestrian connections between parking in the rear of buildings and front facades. Elsewhere, side or rear yards may be desirable to reflect existing development patterns and to allow for motorized or non-motorized travel.

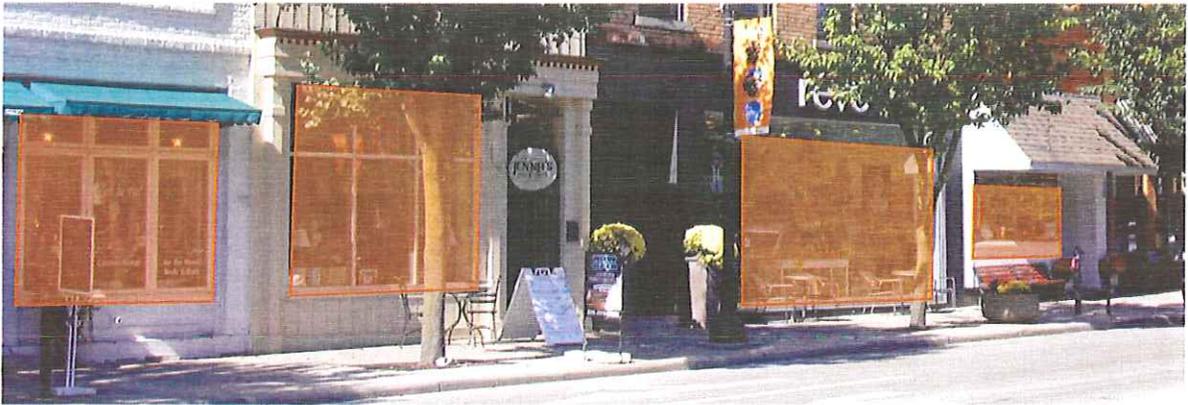
❖ **DAD Principle 1.3:** Existing ratios of building façade width to lot width should be maximized so that building facades occupy as much of the frontage as possible.

The goal is to maintain full pedestrian experience at the street wall, rather than creating gaps between buildings that do not have any visual or functional appeal. Throughout the Downtown Architectural District, gaps between buildings are generally discouraged, unless they serve critical functions associated with parking area access, pedestrian movement, or some other public function.

DAD DESIGN TOPIC #2: BUILDINGS - WINDOWS AND DOORS

In downtowns, buildings with ample window areas and building entries are preferred. Windows and doors create functional connections between the pedestrian and the interior spaces of buildings. Buildings with larger “blank” wall surfaces that face a street “dehumanize” areas and create places that are not inviting. Ample window area and defined building entrances at close intervals help to blend the public pedestrian spaces with the private interior spaces; as well as help to make the downtown environment feel richer, more visually interesting and more vibrant.

❖ **DAD Principle 2.1:** Buildings should have no less than 60% window glazing on the first floor for all facades that front on a public street. Upper floor facades should have approximately 40% window glazing.



❖ **DAD Principle 2.2:** Façades related to larger buildings that front on a public street should have at least one entrance every 50 feet. This entrance should be a public entrance; not a service entrance.



DAD DESIGN TOPIC #3: BUILDINGS - WALL ARTICULATION

Large expanses of uniform building walls with singular materials do not contribute to the visual interest of a building or place. While less common in traditional downtowns, expansive walls uninterrupted by windows, entryways, or even variations in materials or textures are not uncommon in new construction. Building designs should incorporate some methods to break up walls that extend for specific distances. Buildings with large uninterrupted wall surfaces with uniform materials that are visible from a public street “dehumanize” areas and create the appearance of excessive building mass.



Ideally windows and doors, break up the building wall when facing a public street, but when that is not possible, long and large wall planes should be broken up with variations in materials, textures, colors and other means. Circumstances shown above can also contribute to a lost feeling of pedestrian safety.

❖ **DAD Principle 3.1:** No wall plane that is located within 50 feet of a road right-of-way and is visible from a public street shall extend more than 30 feet without some type of

break to add visual interest. Breaks may include off-sets or changes in exterior materials, columns, wall plane shifts, recesses, etc. Breaks may also include a public entrances or substantive window areas.

DAD DESIGN TOPIC #4: BUILDING DESIGN - MATERIALS

Use of multiple exterior materials makes a building more complex and visually interesting. New construction should incorporate variations in exterior materials and renovation activity should seek to maintain (or add to) the visual complexity of the building. While brick materials are generally preferred, these guidelines do not advocate the use of specific materials, or combinations thereof. Rather, the designer and property owner are challenged to creatively organize multiple materials to express individual character while complimenting adjacent buildings.





