

**Sylvania City Council**

June 19, 2017

**7:00 p.m. Public Hearing**

Ordinance No. 30-2017, Front Yard Parking

**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 Mrs. Husman.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of June 5, 2017.
5. Recognition of Lauren Micham, State Track Champion representing Southview High School.
  - a. Resolution No. 5-2017, Commending Lauren Micham for winning the Girls 100 Meter Hurdles Ohio High School Athletic Association Division I State Championship.
6. Report of Public Hearing, Ordinance No. 30-2017, Front Yard Parking held at 7:00p.m.
7. Zoning Ordinance Amendment Application PD-2-2017, zoning change request from R-1, "Single-Family Residential Large Lot" to R-1 Planned Development for property located at 7610 Erie Street, Sylvania, Ohio 43560 from Erie Street Properties, LLC. (Tabled from June 5, 2017 council meeting; Referral to the Planning Commission.)
8. Plan Commission's recommendation for Proposed Ordinance No. 31-2017, Amending Part Eleven-Planning & Zoning Code of the Sylvania Codified Ordinances, 1979, as amended, by amending Section 1101.01-Definitions and Section 1153.02 – Special Uses regarding Adult Day Care. (Set public hearing for August 21, 2017.)
9. 2017 Microsurfacing Project.
  - a. Service Director's report on project.
10. Committee reports.
  - a. Employee & Community Relations Committee meeting from June 15, 2017.
  - b. Set Zoning & Annexation Committee meeting regarding revising two Sections of the Sign Code.
11. Committee referrals.

## **INFORMATION**

- A. May 2017 Bank Reconciliation.
- B. Municipal Planning Commission minutes from June 14, 2017.
- C. Board of Architectural Review minutes from June 14, 2017.
- D. 2018 Calendar information.

Minutes of the Meeting of Council  
June 5, 2017

The Council of the City of Sylvania, Ohio met in regular session on June 5, 2017 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, Mark Luetke, Doug Haynam, Sandy Husman, Mary Westphal: (6) present; Jason Mishka,(1) absent.

Roll call:  
Mishka, absent;  
Excused.

Mr. Haynam 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:

- 5a. Proposed Ordinance 48-2017, Ordinance 27-2017, Ordinance 50-2017.
- 16. TARTA sales tax issue.
- 14a. Schedule Community Relations Committee meeting.
- 17. Sylvania Historical Village update.

Mrs. Westphal moved, Mrs. Husman seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Agenda  
approval.

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

Mrs. Westphal presented the May 15, 2017 meeting 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 May 15, 2017 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, , Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

Approval of the  
May 15 meeting  
minutes.

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

Mrs. Westphal reported on the 6:00 public hearing for zoning ordinance amendment application No. PD-1-2017, an amendment to the existing Planned Development for property located at 5142 Alexis Road, Sylvania, OH made by Joe Mercurio. The Municipal Planning Commission recommended approval of this application. Council moved to advance legislation to City Council.

Report on  
PD-1-2017 PH,  
Mercurio Dev.  
amendment to  
Planned Dev.

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 48-2017, "Approving the recommendation of the Municipal Planning Commission relative to Planned Development Application No. PD-1-2017 of Joseph J. Mercurio, on behalf of Mercurio Developers; and declaring an emergency."; Mr. Haynam

Ordinance No.  
48-2017;  
"Approved....  
PD-1-2017 ....

Minutes of the Meeting of Council  
June 5, 2017

moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Haynam, Husman, Luetke, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

Mercurio  
Developers...”

Mr. Haynam moved, Mrs. Westphal seconded, that Ordinance No. 48-2017 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal reported on the 6:00 public hearing for proposed Ordinance No. 27-2017, Amending Part Eleven-Planning and Zoning Code by creating Chapter 1143, “B-5”, Office, Residential and Retail District. The Municipal Planning Commission recommended approval of this application with additional recommendations. Council moved to modify the Planning Commission’s recommendation by deleting item #5 of their recommendation and advance legislation with modifications.

