

**Sylvania City Council**  
June 20, 2022

**Streets Committee 6:00 p.m.**  
Street Lighting LED Conversion

**Employee & Community Relations Committee 6:30p.m.**  
Public Involvement Mtg-Richard Park Stream Restoration

**ZA-1-2022 Public Hearing 7:00 p.m.**  
5601-5609 W. Alexis Road  
Plan Commission recommended approval. See Agenda Item No. 5.

**7:30 p.m. Council Meeting**  
Agenda

1. Roll call. Mr. Frye, Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Richardson.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of June 6, 2022.
5. Report on ZA-1-2022 Public Hearing.
  - a. Planning Commission's recommendation on application.
  - b. Certificate of Notice.
6. Proposed Ordinance No. 58-2022, Authorizing a Lease between the City of Sylvania and SAJRD for Burnham Park.
7. Harroun Road at Ravine Drive Project.
  - a. Service Director's report on engineering services.
  - b. Proposed Ordinance 59-2022. (Ordinance will be emailed to you prior to meeting.)
8. Proposed Resolution No. 7-2022, A Resolution supporting the establishment of and Endorsement of Representative to the OneOhio Recovery Foundation Region 4 Board.
9. Proposed Resolution No. 8-2022, A Resolution to urge Governor Mike DeWine and the Ohio Department of Transportation (ODOT) to reconsider its decision to end the Route 23 Connect Study.

10. Zoning Ordinance Amendment Petition No. ZA-2-2022, a request from Dave Schmitt, DS Developers, LLC on behalf of Ralph A. Ruetz for a zoning change from R-1, "Single-Family Residential Large Lot District" to R-3 PD "Multiple Dwelling Medium Density District-Planned Development" at 4215 N. McCord Rd., Sylvania, OH. (Council referral to the Planning Commission).
11. Committee reports.
  - a. Street Committee meeting from this date.
  - b. Employee & Community Relations Committee meeting from this date.
12. Committee referrals.

### **INFORMATION**

- A. May 2022 Bank Reconciliation.
- B. Board of Architectural Review minutes from June 15, 2022.
- C. Municipal Planning Commission minutes from June 15, 2022.

Minutes of the Meeting of Council  
June 6, 2022

The Council of the City of Sylvania, Ohio met in regular session on June 6, 2022 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Mark Frye, Marcus Hansen, Doug Haynam, Brian McCann, Patrick Richardson, Mary Westphal; (6) present; Lyndsey Stough, (1) absent.

Roll call:  
Stough absent;  
excused.

Pledge of Allegiance to the United States of America led by Mr. McCann.

Pledge of  
Allegiance.

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

The following items has been added to the agenda:

Item No. 10 – Withdrawn from agenda by applicant.

Mr. Frye moved, Mr. McCann seconded to approve the agenda as amended; roll call vote being: Frye, Hansen, Haynam, McCann, Richardson, Westphal; (6) yeas; (0) nays. The motion carried.

Agenda approval.

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

Mr. Frye presented the May 16, 2022 meeting minutes. Mr. Frye 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 16, 2022 be approved; roll call vote being: Hansen, Haynam, Frye, McCann, Richardson, Westphal, (6) yeas; (0) nays. The motion carried.

Approval of the  
May 16, 2022  
meeting minutes.

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

Service Director’s report on the Maplewood Avenue Reconstruction Change Order No. 2 was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 55 -2022, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to approve Change Order No. 2 to this City’s Agreement with Helms and Sons Excavating, Inc. for the Maplewood Avenue Reconstruction Project for additional work performed; increasing the Contract amount by \$6,576.10; appropriating funds therefore; and declaring an emergency.”; Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 55-2022 as an emergency measure; roll call vote being: Haynam, McCann, Richardson, Westphal, Frye, Hansen: (6) yeas; (0) nays. The motion carried.

Ordinance No.  
55-2022,  
“Authorizing to  
approve CO #2  
with Helms &  
Sons for  
Maplewood  
Reconstruction  
project...”

Minutes of the Meeting of Council  
June 6, 2022

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

Design-Build  
LOI & Public  
Mtg for Richards  
Park Stream  
Restoration  
Project.

Service Director's report on the Design-Build Letter of Interest Solicitation & Public Involvement Meeting Request for Richards Park Stream Restoration Project was placed on file.

Mrs. Westphal moved, Mr. Frye seconded to refer the Richard Park Stream Restoration Project to the Employee & Community Relations Committee meeting and set the Committee Meeting for June 20, 2022 at 6:30 p.m.: roll call vote being: Haynam, McCann, Richardson, Westphal, Frye, Hansen: (6) yeas; (0) nays. The motion carried

Emp/Com  
Relations Com  
Mtg: 6/20/22 @  
6:30 p.m.

Mrs. Westphal moved, Mr. Hansen seconded to authorize to begin the Letter of Interest solicitation process; roll call vote being: McCann, Richardson, Westphal, Frye, Hansen, Haynam: (6) yeas; (0) nays. The motion carried.

Authorization to  
begin LOI  
solicitation-  
Richard Park.

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

Service Director's report on the Harroun Park River Trail Stream Restoration (Phase 2) Design-Build Letters of Interest was placed on file. Mr. Hansen moved, Mr. McCann seconded to authorizing to begin the Letter of Interest solicitation process; roll call vote being: Richardson, Westphal, Frye, Hansen, Haynam, McCann: (6) yeas; (0) nays. The motion carried.

Authorize LOI  
for Harroun Park  
River Trail  
Stream  
Restoration  
(Phase 2) project.

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 56-2022, a written copy of same having been previously furnished to each member of Council, "Providing for the controlling blight and disease of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania; authorizing the Director of Public Service, by and through the proper officers of said City to do said work during the year 2022; establishing one district for said purpose in accordance with the provisions of Section 727.011 of the Revised Code of Ohio; providing for the assessment of the cost and expense thereof upon abutting property; and declaring an emergency"; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 56-2022 as an emergency measure"; roll call vote being: Westphal, Frye, Hansen, Haynam, McCann, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No.  
56-2022,  
"Providing for  
the controlling of  
blight and  
disease...shade  
trees..."