Brick is a common façade material in downtown Sylvania in terms of both old and newer construction.

❖ **DAD Principle 4.1:** Brick is a preferred material for at least some of a downtown façade. The use of multiple materials is encouraged.

The use of vinyl siding, aluminum siding, stucco or engineered stucco systems, including but not limited to those commonly known as dryvit or exterior insulation and finish systems (EIFS), is discouraged in downtown, especially in terms of the front facade.

DAD DESIGN TOPIC #5: AWNINGS & ARCHITECTURAL PROJECTIONS

Awnings help to define pedestrian space in downtowns, adding color and three dimensional complexity to most buildings.



❖ **DAD Principle 5:1:** Generally encourage awnings that complement the building façade.

DAD DESIGN TOPIC #6: SIGNAGE

Signage is an important element of a building, well beyond the functional attribute of helping to identify a place or building. It expresses the brand identity of the business and it contributes to how a building looks and feels. In downtowns, signage is oriented to both pedestrians and people in vehicles. All signage in Sylvania must meet other elements of the Sylvania Sign Code (i.e., type and size) and is subject to design review.



❖ **DAD Principle 6:1:** Downtown signage should complement the building façade.

DAD DESIGN TOPIC #7: BUILDING ILLUMINATION

Building illumination is encouraged to accentuate the building façade or signage. The lighting source should generally be separate from the building with light washing onto the structure itself to highlight signage or architectural elements of the building. Only low intensity light should be used to accent signage or building elements, without light “spillover” on to adjacent property. The light source affixed to a building should not direct light outward toward the street or any public space.



Exterior lighting accents the building and makes the sign easier to read at night.

❖ **DAD Principle 7:1:** Downtown buildings and signage may be illuminated with light sources that direct light toward the building or sign.

DAD DESIGN TOPIC #8: OTHER BUILDING ELEMENTS

Utility connections and trash collection equipment should not be visible from the right-of-way (ROW).

❖ **DAD Principal 8:1:** All utility connections should be located behind the building and should not be visible from a public street.

❖ **DAD Principal 8:2:** Where possible, trash collection equipment should be designed to integrate with the building. If a standalone dumpster is the only practical alternative, it should be fully screened and not visible.

DAD DESIGN TOPIC #9: MOTORIZED/NON-MOTORIZED MOBILITY

In strong downtowns, safe and comfortable pedestrian movement is critical to success, so site design choices should be very attentive to the pedestrian experience. It is essential to pay close attention to the intersection of motorized and non-motorized travel paths and achieve a strong balance between pedestrian and vehicular movement.

❖ **DAD Principal 9:1:** Parking lots should never be located between the front façade of a downtown building and the street right-of-way. Parking areas should normally be located behind buildings, or otherwise internalized to the block.

❖ **DAD Principle 9:2:** Areas assigned to pedestrian movement in parking areas should be defined with pavement markings using paint, stamped surfaces, or different materials to identify pedestrian spaces.



❖ **DAD Principle 9:3:** Wherever a parking area must abut a public street, a decorative fence or knee wall should also be provided in line with the established building wall along the same block. This fence or knee wall should also include a landscaped strip (5-8 feet wide) to help separate the pedestrian from surfaces designed for vehicles. Landscape materials should include a combination of plant material (shrubs, trees, bushes) that screens at least 50% of that parking area to a height of 3 feet.



❖ **DAD Principle 9:4:** Loading & service areas should be located behind buildings and screened from view.

❖ **DAD Principle 9:5:** Opportunities for formal shared parking arrangements should be sought.

Gateway Architectural District

As illustrated below, the Gateway Architectural District extends from the eastern edge of downtown to areas west of US 23, along both Monroe Street and Alexis. Centered on the intersection of Monroe Street and US 23, the Gateway Architectural District relates to a place that introduces people to the Sylvania community. High quality and well planned urban development is an essential element to support the need to establish an attractive and high-functioning commercial corridor as development and redevelopment occurs.



GAD DESIGN TOPIC #1

CORRECT BUILDING FORM

Building form refers simply to the mass of buildings and its placement on a lot. Unlike the Downtown Architectural District, the Gateway Architectural District is primarily a “suburban,” auto-oriented corridor. The gateway area generally includes many individual smaller single-use buildings on shallow lots (especially west of US 23). Both Monroe Street and Alexis carry heavy traffic volumes on five lanes of road pavement with a ROW that varies somewhat in width, and is somewhat limited in width in certain areas. Many adjacent businesses rely on the exposure provided by this traffic flow (along with convenient parking) and they utilize site designs that allow for easy vehicular access and ample parking.