Report on  
Ordinance No.  
27-2017 public  
hearing.

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 27-2017, “Modifying the recommendations of the Sylvania Municipal Planning Commission; amending the Codified Ordinances of Sylvania, 1979, as amended, by amending Part Eleven-Planning and Zoning Code by creating Chapter 1143- B-5, Office, Residential and Retail District; and declaring an emergency.”; Mr. Haynam moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Luetke, Westphal, Cappellini, Frye, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

Ordinance No.  
27-2017,  
“...amending  
Codified  
Ordinances  
creating B-5,  
Office,  
Residential and  
Retail  
District...”

Mr. Haynam moved, Mr. Luetke seconded, that Ordinance No. 27-2017 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Mrs. Westphal reported on the 6:00 public hearing for Zoning Ordinance Amendment Application No. ZA-1-2017, a zoning change from “B-3” General Business District to “B-5” Office, Residential and Retail District for property located at 0 Main St., 0 Monroe St., 6447, 6453, 6457, 6461, 6465, 6465 Monroe St., Sylvania, Ohio made by the City of Sylvania. The Municipal Planning Commission recommended approval of this application. Council moved to advance legislation to City Council.

Report of  
ZA-1-2017  
public hearing;  
City of Sylvania.

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 50-2017, “Approving the recommendation of the Municipal Planning Commission to approve Petition for Zoning Ordinances Amendment No. ZA-1-2017 on the petition of the City of Sylvania to change the zoning of 0 Main St., 0 Monroe St., 6447, 6453, 6457, 6461, 6465, 6465 Monroe St., Sylvania, Ohio; and declaring an emergency.”; Mr. Haynam

Ordinance No.  
50-2017,  
“...approving  
ZA-1-2017, City  
of Sylvania

Minutes of the Meeting of Council  
June 5, 2017

moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

...Somo property... zoning change...B-3 to B-5... ”

Mr. Haynam moved, Mr. Luetke seconded, that Ordinance No. 50-2017 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

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

Service Director’s report on Right-of-Way Acquisition Professional Services Contract, Main Street Reconstruction Project was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 44-2017, a written copy of same having been previously furnished to each member of Council, “Accepting the amendment to the proposal of DGL Consulting Engineers to provide Engineering Design Services for the Main Street Reconstruction Project; appropriating fund therefore in the amount of \$26,913.00; and declaring an emergency”; Mr. Frye moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being; Luetke, Westphal, Cappellini, Frye, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

Ordinance No. 44-2017, “accepting amendment to DGL contract ....Main St. Reconstruction Project...”

Mr. Frye moved, Mrs. Westphal seconded, that Ordinance No. 44-2017 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

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

Service Director’s report on the Ohio Department of Transportation agreement for US-23 Maintenance and Repairs was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 45-2017, a written copy of same having been previously furnished to each member of Council, “Authorizing the Mayor and Director of Finance of the City of Sylvania, Ohio, to enter into a Memorandum Agreement between the State of Ohio, Department of Transportation and the City of Sylvania for the maintenance of US-23 within the City limits; and declaring an emergency”; Mr. Frye moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being; Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Ordinance No. 45-2017, “authorizing agreement with ODOT...US-23 Maint. and repairs.....”

Minutes of the Meeting of Council  
June 5, 2017

Mr. Frye moved, Mr. Haynam seconded, that Ordinance No. 45-2017 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

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

Service Director's report on city owned property at 4827 Holland-Sylvania Road was placed on file. Mrs. Husman presented and read aloud by title only, proposed Ordinance No. 46-2017, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of DMD Environmental, Inc. to manage the asbestos removal from the City's property at 4827 Holland-Sylvania Road, Sylvania, Ohio; appropriating funds therefore in the amount of \$26,880; and declaring an emergency"; Mrs. Husman moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being; Haynam, Husman, Luetke, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

Ordinance No. 46-2017, "accepting DMD Environmental ...asbestos removal...4827 Holland-Sylvania Rd....."

Mrs. Husman moved, Mr. Haynam seconded, that Ordinance No. 46-2017 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 9.