Minutes of the Meeting of Council  
June 6, 2022

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 57-2022, a written copy of same having been previously furnished to each member of Council, "Providing for the construction, maintenance, repair, cleaning and enclosing open drainage ditches located within the Corporate limits of the City of Sylvania; authorizing the Director of Public Service, by and through the proper officers of said City to do said work during the year 2022; establishing one district for said purpose in accordance with the provisions of Section 727.012 of the Revised Code of Ohio; providing for the assessment of the cost and expense thereof upon abutting property; and declaring an emergency"; Mr. McCann moved, Mr. Hansen seconded for passage of Ordinance No. 57-2022 as an emergency measure"; roll call vote being: Westphal, Frye, Hansen, Haynam, McCann, Richardson; (6) yeas; (0) nays. The motion carried.

Ordinance No. 57-2022, "Providing... repair, cleaning ...ditches..."

Mr. Richardson moved, Mr. Frye seconded to set a Streets Committee meeting to discuss the Street Lighting LED Conversion for June 6, 2022 at 6:00 p.m. Roll call vote being: Westphal, Frye, Hansen, Haynam, McCann, Richardson; (6) yeas; (0) nays. The motion carried.

Street Com Mtg 6/20/22 @ 6:00 p.m. – street Lighting LED Conversion.

Mr. Richardson presented and read aloud by title only, proposed Resolution No. 6-2022, a written copy of same having been previously furnished to each member of Council, "Declaring the necessity of lighting the streets in the City of Sylvania, Ohio; determining the manner of providing street lighting and the basis for the property owner's share of the cost and annual assessment; and declaring an emergency"; Mr. Richardson moved, Mr. McCann seconded for passage of Resolution No. 6-2022 as an emergency measure"; roll call vote being: Frye, Hansen, Haynam, McCann, Richardson, Westphal, (6) yeas; (0) nays. The motion carried.

Resolution No. 6-2022, "declaring the necessity of lighting the streets..."

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

Mr. Frye moved, Mr. Hansen seconded to approve the Then and Now Certifications that have been issued from February 14, 2022 through May 10, 2022. Roll call vote being: Hansen, Haynam, McCann, Richardson, Westphal, Frye, (6) yeas; (0) nays. The motion carried.

Then & Now Certifications 2/14/22 – 5/10/22 approval.

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

This agenda item has been removed due to the withdrawal of application by applicant.

Minutes of the Meeting of Council  
June 6, 2022

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:30 p.m. Roll call vote being: Adjournment.  
Frye, Hansen, Haynam, McCann, Westphal, Richardson, (6) yeas; (0) nays.

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Clerk of Council

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Mayor

5a



DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 16, 2022

To: Mayor and Members of City Council

Re: Council Referral – ZA-1-2022  
5601 -5609 West Alexis Road

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of June 15, 2022, Council Referral for review and recommendation, Petition for Zoning Ordinance Amendment, ZA-1-2022, from Hamid Brother, LLC, to change zoning from “M-1”, Light Industrial District to “B-1” Limited Business and Office District, for property located at 5601 – 5609 West Alexis Road, Sylvania, Ohio 43560:

..." Mr. Marciniak moved, Ms. Fischer seconded, to recommend to Council to approve the zoning change as requested. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote."...

Sincerely,

Debra Webb, Secretary  
Municipal Planning Commission

5b



To: Mayor Craig A. Stough and Members of City Council

From: Sharon Bucher, Clerk of Council

**Certificate of Notice**

ZA-1-2022  
 Zoning Change from M-1 to B-1  
 5601 – 5609 West Alexis Rd.  
 Sylvania, Ohio 43560

The undersigned Clerk of Council hereby certifies as follows:

- A. Thirty (30) days of time and place of public hearing was published in the The Blade on May 19, 2022.
- B. Written Notices of Hearing were mailed by first class mail, twenty (20) or more days prior to the scheduled hearing date to all owners of property within, contiguous to, and directly across the street from the subject parcel or parcels, which owners, so notified, are listed as follows:

<u>Owner</u>	<u>Property Address</u>	<u>Owner Address</u>
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See attached List.

Sharon Bucher      5/19/22  
 Clerk of Council                      Date



ZA-1-2022  
 Hamid Brothers LLC  
 5601 - 5609 West Alexis Rd.  
 Sylvania, OH 43560

PARCEL	OWNER	PARCEL ADDRESS	MAILADDRESS	MAILCITY	MAILSTATE	MAILZIP
8282257	HAMID BROTHERS LLC	5601 W ALEXIS RD SYLVANIA OH 43560	8634 PLUM HOLLOW PT	HOLLAND	OH	43528
8282427	PUTMAN JAMES E & SANDRA L ORSURVTC	5567 W ALEXIS RD SYLVANIA OH 43560	3101 SMITH RD	LAMBERTVILLE	MI	48144
8282424	PUTMAN JAMES E & SANDRA L (ORSURVTC)	5533 ROAN RD SYLVANIA OH 43560	3101 SMITH RD	LAMBERTVILLE	MI	48144
8282271	DURA MAGNETICS INC	5530 SCHULTZ DR SYLVANIA OH 43560	5500 SCHULTZ RD	SYLVANIA	OH	43560

6

**ORDINANCE NO. 58 -2022**

**AUTHORIZING LEASE BETWEEN THE CITY OF SYLVANIA, AS LESSOR, AND THE SYLVANIA AREA JOINT RECREATION DISTRICT, AS LESSEE, FOR BURNHAM PARK; DETERMINING SAID CITY OWNED PROPERTY NOT TO BE NEEDED FOR MUNICIPAL PURPOSES DURING THE TERM OF THE PROPOSED LEASE; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO SIGN SUCH A LEASE ON BEHALF OF THE CITY OF SYLVANIA; AND DECLARING AN EMERGENCY.**

WHEREAS, in 2014, the City and the Sylvania Area Joint Recreation District

(“SAJRD”)

entered into a Lease Agreement for the operation and maintenance of Plummer Pool and Burnham Park; and,

WHEREAS, SAJRD was recently awarded a grant ODNR has required that the cancellation provision be revised from the language of the original lease and also that the term of the lease be extended to ensure operation of the park for at least 15 years from the grant award; and,

WHEREAS, Ordinance No. 54-2022, passed May 16, 2022, authorized a Lease between the City of Sylvania and Sylvania Area Joint Recreation District for Burnham Park; and,

WHEREAS, the proposed revised Lease for Plummer Pool only is attached hereto as “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 the Mayor and Director of Finance be, and they hereby are authorized to enter into Lease with SAJRD, in the form and substance of “Exhibit A” attached hereto.