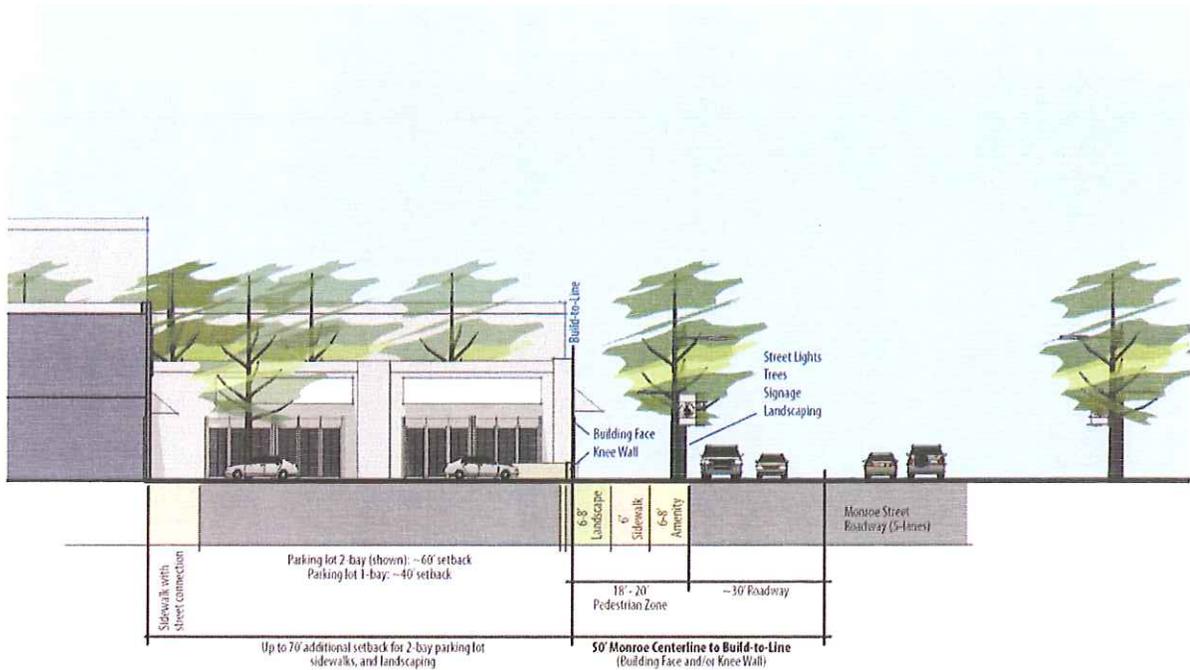
Despite being a suburban corridor, steps to bring buildings forward toward the street are encouraged. There is some precedent for this with existing buildings along Monroe Street (particularly west of US 23). When buildings are pulled forward toward the street and parking areas are located on either side, there is a greater sense of safety. When parking is absolutely necessary between the building and the public right-of-way, knee walls are encouraged to help continue the delineation of private spaces from public space (road right-of-way).

Conceptually, this design concept is illustrated below:



❖ **GAD Principle 1.1: The Gateway area should have single to multiple story building forms that are generally located no more than 50 feet away from the center of the ROW. If this is not feasible given site other considerations, buildings should be no more than 120 feet from the centerline of the ROW in order to provide room for a two-bay parking area between the building and the ROW.**

New buildings resulting from new construction, expansions or remodeling should be located no more than fifty feet from the center of the ROW where feasible. This 50-foot setback is measured from the center of the ROW to account for the possibility of a widened ROW in the future in some locations. Where this is not practical or feasible, buildings may be setback an additional 70 feet from the center of ROW (no more than 120 feet total) to provide room for a 2-bay parking area and sidewalk adjacent to the building.



When parking is provided between the building and the street, a knee wall shall be provided to help delineate the division between public and private spaces and to screen views of parked cars (See GAD 8.1).

Potentially, future development activity may include opportunities to consolidate existing smaller buildings and lots into larger ones. This should be encouraged as a means to help reduce the number of curb cuts on Monroe Street and allow for more efficient site development.