Service Director's report on Alexis Road Speed Study was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 47-2017, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of the Mannik & Smith Group to conduct a Speed Zoning Study for the Alexis Road Safety Study project; appropriating funds therefore in the amount of \$3,800; and declaring an emergency"; Mr. Frye moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being; Luetke, Westphal, Cappellini, Frye, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

Ordinance No. 47-2017, "Accepting Mannik & Smith....speed zoning study ...Alexis Road....."

Mr. Frye moved, Mr. Luetke seconded, that Ordinance No. 47-2017 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 10.

Minutes of the Meeting of Council  
June 5, 2017

Service Director's report on Main Street Streetscape was placed on file. Mr. Aller is requesting council's input on the final aesthetic appearance of this section of the downtown. Mrs. Westphal set a Committee-of-the-Whole meeting to discuss the Main Street and Monroe Street Bridge Streetscape for Friday, June 30, 2017 at 8:00 a.m. in Council chambers.

Main St.  
Streetscape  
input request.  
COW mtg,  
6/30/17, 8:00  
a.m.

Mayor Stough stated that Council will now consider agenda item 11.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 82-2016, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to enter into a Memorandum of Understanding between the Sylvania Township Board of Trustees and the City of Sylvania; and declaring an emergency"; Mrs. Westphal moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Ordinance No.  
82-2016,  
"...Memo of  
understanding...  
Syl. Twp. And  
City of Sylvania  
...."

Mrs. Westphal moved, Mr. Luetke seconded, that Ordinance No. 82-2016 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider added agenda item 12.

A Petition for Zoning Ordinance Amendment application No. PD-2-2017, a request for zoning change from "R-1", Single-Family Residential large Lot" to R-1 Planned Development for property located at 7610 Erie Street, Sylvania, Ohio from Erie Street Properties, LLC. was presented. Mr. Haynam moved, Mr. Frye seconded to table this matter until the next Council meeting on June 19, 2017. Roll call vote being: Haynam, Husman, Luetke, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

PD-2-2017,  
tabled until  
6/19/17 council  
meeting.

Mayor Stough stated that Council will now consider added agenda item 13.

Mayor Stough presented proposed Ordinance No. 31-2017, Amending the Planning and Zoning Code of the Sylvania Codified Ordinance by amending Section 1101.01-Definitions and Section 1153.02-Special Uses regarding Adult Day Care Centers. Mr. Haynam moved, Mrs. Westphal seconded to refer this matter to the Planning Commission for review and recommendation. Roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Ordinance No.  
31-2017 referred  
to Plan  
Commission.

Minutes of the Meeting of Council  
June 5, 2017

Mayor Stough stated that Council will now consider added agenda item 14.

Mr. Luetke set an Employee & Community Relations Committee meeting for Thursday, June 15, 2017 at 8:00 a.m. to discuss the 2018 city calendar.

Mayor Stough stated the there are no items for agenda item 15, so Council will now consider added agenda item 16.

Mr. Haynam provided information on the TARTA sales tax increase. Mr. Haynam moved, Mrs. Westphal seconded to further discuss the tax increase in an Employee & Community Relations Committee meeting. Roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider added agenda item 17.

Mrs. Husman provided an update on the Sylvania Historical Village activities. She stated 2,400 school children visited the village this year. There are three new summer camps being offered. The first Community Day went well, with the next community day scheduled for July 1<sup>st</sup>.

Mayor Stough stated that all items on the agenda had been considered.

Mrs. Westphal moved, Mr. Luetke seconded that this meeting adjourn; all present voting yea (6); (0) nays. The motion carried and the meeting adjourned at 8:48 p.m.

Emp/Com  
Relations Com.  
Mtg set for  
6/15/17; 8:00  
a.m.

TARTA Sales  
Tax to be  
discussed in  
Emp/Com  
Relations Com.

Syl. Historical  
Village update.

Adjournment.