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 the Agreement should be authorized immediately to provide for the continued operation and maintenance of Plummer Pool. 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 on passage as an emergency:                      Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2022, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**REAL PROPERTY LEASE**

**Between**

**CITY OF SYLVANIA**

**and**

**SYLVANIA AREA JOINT RECREATION DISTRICT**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Sylvania, an Ohio municipal corporation, hereinafter referred to as CITY and the Sylvania Area Joint Recreation District, a recreation district duly established under Ohio Revised Code Section 755.14(C), hereinafter referred to as SAJRD.

WTINESSETH:

WHEREAS, the CITY is a municipal corporation and a political subdivision duly organized and existing under the constitution and laws of the State of Ohio and a charter adopted pursuant to such constitution and laws; and,

WHEREAS, SAJRD is a joint recreation district duly established on March 28, 1988 and existing under Section 755.14(C) of the Revised Code of the State of Ohio; and,

WHEREAS, the CITY is the owner of certain real estate located on Maplewood Avenue known as Burnham Park and Plummer Pool.

WHEREAS, the City and SAJRD entered a certain Real Property Lease dated January 28, 2014 for Plummer Pool and Burnham Park ("Original Lease").

WHEREAS, the City and SAJRD have determined that it is in the best interests of the parties to enter two separate leases for Plummer Pool and Burnham Park, so that upon the full execution of the Lease and the Lease for Plummer Pool, the Original Lease shall be considered terminated and of no further force and effect without further documentation.

NOW, THEREFORE, in consideration of the promises set forth herein, and for and on behalf of their successors and assigns, the parties agree that the CITY hereby leases to SAJRD for recreational purposes as hereinafter set forth, the real estate known as Plummer Pool and described on "Exhibit A," for the sum of One Dollar(\$1.00) per year and other valuable consideration, said premises of value at least equal to that amount, on the following terms and conditions:

1. Purpose. Said property is leased to SAJRD to be operated and maintained for use by the general public for swimming and pool recreation.

2. Term. This Lease was in effect for a period of sixty (60) months from January 1, 2014 through December 31, 2018 and one five (5) year extension term was exercised. Thereafter, for 2 successive terms of five (5) years each unless THE CITY, SAJRD or its successor, twelve (12) months prior to the commencement of any said five (5) year terms, shall give to the other written notice of cancellation of this agreement. The written notice to THE CITY shall be addressed and delivered to 6730 Monroe St., Sylvania, Ohio 43560. The written notice to SAJRD shall be addressed and delivered to 7060 Sylvania Avenue, Sylvania, Ohio 43560.

3. Assignment. SAJRD shall not assign this Lease without the prior written consent of the CITY, nor shall SAJRD use or permit the use of said property for other than park and/or pool related recreation purposes as hereinabove stated.

4. Property Taxes. Currently, the property is tax exempt for real property taxes, if any status is changed as a result of SAJRD's operation, SAJRD shall be responsible for payment of real property taxes resulting from its operation.

5. Repairs and Replacements. SAJRD shall be responsible for 100% of repair and/or replacement costs, except that if the cost of repairs or replacements exceed the budgeted repairs and replacements for any fiscal years during the Lease, the City shall reimburse SAJRD for the expenses in any one fiscal year exceeding the sum of \$10,000, with the understanding that the costs of operating and maintaining the pool will be included in a future SAJRD levy. It is SAJRD's intent that the pool's operation and maintenance will be funded by a levy as soon as is practicable.

6. Maintenance. SAJRD will be responsible for all operation, care and maintenance of the property, except snow and ice removal in the parking areas. The CITY will provide for snow and ice removal in the parking areas. SAJRD shall also be responsible for all utility bills and pool maintenance expenses, with the exception that the CITY will provide water at no cost to fill the pool one time at the beginning of the season during the initial term of this Agreement.

7. Security/Life Guards. SAJRD will be responsible for any and all necessary security and/or life guards that may be required as a result of the use of the property for pool recreation.

8. Admission Fees. Any and all admission fees shall be collected and retained by SAJRD. Any additional revenue or fees generated by the improvements to the property shall also be collected and retained by SAJRD.

9. Insurance. SAJRD shall maintain general liability insurance on the property, the minimum limits of which shall be One Million Dollars (\$1,000,000.00) per occurrence, and One Million Dollars (\$1,000,000.00) in the aggregate.

10. Indemnification. SAJRD shall hold the CITY harmless from any and all claims and demands by any person or persons arising from the failure of SAJRD to perform any obligation of this Lease and arising from any occurrence during SAJRD's use of said property. SAJRD shall

maintain the CITY as an additional insured on SAJRD's liability insurance policy for said property provided SAJRD's insurer is agreeable to same.

The CITY shall hold SAJRD harmless from and against any and all claims and demands by any person or persons arising from the failure of the CITY to perform any obligation arising under this Lease Agreement.

11. Non-discrimination. SAJRD agrees that it will refrain from all discriminatory actions based on race, sex or religion in dealing with patrons or employees at the Property.

12. Cancellation. Either party may terminate this Lease upon twelve (12) months written notice to the other party. Notice of cancellation by SAJRD shall be sent to: Clerk of Council, City of Sylvania, 6730 Monroe St., Sylvania, OH 43560/. Notice of cancellation by the City shall be sent to: SAJRD, 7060 Sylvania Avenue, Sylvania, Ohio 43560.

13. Return of Property. SAJRD shall cease the use of the property at the end of the agreed term if not renewed or at the end of the renewal term in as good condition as the property is, reasonable wear, tear and unavoidable casualty excepted. It is agreed that any improvements added or made shall remain with the property.

14. Miscellaneous. This Agreement represents the entire agreement between the parties with respect to the matters set forth herein. This Agreement shall be construed and enforced in accordance with the laws of the State of Ohio. This Agreement may be executed in one complete copy hereof.