GAD DESIGN TOPIC #2: BUILDINGS - WINDOWS AND DOORS

While not as important as in the Downtown Architectural District, ample window and building entries are also preferred in the Gateway Architectural District. Windows and building entries help create more human-scale building facades; creating places that are more inviting and more visually interesting.

❖ **GAD Principle 2.1:** Buildings in the Gateway area should have at least 30% window glazing on the first floor for all facades that face a public street.



❖ **GAD Principle 2.2:** Buildings in the Gateway area should have building entries that face the street every 75 feet.



GAD DESIGN TOPIC #3: BUILDINGS - WALL ARTICULATION & DESIGN

Large expanses of uniform building walls with singular building materials on flat building walls are discouraged. Building walls should break up the surface of the wall with varied wall surfaces and changes in materials. This will help avoid the appearance of excessive building mass.

❖ **GAD Principle 3.1:** No wall plane that is visible from any public street shall extend more than 50 feet without some type of significant break to add visual interest. Breaks may include off-sets to the wall plane or the use of multiple materials to add contrast and variation.



Large wall plane with singular materials and no breaks

GAD DESIGN TOPIC #4: BUILDING DESIGN - MATERIALS

Use of multiple exterior materials makes a building more complex and visually interesting. New construction should incorporate variations in exterior materials and renovation activity should seek to maintain (or add to) the visual complexity of the building. These guidelines do not require the use of specific materials or combinations thereof. Rather, the designer and property owner are challenged to creatively organize multiple materials to express individual character while complimenting adjacent buildings.



Variations in exterior materials and colors help make exterior facades more complex and more visually compelling.

❖ **GAD Principle 4.1.** Use of brick is generally encouraged in the Gateway Architectural area, along with the use of multiple colors and materials to help make the building more complex and visually interesting. Architectural grade concrete masonry units (CMU's) with high quality exterior surfaces that are polished, textured, ground, glazed, or have specialty shapes may also be used. Other materials such as EIFS/stucco, architectural grade metals, wood or cement board siding, glass block, and precast concrete may be used only for trim, detailing, and incidental or secondary wall areas. Exterior wall materials, such as industrial style metal siding, T-111, plain faced CMU, vinyl siding, or hard board-type materials are discouraged, especially when associated with a building wall that is visible from the Street.

GAD DESIGN TOPIC #5: OTHER BUILDING ELEMENTS

Utility connections and trash collection equipment should not be visible from the right-of-way.

❖ **GAD Principal 5:1:** All utility connections should be located behind the building and should not be visible from a public street.

❖ **GAD Principal 5:2:** Where possible, trash collection equipment should be designed to integrate with the building. If a standalone dumpster is the only practical alternative, it should be fully screened and not visible.

GAD DESIGN TOPIC #6: BUILDING ILLUMINATION

Building illumination is encouraged to accentuate the building façade or signage. The lighting source should be separate from the building with light washing onto the structure itself to highlight signage or architectural elements of the building. Only low intensity light should be used to accent signage or building elements without light "spillover" on to adjacent property. The light source affixed to a building should not direct light outward toward the street or any public space.

❖ **GAD Principal 6:1:** Buildings and signage may be illuminated with light sources that only direct light toward the building or sign.

GAD DESIGN TOPIC #7: **MOTORIZED/ NON-MOTORIZED MOBILITY**

Vehicular movement is dominant in the Gateway Architectural District. It is essential for vehicles to have safe and efficient access to commercial property and for parking to be efficient and convenient. It is also important to recognize that all trips begin and end with pedestrian movement and that bike and pedestrian travel becomes more important as the Sylvania River Trail grows in popularity (especially along the south side of Monroe Street).

❖ **GAD Principle 7:1:** Deep parking lots in front of buildings are discouraged. Where possible, parking areas should be designed to breakup large expanses of asphalt.

Parking areas that wrap around a building are desirable and encouraged as a means to reduce large areas of hard surfaces. When parking between buildings and the ROW is necessary, it should be either a single-loaded or a double-loaded parking isle. If single-loaded parking isles are provided, buildings should be pulled forward toward the street.