---

Clerk of Council

---

Mayor

5a

# Resolution

NO. 5 -2017

## A RESOLUTION OF THE COUNCIL OF THE CITY OF SYLVANIA COMMENDING LAUREN MICHAM FOR WINNING THE GIRLS 100 METER HURDLES OHIO HIGH SCHOOL ATHLETIC ASSOCIATION DIVISION I STATE CHAMPIONSHIP; AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio High School Athletic Association Track and Field State Championships were held June 2 and 3, 2017 in Columbus, Ohio at The Ohio State University's Jesse Owens Stadium; and,

WHEREAS, Lauren Micham, a senior at Southview High School, set a stadium record of 13.66 seconds and recorded the second-fastest time in Ohio history in the Girls 100 meter hurdles to win the Ohio High School Athletic Association Division I State Championship in that event and also finished third in the Girls 300 meter hurdles; and,

WHEREAS, Ms. Micham received the Northwest District Track Officials Association's Sportsmanship Award, was a member of the National Honor Society at Southview High School and plans to attend Columbia University in the fall and will be a member of their track team; and,

WHEREAS, the Council of the City of Sylvania commends and congratulates LAUREN MICHAM for winning the Girls 100 Meter Hurdles Ohio High School Athletic Association Division I State Championship.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Sylvania, Lucas County, Ohio, \_\_\_\_\_ members elected thereto concurring:

**SECTION 1.** That this Council recognizes the accomplishments of Lauren Micham and commends and congratulates her for winning the Girls 100 Meter Hurdles Ohio High School Athletic Association Division I State Championship.

**SECTION 2.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of 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 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 Resolution 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 Resolution 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 Resolution is a necessary step in commending Lauren Micham for her accomplishment in winning the Girls 100 Meter Hurdles Division I State Championship, and therefore this Resolution should be effective immediately. Provided this Resolution receives the affirmative vote of five (5) or more members elected to Council, 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, \_\_\_\_\_, 2017, as an emergency measure.

\_\_\_\_\_  
President

ATTEST:

OTHER MEMBERS OF COUNCIL:

\_\_\_\_\_  
Clerk of Council

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Director of Law

PETITION FOR ZONING ORDINANCE AMENDMENT

To: City of Sylvania, Ohio  
City Council and  
Municipal Planning Commission

Application No. PD-2-2017  
Date 5/30/17

Petitioner Name(s): ERIE Street Properties, LLC

Petitioner Address: 570 West Eighth Street, Parisburg, Ohio

Email: mctool4115@gmail.com Telephone: (419) 290-3058

Location of property for which zoning amendment is requested:

7610 Erie St

Purpose of amendment request: Planned Development

Current Zoning: R-1 Requested Zoning: R-1 PD

The undersigned, being one or more of the owners, lessees or occupants within the area proposed to be changed by the amendment, hereby petition for an Amendment to the Zoning Code, pursuant to Chapter 1107 of the Codified Ordinances of the City of Sylvania, Ohio, as amended.

- Attachments:
1. Full legal description of the property for which the Zoning Amendment is proposed.
  2. Area location map.
  3. Site plan - if plan is larger than 11" x 17", eighteen (18) copies must be submitted.

A check for \$100.00 + cost of advertising, payable to the City of Sylvania is attached for processing of said Petition. It is understood that no refund is to be made after the filing of the Petition.

By: Richard A. McKinney  
Richard A. McKinney

Date referred by Council: \_\_\_\_\_

Date of Commission Action: \_\_\_\_\_

Date of Council Action: \_\_\_\_\_

Action: \_\_\_\_\_

For Office Use Only

Date: 5/24/17 Check #: 1001 Cash: \_\_\_\_\_ Fee: \$ 100.00



DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 15, 2017

To: Mayor and Members of City Council

Re: **Council Referral – Ordinance No. 31-2017**

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of June 14, 2017, Council Referral – Proposed Ordinance 31-2017, Amending Part Eleven-Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended, by amending Section 1101.01- Definitions and Section 1153.02 - Special Uses regarding Adult Day Care Centers:

..." Mr. McCann moved, Mr. Arnold seconded to recommend to Council to approve the ordinance as submitted. Vote being: Stough, McCann, Marciniak, Arnold and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote."...