During the existence of this agreement or any renewal or extension thereof, CITY shall not assign or otherwise dispose of its interest in this agreement or its real estate described on Exhibit A without the written consent of SAJRD or any successor in interest to SAJRD.

15. Resolutions and Ordinances. The City has authorized this Agreement and the signing thereof by Ordinance No. \_\_\_\_\_, passed \_\_\_\_\_ by the Council of the City of Sylvania. SAJRD has authorized this Agreement and the signing thereof by Resolution \_\_\_\_\_ adopted \_\_\_\_\_.



**EXHIBIT A**

The Property referred to in this Lease as Plummer Pool shall consist of the existing pool house and all of the area within the existing fence surrounding the pool.



7a



DEPARTMENT OF PUBLIC SERVICE  
KEVIN G. ALLER, PE DIRECTOR

June 20, 2022

To: The Mayor and Members of Sylvania City Council

Re: **Professional Engineering Services Proposal  
LUC-TR 77-0.54 (PID 116375)**

Dear Mr. Mayor and Council Members:

At the March 21, 2022 meeting City Council authorized the Service Department to request Letters of Interest (LOI's) from consultants to provide engineering services for the design of recommended safety and congestion mitigation measures on Harroun Road by installing a traffic signal and added turning lanes at a realigned intersection of Flower Hospital's main entrance with Ravine Drive.

During the solicitation we received LOI's from two (2) engineering consultants. The Service Department reviewed, scored, and ranked the LOI's and selected DGL Consulting Engineers, LLC as the most highly qualified consultant for this project. Subsequently, the Service Department entered into scope of services and fee negotiations with DGL.

We have completed those negotiations and DGL has prepared a proposal in the amount of \$89,994 to complete the requested scope of services. Their scope of services include survey, preparation of construction plans and right-of-way plans, and geotechnical engineering by TTL Associates. The Service Department will return to City Council to request additional proposal approvals for right-of-way acquisition services once the right-of-way needs on the project are more defined.

This is a Local Public Agency (LPA) project with the Ohio Department of Transportation (ODOT). As such the Service Department has coordinated the scope of services and fee proposal with ODOT District 2 and both entities are ready to move forward and commence engineering design. This is an appropriated item in the 2022 budget, fund 223-7611-53503. We would recommend approval of the proposal in the amount of \$89,994 with DGL Consulting Engineers. Please call with any questions.

Sincerely,

Kevin G. Aller, P.E.  
Director of Public Service



PROVIDING  
CIVIL ENGINEERING  
SOLUTIONS SINCE 1926

TRANSPORTATION

TRAFFIC/SAFETY

FACILITY/SITE  
DEVELOPMENT

SURVEY

CONSTRUCTION  
SERVICES

June 16, 2022

Joe Shaw, PE, PS  
Deputy Director - Dept of Public Service  
City of Sylvania  
6730 Monroe Street  
Sylvania, OH 43560

Re: PID 116375 LUC-TR77-0.54

Dear Mr. Shaw:

Attached is DGL's fee proposal for engineering services. The project is located at Harroun Road at Ravine Drive. The project includes roadway widening on Ravine Drive, a relocated drive on the Flower Hospital property, removal of the existing Flower Hospital drive and a traffic signal. Detailed Scope Information can be found within the attached document.

Once again, thank you for the opportunity to serve you. We look forward to continuing our relationship with you. Please contact me directly should you have any questions related to the material included herein.

Sincerely,  
**DGL Consulting Engineers, LLC**

A handwritten signature in blue ink that reads 'Amy Zimmerman'.

Amy L. Zimmerman, PE  
Senior Transportation Engineer  
T: 419.535.1015 Ext. 209 | C: 419.283.4643 | E: [azimmerman@dgl-ltd.com](mailto:azimmerman@dgl-ltd.com)

209-22199

3455 Briarfield Blvd  
Suite E  
Maumee, OH 43537  
419.535.1015

128 N Fulton Street  
Wauseon, OH 43567  
419.330.1360

545 Metro Place South  
Suite 100  
Dublin, OH 43017  
614.356.7150

[dgl-ltd.com](http://dgl-ltd.com)

## An Agreement for the Provision of Limited Professional Services

<b>Design Professional</b> DGL Consulting Engineers, LLC 3455 Briarfield Blvd., Suite E Maumee, Ohio 43537	<b>Client</b> City of Sylvania 6730 Monroe Street Sylvania, Ohio 43560												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Project Name</b> LUC-TR77-0.54</td> <td style="width: 40%;"><b>Project No.</b> 209-22199</td> </tr> </table>		<b>Project Name</b> LUC-TR77-0.54	<b>Project No.</b> 209-22199										
<b>Project Name</b> LUC-TR77-0.54	<b>Project No.</b> 209-22199												
<b>Location</b> Harroun Road and Ravine Drive, Sylvania, Ohio													
<b>Scope of Services</b> See fee proposal spreadsheet													
<b>Fee Arrangement</b> See fee proposal spreadsheet for additional information													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Survey</td> <td style="width: 30%; text-align: right;">\$12,522</td> </tr> <tr> <td>Stage 2 &amp; Right of Way Plans</td> <td style="text-align: right;">\$48,365</td> </tr> <tr> <td>Final Design</td> <td style="text-align: right;">\$15,490</td> </tr> <tr> <td>Pre-Bid Activities</td> <td style="text-align: right;">\$2,578</td> </tr> <tr> <td>Geotechnical Services</td> <td style="text-align: right;">\$11,039</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$89,994.00</b></td> </tr> </table>		Survey	\$12,522	Stage 2 & Right of Way Plans	\$48,365	Final Design	\$15,490	Pre-Bid Activities	\$2,578	Geotechnical Services	\$11,039	<b>Total</b>	<b>\$89,994.00</b>
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Final Design	\$15,490												
Pre-Bid Activities	\$2,578												
Geotechnical Services	\$11,039												
<b>Total</b>	<b>\$89,994.00</b>												
<b>Retainer Amounts</b> \$00.00 due with signed contract.													
<b>Special Conditions</b>													
Accepted by: Client													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Signature</b></td> <td style="width: 50%;"><b>Date</b></td> </tr> </table>		<b>Signature</b>	<b>Date</b>										
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Printed Name / Title <i>Signature indicates the authority to bind the company to the terms herein</i>													
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<b>Signature</b>	<b>Date</b>												
Printed Name / Title <i>Signature indicates the authority to bind the company to the terms herein</i>													