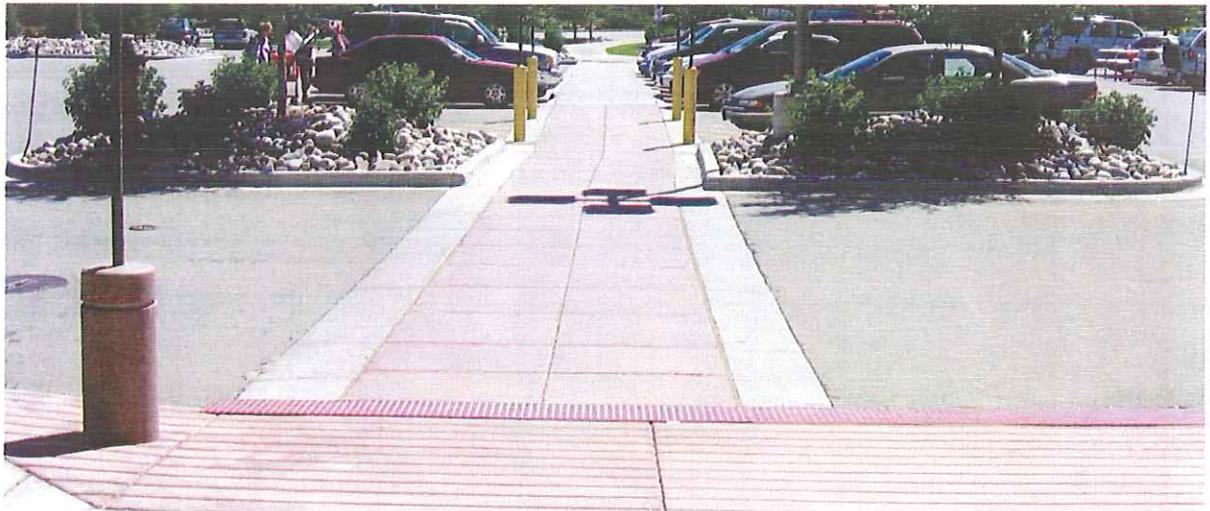


❖ **GAD Principle 7:2:** Parking spaces provided should not far exceed minimum requirements established by the Zoning Code.

The practice of providing excess parking is discouraged. Excess parking is defined as 150 percent of the minimum required spaces in the zoning code. Underutilized parking lots do little to contribute to a sense of place and create the need to deal with excess storm water runoff. Measures to mitigate excess parking include additional landscape treatments to

soften large expanses of pavement and Low Impact Design (LID) techniques to deal with storm water management in a more creative and environmentally sustainable way.

❖ **GAD Principle 7:3:** Areas assigned to pedestrian movement in parking areas should be defined with pavement markings utilizing paint, stamped surfaces or different materials to identify pedestrian spaces.





❖ **GAD Principle 7:4:** Loading & service areas should be located behind buildings and screened from view.

❖ **GAD Principle 7:5:** Opportunities for formal shared parking arrangements should be sought.

GAD DESIGN TOPIC #8: KNEE WALLS

Where parking is necessary between the building and road ROW, a knee wall is required to help separate parking areas from sidewalks and to help screen parked vehicles from view. There is precedent for this design element along the corridor as the cemetery (Toledo Memorial Park) on the north side of Monroe Street has a masonry wall that defines the line between public and private property. Elsewhere communities have used knee walls with some success as they try to separate parking areas from pedestrian areas and to screen views of parked vehicles.