Sincerely,

A handwritten signature in blue ink that reads "Debra Webb". The signature is written in a cursive, flowing style.

Debra Webb, Secretary  
Municipal Planning Commission

9a



DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 15, 2017

To: The Mayor and Members of Sylvania City Council

Re: **2017 Microsurfacing Project**

Dear Mr. Mayor and Council Members:

The attached letter will be included with the June utility bills for approximately 780 homes that may be impacted with our 2017 Microsurfacing project.

The streets affected are: Calloway Green, Cambridge Wood Subdivision, McCord Road, Regis Park Condos, Stonehenge Condos, Sylvania Square Subdivision, and Victoria Court.

We wanted to provide you a copy of the letter to assist you should you receive any phone calls.

Please call if you should have any questions.

Sincerely,

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



DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE, DIRECTOR

June 26, 2017

To: Microsurfacing Project Residents

Re: 2017 Microsurfacing Project

Dear Property Owner:

The following letter provides information with respect to an upcoming construction project that may briefly impact ingress/egress to your residence.

The City plans to perform pavement rehabilitation work on your street starting in mid to late July. The project consists of applying a thin layer of asphalt emulsion to your roadway that will seal the pavement surface. This process is called *Microsurfacing* and is different than traditional asphalt resurfacing you have seen done on many City streets and are probably familiar with.

Microsurfacing is wet applied and needs drying time of approximately 1 to 2 hours. If not allotted the proper curing time the material can stick to your shoes, clothing and automobiles. In addition, driving on the material without the proper cure time damages the material and makes it less effective in sealing the surface.

As a result the material will be applied to half of the roadway at a time with traffic running in one-way patterns until dry. There will be traffic cones, barrels, signs and personnel on hand to help you navigate through the work zone. The City will post temporary no parking signs on the day prior to the work. Any cars parked on the street at the time of the project will be towed.

Also, if you have deliveries or service scheduled (lawn care, home improvements, etc.) we ask that you work with your service provider and schedule accordingly. The Contractor will work with Republic Services on refuse collection within the work zone and ask that your refuse containers be at the curb first thing in the morning on your day of service.

The entire duration of the project will be a few days with construction between the hours of 8 am to 6 pm. Further information on this project will be provided to you by the Contractor via door hangers within a week of the scheduled work to help you better plan ahead.

If you have specific concerns or questions I encourage you to call me at (419) 885-8965 or you can email me at [jshaw@cityofsylvania.com](mailto:jshaw@cityofsylvania.com).

Sincerely,

Joseph E. Shaw, P.E., P.S.  
Deputy Director of Public Service



Sylvania Municipal Planning Commission

Minutes of the regular meeting of June 14, 2017. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold, Brian McCann, and Thomas Lindsley (5) present. Zoning Administrator, Timothy Burns and Deputy Service Director, Joe Shaw present.