**The Terms and Conditions at the end of this price proposal are part of this Agreement**

## Scope of Services

### Background

DGL understands that the City of Sylvania is planning improvements at the Harroun Rd. and Ravine Drive intersection including the relocation of the Flower Hospital main entrance. Harroun Rd. provides access to ProMedica Flower Hospital. Traffic is especially heavy during shift changes which has led to crash issues at the Harroun Rd. & Ravine Drive intersection and the existing Harroun Rd. & Hospital Drive intersection. These two intersections are approximately 350' apart. Realignment of Hospital Dr. to Ravine Dr. provides one common intersection. A signal at this upgraded intersection will be provided. Ravine Drive will also be widened for the addition of a left turn lane and aligning this lane with the left turn out of the new Flower Hospital main entrance. Harroun Rd. will be resurfaced throughout the project limits to allow for restriping.

### Scope of Work

#### Preliminary/Stage 2 Design

Upon authorization, DGL will perform a field survey to identify all existing topography, centerline controls, right of way limits and existing utility locations. Early communication with the utility companies within the project limits will be one of the first tasks. DGL is aware of how this is vital to a successful project. Geotechnical services will be performed by TTL Associates. Plan development will follow the ODOT plan development process. All roadway, signal and traffic control design will adhere to ODOT standards and guidelines. A construction cost estimate will be prepared and submitted along with the Stage 2 plans.

#### Final Design and Right of Way Plans

Upon approval of the Stage 2 design, construction limits will be finalized and right of way plan development will begin. DGL will finalize design and prepare construction documents following all ODOT specifications for advertisement and bidding purposes. The plan set will include subsummaries and a general summary of all the biddable items. DGL will assist with bid book and advertising of the project. A review of all bids and a recommendation letter will be provided by DGL.

### Additional Services

Additionally, on our team and whose services have been deferred until a preferred alternative is selected for detailed design are: West Erie Realty Solutions, Ltd. for ROW Acquisition Services. A separate proposal for their services will be submitted to the City for consideration at the appropriate time in the project timeline.

8

**RESOLUTION NO. 7 2022**

**A RESOLUTION SUPPORTING THE ESTABLISHMENT OF AND ENDORSEMENT OF REPRESENTATIVE TO THE ONEOHIO RECOVERY FOUNDATION REGION 4 BOARD; AND DECLARING AN EMERGENCY.**

WHEREAS, in March 2020, the State of Ohio and local governments throughout the State banded together to create The OneOhio Memorandum of Understanding (MOU), a one-of-a-kind in the Nation, agreement giving Ohio’s Local Governments (counties, townships, cities and villages) a direct role in directing Opioid Funds to implement strategies for community recovery from the opioid crisis;

WHEREAS, the OneOhio MOU establishes a mechanism to disburse settlement proceeds from opioid litigation into Ohio’s communities to help abate the opioid crisis through investment in programs that address prevention, treatment, recovery, public awareness, criminal justice and other crucial services;

WHEREAS, a component of The OneOhio MOU establishes a statewide foundation (OneOhio Recovery Foundation) and regional boards to distribute portions of settlement funds;

WHEREAS, the geographic boundaries of Lucas County are designated as Region 4 of the OneOhio Recovery Foundation; and

WHEREAS, as a region, Lucas County (Region 4) is to establish a regional board to designate recipients of regional foundation allocations and to appoint a representative to the statewide OneOhio Recovery Foundation.

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

**SECTION 1.** Sylvania City Council supports the establishment of the OneOhio Recovery Foundation Region 4 Board with the following representation:

Three representatives from the Board of County Commissioners;  
Two representatives from the City of Toledo;  
One representative appointed by a simple majority of the municipalities of Lucas County, excluding any municipality that already has a seat;  
One representative appointed by a simple majority of the townships of Lucas County, excluding any township that already has a seat.

SECTION 2. That the Council of the City of Sylvania endorses April L. Demers to serve as the Suburban Municipal Representative on the OneOhio Recovery Foundation Region 4 Board.

SECTION 3. 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 4. 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 5. 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 reason that the appointment to the OneOhio Recovery Foundation Region 4 Board should be made immediately to provide for all of the seats of the Board to be filled. Provided this Resolution 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.

Passed, \_\_\_\_\_, 2022, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

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

RESOLUTION NO.  8  -2022

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SYLVANIA  
URGING GOVERNOR MIKE DEWINE AND THE OHIO DEPARTMENT  
OF TRANSPORTATION ("ODOT") TO RECONSIDER ITS DECISION  
TO END THE ROUTE 23 CONNECT STUDY; AND DECLARING AN  
EMERGENCY.**

WHEREAS, leaders in our region were encouraged when ODOT announced in 2021 that it would conduct the Route 23 Connect Study to determine the feasibility of a free-flowing connection between the Toledo and Columbus regions; and,

WHEREAS, this project is a priority for our regional partner organizations, and we are disappointed in the decision of ODOT to end the study more than a year early without plans for a long-term solution for improved travel on this corridor; and,

WHEREAS, a free-flowing connection between northwest Ohio and Columbus would allow our businesses to benefit from economic development occurring in central Ohio; and,

WHEREAS, improvements to this route will also support the northwest Ohio's economy by providing central Ohio businesses and consumers with better access to markets in northwest Ohio and beyond, and ease of travel to our recreation and tourism experiences; and,

WHEREAS, this corridor is the only connection linking an Ohio metro city with Columbus that requires travelers to go through 38 stoplights between Waldo and the I-270 beltway around Columbus; and,

WHEREAS, research shows that over the next 20 years central Ohio is expected to grow by more than a million households and a million jobs, and options to improve safety and travel times on this corridor will only become more limited with this growth; and,

WHEREAS, the planned opening of the Gordie Howe International Bridge in 2024 will create economic opportunities for Ohio, and plans are needed to improve this route to avoid interrupting the flow of commerce and exports between Ohio and Canada; and,

WHEREAS, this route is an important component of the anticipated extension of the I-73/I-74/I-75 corridor, and increasing congestion will impeded the movement of travelers and goods between Ohio and the southeastern United States.