Existing Wall Next to Toledo Memorial Park



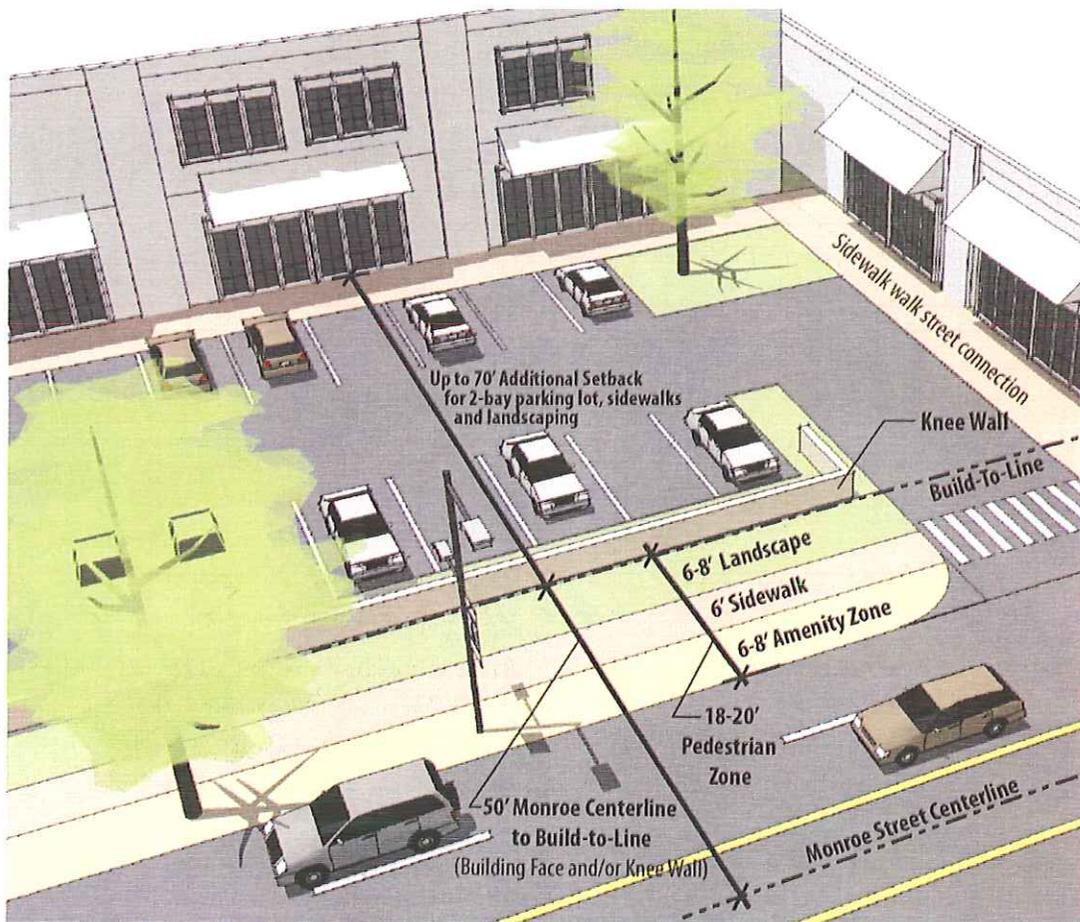
Knee wall example used in another community (extends for several miles)



Knee wall example used in another community (extends for several miles)

❖ **GAD Principle 8:1:** Masonry knee walls that are parallel to the street should be incorporated into site designs when parking is adjacent to the ROW.

When parking areas are located between the building and the ROW, knee walls should extend across the full width of the adjacent parking area. The knee wall should also be supplemented with landscape treatments that include trees, shrubs and mounding. Stone material (similar in size, color and texture to the material in front of Toledo Memorial Park) should be used.



GAD DESIGN TOPIC #9: SIGNAGE

All signage in Sylvania must meet other elements of the Sylvania Sign Code (i.e., type and size) and is subject to design review.

❖ **GAD Principle 9:1:** Freestanding signs may be internally or externally illuminated. Exterior light sources must direct light only toward the sign. All freestanding signs shall also incorporate masonry elements or otherwise use materials similar to those found on the principal structure and/or the knee wall (if provided). When knee walls are provided, signage shall be located between the knee wall and the principal building.



8a.



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

September 3, 2015

To: The Mayor and Members of Sylvania City Council

Re: **2015 Ground Storage Tank Improvements**

Dear Mr. Mayor and Council Members:

Our 500,000 gallon storage tank is in need of modifications and a new paint coating on the exterior. It has been 16 years since the tank was last painted. There are also some items that need to be improved to today's standards for safety and source water protection. The estimated cost for the paint coating and modifications is \$127,000. This project was included in the 2015 Capital Improvement Plan.

Dixon Engineering has submitted a proposal in the amount of \$18,000 to provide engineering design and inspection services for the project. We recommend approval to enter into an agreement with Dixon Engineering for those services.

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Kevin G. Aller".

Kevin G. Aller, P.E.
Director of Public Service
KGA/dsw



**Board of County
Commissioners**
Tina Skeldon Wozniak
President
Pete Gerken
Carol Contrada

Jody L. Balogh
Clerk of the Board

August 17, 2015

Ms. Sharon Bucher
Clerk of Council
City of Sylvania
6730 Monroe Street
Sylvania, OH 43560

Re: Annexation Petition No. 2015-1
Portions of Sylvania Township
to the City of Sylvania

Dear Ms. Bucher:

Enclosed is a certified copy of Resolution No. 15-587 granting the above-referenced annexation petition. If there are no appeals filed within 30 days, I will send you a complete record of the proceedings.

If you have any questions, please give me a call.