Mr. McCann moved, Mr. Arnold seconded to approve the Minutes of the May 10, 2017 meeting as submitted. Vote being: Stough, McCann, Marciniak, Arnold and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 - Lot Split – City of Sylvania, 6455 Ravine Drive, Sylvania, Ohio 43560. Mr. Shaw stated that the property owner of 5154 Main Street contacted the service department in February as during a transfer of the property it was discovered that a structure on the property may be over the lot line. The City does not have a use for the strip property so the lot split is being requested with the intent to deed the property over to the owner of 5154 Main Street as the sale of that property is pending due to the issue of the structure being on the lot line. He also said that during this process some right-of-way issues on the Main Street side of the property had been discovered. State of Ohio right-of-way plans from 1929 indicate there used to be public right-of-way, called Station Street, on the south side of the parcel and that the City will most like go through a vacation process in the future and that although it does not affect this lot split, he wanted the Commission to be aware as it probably come before them in the future. Mr. Lindsley stated that he would need to recuse himself from the vote. Mr. Marciniak moved, Mr. Arnold seconded to approve the lot split as requested. Vote being: Stough, McCann, Marciniak and Arnold (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 - Preliminary Plat Approval requested by Greg Feller of Feller, Finch & Associates for K and JL Enterprises for Plat of Lots 1-14 Oak Creek North Subdivision, 4505, 4585 and 4605 King Road, Sylvania, Ohio 43560. Mr. Feller stated that approval was previously granted by Lucas County as the property used to be part of Sylvania Township but that the project was held up due to the discovery that the property contained an area of wetlands which required a time consuming process with the EPA and that during that time the property was annexed to the City. He also said he agrees to all of the comments submitted by the City in the review and that he would need a variance for lots 1-3 as they will meet the setback requirements as they are affected by the wetlands to the rear of the lots. Mr. Shaw said that the City was told by Lucas County that they would approve the variance due to the hardship of the wetlands and that the language will be noted on the plat. Mr. Marciniak moved, Mr. McCann seconded to approve the preliminary plat as submitted. Vote being: Stough, McCann, Marciniak, Arnold and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 - Proposed Ordinance 31-2017, Amending Part Eleven-Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended, by amending Section 1101.01- Definitions and Section 1153.02 - Special Uses regarding Adult Day Care Centers. Mr. Burns stated that an entity in the City is interested in opening and Adult Day Care Center and this ordinance is to create a Special Use section to allow for some limitations and control for this use. Mayor

**Minutes of the Planning Commission Meeting**  
**June 14, 2017**  
**Page 2**

Stough stated that this will go back to Council and that it would be then be set for a Public Hearing. Mr. McCann moved, Mr. Arnold seconded to recommend to Council to approve the ordinance as submitted. Vote being: Stough, McCann, Marciniak, Arnold and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Mr. Arnold moved, Mr. McCann seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,

A handwritten signature in cursive script that reads "Debra Webb".

Debra Webb, Secretary  
Municipal Planning Commission

C

## Board of Architectural Review

Minutes of the regular meeting of June 14, 2017. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold, Brian McCann, and Thomas Lindsley (5) present. Deputy Service Director, Joe Shaw present.

Mr. Arnold moved, Mr. McCann seconded to approve the Minutes of the May 10, 2017 meeting as submitted. Vote being: Stough, Arnold, McCann, Marciniak and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Regulated Sign – app. no. 19-2017 requested by Jim Grzywinski of Living Appliance Center, 5656 Monroe Street, Sylvania, OH 43560. Application is for a wall sign and a monument sign. Mayor Stough stated that he would need to back away from the table due to a business conflict of interest. Zoning Administrator, Tim Burns arrived. Mr. Grzywinski and Attorney Richard Carr present. Mr. Grzywinski stated that they asked for a Variance for the Wall sign, from 269 sq ft to 289 sq. ft. and that it had been okayed. The Board of Architectural Review’s Secretary said that the Variance application had been withdrawn. There was further discussion and Mr. Carr stated that the size of 289 sq. ft. has been approved by Leslie Brinning and Kevin Aller, as the City’s code contains an ambiguity in how to calculate the size of the sign and that they had met and come to an agreement on the size of the sign and that the agreement is a reduction in size from the originally requested Variance. He also said that the code will most likely be changed for future signs. Mr. Marciniak asked if the LED light brightness would be controlled. Mr. Burns said that the code contains limitations on the brightness for all lights. Mr. Marciniak moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the signs shown in the drawings submitted to the Board. Vote being: McCann, Marciniak, Arnold and Lindsley (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Mayor Stough returned to the table.