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

SECTION 1. That northwest Ohio and the State of Ohio would benefit from a free-flowing connection to Columbus, and the Council of the City of Sylvania urges ODOT to reconsider its decision to end the Route 23 Connect Study and work with our regional leaders to identify a long-term solution.

SECTION 2. That the Clerk of Council be, and she hereby is, directed to forward a certified copy of this Resolution to Ohio Governor Mike DeWine, the Director of ODOT, and our community's state senators and representatives.

SECTION 3. 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 4. 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 5. 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 . Provided this Resolution 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 this Charter.

Vote on passage as an emergency: Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed \_\_\_\_\_, 2022, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

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

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

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



PETITION FOR ZONING ORDINANCE AMENDMENT

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

Application No. ZA-2-2022  
Date 6/10/22

Petitioner Name(s): Dave Schmitt, DS Developers, LLC RALPH A. ROETZ

Petitioner Address: 5135 South Main Street, Sylvania, OH 43560

Email: schmit7605@aol.com Telephone: (419) 885-7676

Location of property for which zoning amendment is requested:  
4215 N. McCord Road, Parcel No. 8205207

Purpose of amendment request: Construction of an 18 unit residential development

Current Zoning: R-1 Requested Zoning: R-3 ~~R-4 PD~~  
*Per Greg Fuller for Ralph A. Roetz*  
*Thomas E. [Signature]*  
*City of Sylvania Zoning Administrator*

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: Ralph A. Roetz

Date referred by Council: 6/20/22

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

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

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

For Office Use Only

Date: 6/9/22 Check #: 1034 Cash: \_\_\_\_\_ Fee: \$ 100.00

## Burns, Tim

---

**From:** Greg Feller <GFeller@fellerfinch.com>  
**Sent:** Tuesday, June 14, 2022 4:09 PM  
**To:** Burns, Tim  
**Subject:** RE: McCord Road  
**Attachments:** Deed Legal.docx

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Tim,

You are correct, we did talk about doing it as an R-3 PUD. That was my intent but I think I accidentally thought R-4. Can I resubmit a revised plan and stay on the next meeting agenda or do we need to start over?

The Word document of the legal is attached.



Greg Feller, P.E., CPESC  
President  
Feller, Finch & Associates, Inc.  
dba: ESA Engineers, Surveyors & Associates, LLC  
419-893-3680 ext. 107 (Maumee)  
615-732-6229 (Nashville)  
Cell: 419-265-2002  
[www.fellerfinch.com](http://www.fellerfinch.com)

**From:** Burns, Tim <TBurns@cityofsylvania.com>  
**Sent:** Monday, June 13, 2022 12:17 PM  
**To:** Greg Feller <GFeller@fellerfinch.com>  
**Subject:** RE: McCord Road

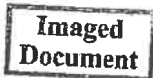
Greg,

Regarding the application. We noticed the application is requesting R-4 PUD. When we met and reviewed this, it was suggested this be submitted as R-3 PUD. It appeared at the time the PUD would function the same but eliminated the Spot Zoning of the R-4 Classification. There is R-3 adjacent.

Please let me know how you wish to proceed.

Sincerely,

Timothy S. Burns  
Zoning Administrator – City of Sylvania



PROBATE COURT OF LUCAS COUNTY, OHIO  
JACK R. PUFFENBERGER

ESTATE OF ROSEMARY ALICE RUETZ DECEASED  
Case No. 2010EST0176

CERTIFICATE OF TRANSFER  
NO. 1

[R.C. 2113.55]

[Check one of the following]

- Decedent died intestate.
- Decedent died testate.

20100902-0036020  
Pages: 2 Fee: \$28.00  
09/02/2010 04:30:45 PM  
T2010026904  
Jeanine Perry  
Lucas County Recorder DEED

FILED  
LUCAS CO. PROBATE COURT  
JACK R. PUFFENBERGER, CLERK  
2010 AUG 26 P 2:21

Decedent died on December 12, 2009 owning the real property described in this certificate. The persons to whom such real property passed by devise, descent or election are as follows:

Name	Residence Address	Transferee's share of decedent's interest
Ralph A. Ruetz	4215 McCord Road Sylvania, OH 43560	Full

09/02/2010  
- TRANSFERRED BY: DLW \$0.50  
IN COMPLIANCE WITH SEC 319.202 R.C.  
ANITA LOPEZ, AUDITOR  
LUCAS COUNTY, OHIO  
- FEE: \$0.00 EX. X MULTI:  
- PARCEL: 82-0520Z COUNT: 1  
TRANS. #: 10-204587

[Complete if applicable] The real property described in this certificate is subject to a charge of \$ 0.00 in favor of decedent's surviving spouse \_\_\_\_\_ in respect of the unpaid balance of the specific monetary share which is part of the surviving spouse's total intestate share.

FORM 12.1 – CERTIFICATE OF TRANSFER

Imaged Document

Case No. 2010EST0176

The legal description of decedent's interest in the real property subject to this certificate is [use extra sheets, if necessary].