Sincerely,

Jody L. Balogh, Clerk

/jlb
Enclosure

Date: July 28, 2015

Resolution No. 15-587

Title: Continuation of Hearing, Accepting Amended Legal Description and Approval of Annexation Petition 2015-1 of 2.706± Acres of Real Estate in Sylvania Township to the City of Sylvania, Parcel Nos. 78-21706, 78-21711, 78-54964, 78-54967

Department/Agency: Commissioners

Contact: Jody L. Balogh, Clerk of the Board or John Borell, Prosecutor's Office

Summary/Background: There was filed with this Board on April 29, 2015, a petition for the annexation by a majority of the owners of approximately 2.588 acres of land, more or less, of real estate in Sylvania Township to the City of Sylvania by James A. Moan, Esq., agent for the petitioners. The petitioner requests that the territory be annexed pursuant to the **Regular Annexation** procedures contained in R.C. 709.02

By Resolution 15-333 dated May 5, 2015, this Board accepted the filing of Annexation Petition 2015-1 and set the hearing date of July 14, 2015 at 11:00 a.m.

On July 14, 2015, at 11:05 a.m., Commissioner Skeldon Wozniak opened the hearing pursuant to, and in accordance with, *O.R.C.* 709.03 (A) and 709.032 (B); Commissioner Gerken and Commissioner Contrada were present. The notice of the public hearing was published on May 27, 2015 in the Toledo Legal News. The affidavit of the proof of publication was provided by the agent for the petitioners. Prior to the hearing, the agent requested that the hearing be continued until July 28, 2015 at 11:00 a.m., to allow for the agent to file an amendment to the legal description and allow for the County Engineer's office to review said amendment. Mr. John Borell, Assistant Prosecuting Attorney, was present to answer any questions. No person(s) appeared before the Board to speak regarding annexation. The Commissioners recessed the hearing until July 28, 2015 at 11:00 a.m.

On July 24, 2015, the petitioner filed an amended legal description and map. On July 27, 2015, the County Engineer reported that the amended legal description and map are accurate and do conform to county records.

On July 28, 2015 at 11:07 a.m., Commissioner Skeldon Wozniak called for the continuation of the hearing; Commissioner Gerken and Commissioner Contrada were present.

Ms. Leslie Brining, City of Sylvania, was present and stated that an amended map and legal were filed due to the fact that there was an error on the original deed and legal description. Ms. Brining stated that the error was corrected by the title company.

Mr. John Borell, Assistant Prosecuting Attorney, was present. Mr. Borell stated that he reviewed the annexation and all of the statutory requirements have been met.

Mr. Denny Pritscher, P.S. Chief Surveyor, Office of the County Engineer, was present and stated that he review the amended map and legal description and they are accurate and do conform to county records.

July 28, 2015

Continuation of Hearing, Accepting Amended Legal Description and Approval of Annexation Petition 2015-1 of 2.706± Acres of Real Estate in Sylvania Township to the City of Sylvania, Parcel Nos. 78-21706, 78-21711, 78-54964, 78-54967

Page 2

Budget Impact: N/A

Statutory Authority/ORC: 709.02

Commissioner Gerken offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. This Board hereby accepts the amended legal description and map filed by the petitioner on July 24, 2015.

Section 2. This Board, based upon a preponderance of the substantial, reliable, and probative evidence on the whole record, hereby makes the following findings fact:

- a. The petition meets all of the requirements set forth in, and was filed in, the manner provided in *O.R.C.* 709.02;
- b. The persons who signed the petition are the owners or real estate located in the territory proposed to be annexed;
- c. The number of valid signatures on the petition constitutes a majority of the owners of real estate in the territory as of the date that the petition was filed;
- d. The City of Sylvania, has, pursuant to *O.R.C.* 709.03(D), adopted an ordinance that includes a statement indicating what services it will provide and an approximate date that it will provide the services to the territory to be annexed, upon annexation;
- e. The territory is not unreasonably large;
- f. On balance, the general good of the territory proposed to be annexed will be served, and the benefits to the territory proposed to be annexed and the surrounding area will outweigh the detriments to the territory proposed to be annexed and the surrounding area, if the annexation petition is granted; and

July 28, 2015

**Continuation of Hearing, Accepting Amended Legal Description and Approval of
Annexation Petition 2015-1 of 2.706± Acres of Real Estate in Sylvania Township to the City
of Sylvania, Parcel Nos. 78-21706, 78-21711, 78-54964, 78-54967**

Page 3

- g. No street or highway will be divided or segmented by the boundary line between the Township and the City as to create a road maintenance problem, or, if a street or highway will be so divided or segmented, the City of Sylvania has agreed, as a condition of the annexation, that it will assume the maintenance of that street or Highway;

Section 3. The petition to annex 2.706± acres of real estate in Sylvania Township to the City of Sylvania, Parcel Nos. 78-21706, 78-21711, 78-54964, 78-54967, is hereby granted.