Item 4 – Regulated District – app. no. 21-2017 requested by Marilyn Barnes of M&M Construction Concepts for KIF Realty, 5836 Monroe Street, Sylvania, Ohio 43560. Application is for a Building Review for exterior renovations. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the Building Design shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated District – app. no. 22-2017 requested by Brian McNulty for Promedica Flower Hospital, 5200 Harroun Road, Sylvania, Ohio 43560. Ms. Heather Judge of SSOE Architects present. Application is for a Building Review for a new canopy to be installed over the driveway of the drop off area to the cancer center. Mr. McCann moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the Building Design shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 6 – Regulated Sign – app. no. 23-2017 requested by Rick Kwapich for Valvoline, 6303

**Minutes of the Board of Architectural Review Meeting**  
**June 14, 2017**  
**Page 2**

Monroe Street, Sylvania, OH 43560. Mr. Kwapich present. Application is for a replacement wall sign, two new wall signs and a monument sign. Mr. Kwapich stated the monument sign is replacing an existing pole sign. Mayor Stough stated that the monument sign must be installed. There was discussion of the City's Beautification project and that there may be some changes in the area which may include some changes in the area of the monument sign, including the possibility of a half wall. Mr. Burns said that Kevin Aller has reached out to Valvoline to discuss the project, and that it's a possibility that the project may include a half wall that may affect the elevation of the area which could affect visibility of monument sign. Signs are within the limits of the Sylvania Sign Code. Mayor Stough moved, Mr. Marciniak seconded, to grant a Certificate of Appropriateness for the wall signs shown in the drawing submitted with the application; and for the approval of the monument sign to be subject to coordination with the City's proposed beautification project. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 7 – Regulated Sign – app. no. 24-2017 requested by Mark D. Clair/Ryan Clair for Bull Moose Retirement Planning Co., 5630 Main Street, Sylvania, Ohio 43560. Mr. Ryan Clair present. Application is for 3 window decal signs. Signs are within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

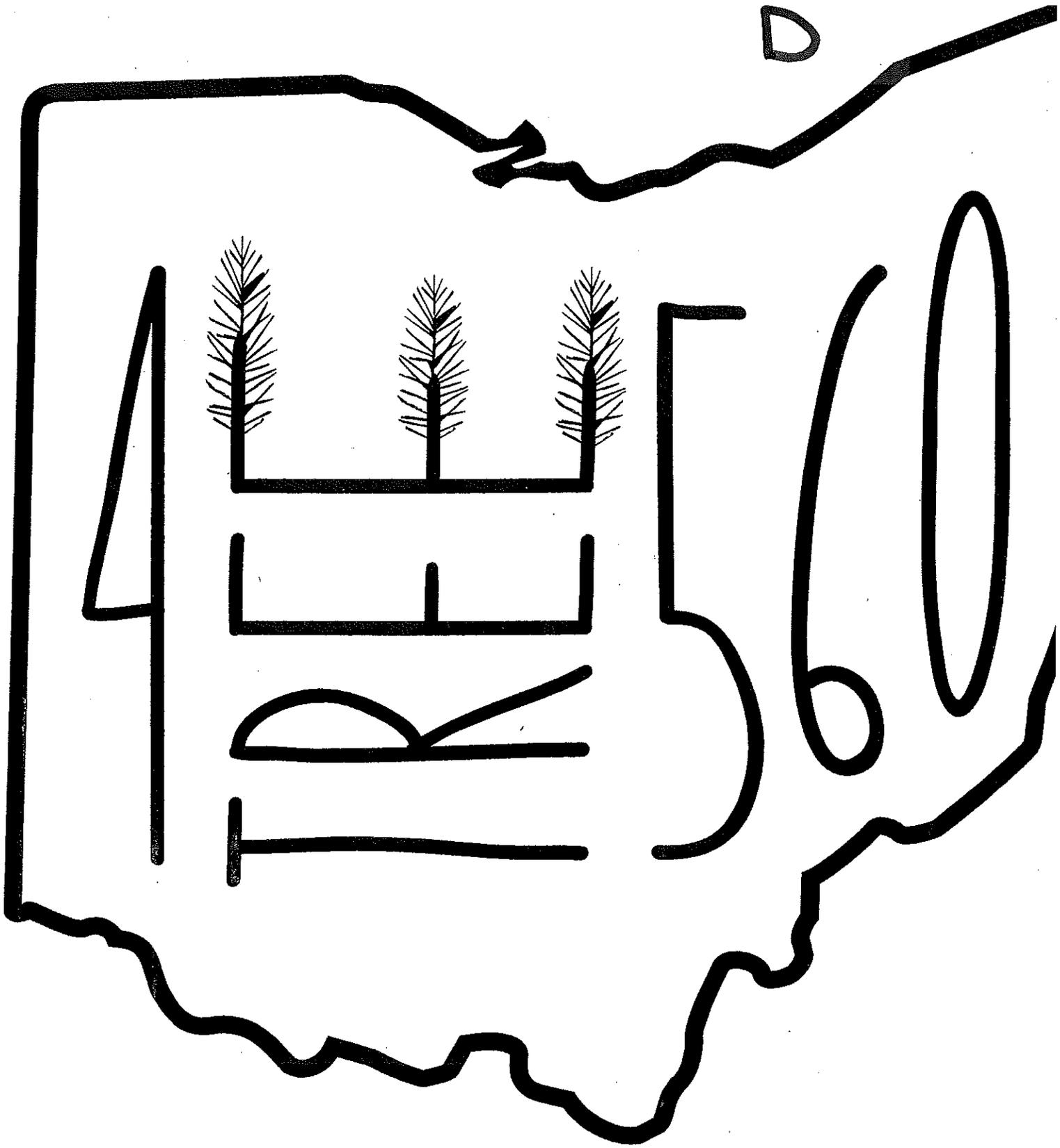
Item 8 – Regulated Sign – app. no. 25-2017 requested by Beau Harvey for Allstate – The Harvey Agency, 4900 N. McCord Road, Unit B3, Sylvania, Ohio 43560. Application is for a wall sign and a window sign. Signs are within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Mr. Arnold moved, Mr. McCann seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission



# CITY OF SYLVANIA 2018 CALENDAR

## PROPOSAL

Create a twelve month calendar showcasing the creative landscape and events of our city through the theme **4(tree)560**. Inspired by our Tree City, we will capture specific images that reflect life in Sylvania and reference the "Tree" theme. We will also add information about the native Trees in Oak Openings.

## TREE CITY FACTS

1. The name of the city of Sylvania comes from Sylvan, the Latin word for "woods or trees."
2. Sylvania has over 7,000 trees including the largest tree, a bur oak on the front lawn of the administration building on 6730 Monroe Street.
3. Sylvania has been designated the national award of "Tree City USA" for over 20 years now and the 47 acre Stranahan Arboretum, located at 4131 Tantara Drive, provides a great tree showcase featuring several different kinds of trees.

## PHOTO DIRECTION

### Places to Photograph with Trees in Scene

- Harroun Park – People walking on path
- Downtown Sylvania – Art Walk
- City Admin Building Tree – Having a picnic
- Pacesetter or Centennial Quarry?
- Olander Park – Person Canoeing or fishing
- Neighborhood – Kids Getting on Bus that says Sylvania Schools
- Lourdes University – Walking to Class with Books/Studying Under Tree
- River Trail or Bike Trail – People biking/Bike Parked Against Tree
- Tree with a Swing or Tree House on Erie

### Tree-Referenced Photos

- Sculptures on Tree Trunks Behind Maplewood Marketplace
- Red Leaves on ground
- Sister Jane Mary's Mosaic with Tree in it – students in photo
- Tree branches with no leaves against sky (fall)
- Cut Out Cookies of Trees (winter)
- Sylvania "Branch" Library
- Historical Village – Christmas Tree or Decoration on Door (winter)

# PROJECTQUOTE

**City of Sylvania – 2018 Calendar**  
Bill Sanford | Economic Development

## SERVICE DESCRIPTION

Brainstorm Initial Concept – (tree)560 Tree City

Art Direction for Calendar Design & Photos

Layout Initial Design for Approval

Photograph Specific Images for Each Month

Input City Events, Content and Waste Calendar

Make Final Changes

Export Production Files

**TOTAL | \$2,500**

The fees listed are meant to only be used as an estimate.

Final fees may vary and are subject to change.

This quote includes 3 rounds of revisions.