One-half (1-2) undivided interest in:  
The south two (2) acres of the North Twenty-two (22) acres of the East One-half (1-2) of the East One-half (1-2) of the Southeast quarter (1-4) of Section Sixteen (16), Town Nine (9) South, Range six (6) East, in the City of Sylvania, Lucas County, Ohio, excepting therefrom the west 20' of the east 50'. Subject to legal highways.  
Also known as 4215 McCord, Sylvania, Ohio

CLARK Box

Prior Instrument Reference: Recorder's File No. 20060411-0022179  
Parcel No: 82--05207

ISSUANCE

This Certificate of Transfer is issued this 26<sup>th</sup> day of August 2010  
Jack R. Puffenberger (Pt)  
Judge JACK R. PUFFENBERGER JOURNALIZED

AUTHENTICATION

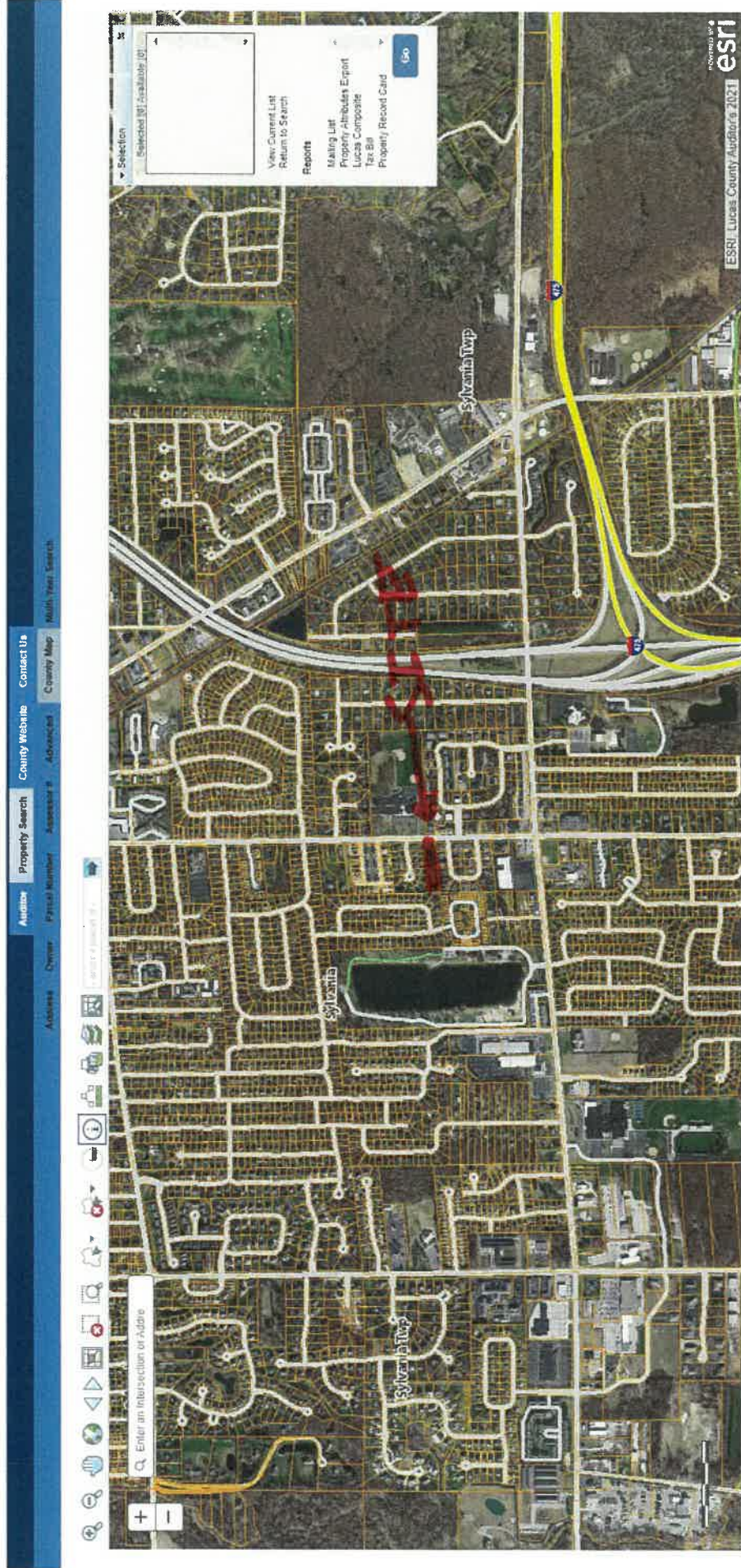
I certify that this document is a true copy of the original Certificate of Transfer No. 1 issued on August 26, 2010 and kept by me as custodian of the official records of this Court  
Date August 26, 2010  
AUG 26 2010  
Jack R. Puffenberger  
Judge JACK R. PUFFENBERGER

ORIGINAL ISSUE

By: [Signature]  
Deputy Clerk

AUG 26 2010  
Page 2 of 2

FORM 12.1 CERTIFICATE OF TRANSFER  
Puritas Springs Software



Location Map

# PRELIMINARY PD PLAN OF *Olander Village* CITY OF SYLVANIA, LUCAS COUNTY, OHIO



NORTH  
SCALE: 1" = 40'