Section 4. The Clerk of the Board is hereby directed to deliver a certified copy of this resolution to the clerk of the Sylvania City Council, the Sylvania Township Clerk, and the agent for Petitioners.

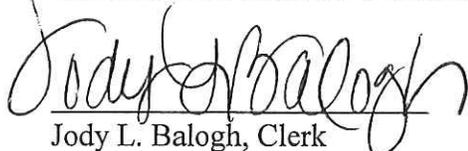
Section 5. If after the expiration of thirty days from the date of this resolution no appeal has been filed, the Clerk of the Board is directed to deliver a certified copy of the entire record of the annexation proceedings to the auditor or clerk of the municipality.

Section 6. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public to the extent required by law.

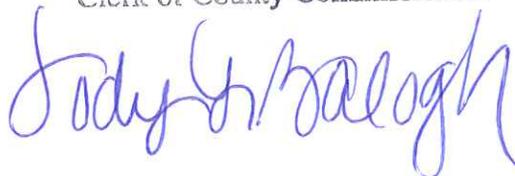
Section 7. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Commissioner Gerken voted yes
Commissioner Contrada voted yes
Commissioner Skeldon Wozniak voted yes


Jody L. Balogh, Clerk

I hereby certify that the foregoing is
a true and exact copy of Resolution
No. 15-587 duly passed by the
Board of County Commissioners,
Lucas County, Ohio, at its meeting
on July 28, 2015
Clerk of County Commissioners



The hearing was adjourned at 11:09 a.m.



B

City of Sylvania

DIVISION OF TAXATION

CHRISTY M. GOLIS, COMMISSIONER OF TAXATION

September 1, 2015

Mayor Craig A. Stough and Members of Council
City of Sylvania
Sylvania, Ohio

Dear Mayor Stough and Council Members:

The monthly cash report from the Division of Taxation is as follows:

	Deposits	Refunds	Balance
August 31, 2015	707,226.35	24,874.38	682,351.97
August 31, 2014	650,808.65	18,245.02	632,563.63
Monthly Difference	56,417.70	6,629.36	49,788.34
Year to Date 2015	6,814,093.52	188,793.05	6,625,300.47
Year to Date 2014	6,610,026.62	169,988.24	6,440,038.38
Yearly Difference	204,066.90	18,804.81	185,262.09
			2.88%

Respectfully submitted,

Christy M. Golis
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

City of Sylvania

Bank Reconciliation

August 2015

C

CHECKBOOK BALANCE

Ending balance for Jul 2015 \$ 20,468,502.17

Add: Monthly Receipts 3,103,227.41

Subtotal \$ 23,571,729.58

Less: Monthly Disbursements 2,938,790.37

Ending balance for Aug 2015 \$ 20,632,939.21

Less:

Certificates of Deposit	\$ (2,000,000.00)
Star Ohio	(77,011.22)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,552.33)
PNC MoneyMarket	(1,028,353.40)
Key Bank Securities	(1,008,123.80)
5/3rd Securities	(5,959,186.43)
SJS Account	(4,230,557.42)
Morgan Stanley Investment	(2,023,906.15)
Sylvania Township Bonds	(565,000.00)
	<u>\$ 3,706,135.60</u>

Less:

(1)

Division of Public Service	\$ 150.00
Department of Finance	100.00
Division of Water	600.00
Division of Police	200.00
Municipal Court	700.00
Division of Taxation	150.00
Division of Forestry	150.00
	<u>2,050.00</u>

Petty Cash Balance \$ 2,050.00

BANK BALANCE

EOM 5/3rd Bank Balance \$ 3,820,222.51

Deposit in Transit 3,864.21

Subtotal \$ 3,824,086.72

Less: Outstanding Checks (2) 117,951.12

Adjusted Bank Balance \$ 3,706,135.60

(2)

Jul Outstanding Checks \$ 163,384.17

Checks written this month 684,763.65

Subtotal \$ 848,147.82

Checks Cleared (730,196.70)

Jul Outstanding Checks \$ 117,951.12



Toby Schroyer
Director of Finance, City of Sylvania