**SITE ANALYSIS**

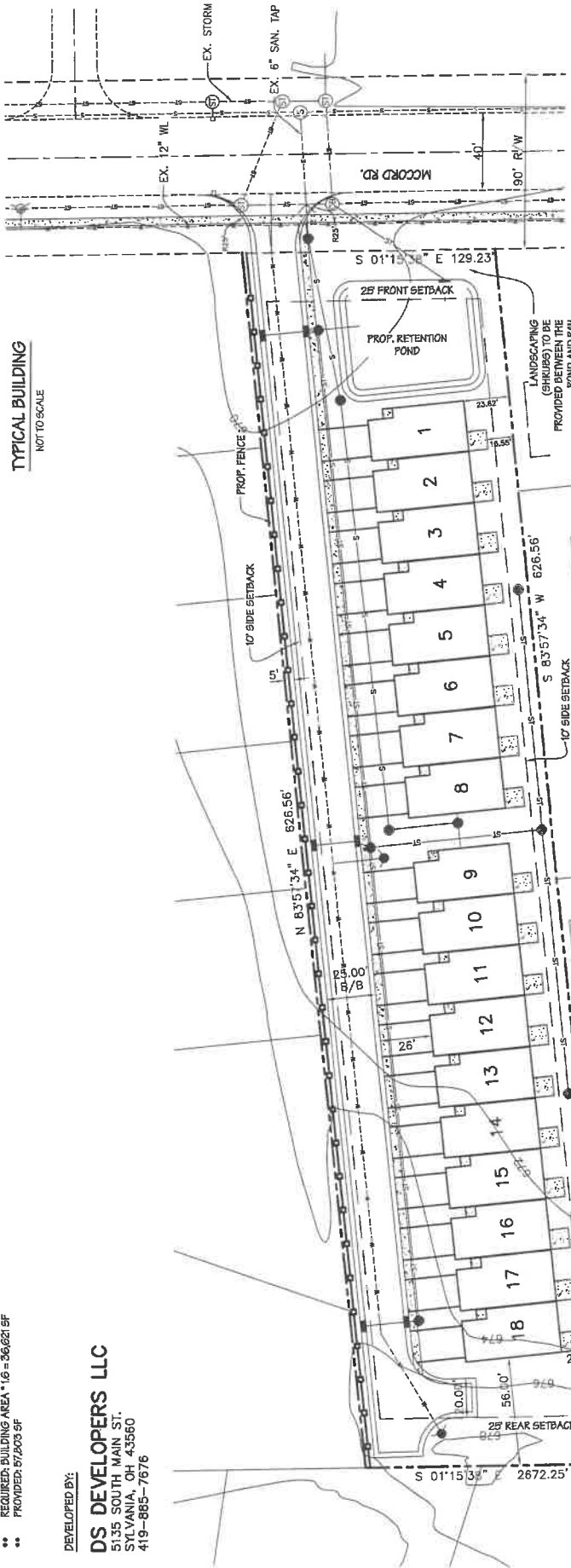
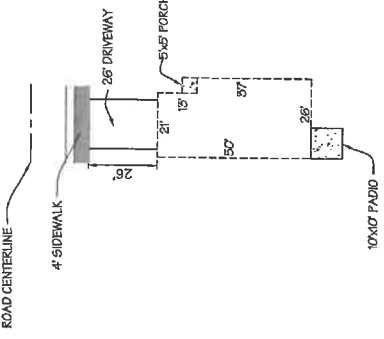
- PARCEL: 5206207
- EX. ZONING: R-4
- EX. ZONING: R-4 PD
- FRONT SETBACK: 25'
- REAR SETBACK: 25'
- SIDE SETBACK: 10'
- PROPOSED DENSITY: 9.73 UNITS/AC
- ALLOWABLE DENSITY: 15 UNITS/AC
- PAVEMENT AREA: 22,898 SF
- PAVEMENT AREA (VEHICULAR PARKING AND MOVEMENT SPACE): 25,294 SF
- REQUIRED BUILDING AREA: 17,166 SF
- PROVIDED: 33,303 SF
- OPEN SPACE
- PROVIDED: 33,303 SF
- REQUIRED BUILDING AREA: 16 = 36,621 SF
- PROVIDED: 57,203 SF

**DEVELOPED BY:**

**DS DEVELOPERS LLC**  
5135 SOUTH MAIN ST.  
SYLVANIA, OH 43560  
419-865-7676

**LEGAL DESCRIPTION**  
A PARCEL OF LAND BEING PART OF THE SOUTH 2 ACRES OF THE NORTH 22 ACRES OF THE EAST 1/2 OF THE EAST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 16.

**TYPICAL BUILDING**  
NOT TO SCALE



PREPARED BY:  
**GREG FELLER, PE 69055**

**FellerFinch**  
S ASSOCIATES, INC.  
P/Engineer S/Supervisor

1883 Woodlands Drive, Mansfield, Ohio 44877  
Phone: (419) 852-3660  
Fax: (419) 852-2962  
www.fellerfinch.com

PROJECT No.: 1029516 DWG. 10-0618/0002 DATE: 5-18-22

**City of Sylvania**  
Bank Reconciliation  
May 2022

**A**

Ending balance for April 2022	37,393,837.75
Add: Monthly Receipts	<u>2,750,219.90</u>
Subtotal	\$ 40,144,057.65
Less: Monthly Disbursements	<u>2,112,217.85</u>
Ending balance for May 2022	\$ 38,031,839.80

Less:

CD Metamora Bank	\$ (2,209,253.18)
Star Ohio	(82,481.01)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
5/3rd Securities	(10,263,710.11)
SJS Account	(5,882,789.22)
UBS Financial	(10,517,223.89)
Premier Bank (CD)	(2,112,245.16)
Key Bank (CD)	-
Sylvania Township Bonds	(80,000.00)
	\$ 6,849,221.19

Payroll - Cadet Pension	170.63
Gas Tax double posting error	(81,133.44)
EJ202206003	(85,931.94)
Bank Error from NSF 4/14/22	25.42

(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

Petty Cash Balance \$ 2,050.00

**BANK BALANCE**

EOM 5/3rd Bank Balance	\$ 6,681,054.31
Deposit in Transit:	
Income Tax	752.76
General Deposit	11,531.82

Subtotal \$ 6,693,338.89

Less: Outstanding Checks (2) 10,987.03

Adjusted Bank Balance \$ 6,682,351.86

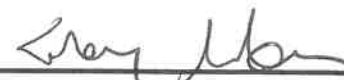
(2)  
April Outstanding Checks \$ 485,767.73

Checks written this month 405,806.22

Subtotal \$ 891,573.95

Checks Cleared this month (880,586.92)

May Outstanding Checks \$ 10,987.03



Toby Schroyer  
Director of Finance, City of Sylvania

Board of Architectural Review

Minutes of the regular meeting of June 15, 2022. Ms. Fischer called the meeting to order.

Members present: Mayor Craig Stough, Carol Lindhuber, Ken Marciniak and Kate Fischer (4) present. Jeff Schaaf, excused. Zoning Administrator, Timothy Burns also present.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the Minutes of the May 11, 2022, meeting as submitted. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Regulated Sign– app. no. 9-2022 requested by Tracy Loo for 21 West, 5834 Monroe Street, Sylvania, Ohio 43560. Application is for a new wall sign.

Ms. Loo was present and said that the new sign was being installed as 21 West is changing locations.

Sign is within the limits of the Sylvania Sign Code.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Regulated Sign – app. no. 10-2022 requested by Angela Christensen for Angela’s Angels, 5774 Main Street, Sylvania, Ohio 43560. Application is a new area identification sign.

Ms. Christensen was present and said that they are replacing an existing sign.

Mr. Burns added that the sign would be on stilts, which is fitting with the residential area; and that the sign across the street at the Historical Village is also on stilts.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 5 – Building Review – app. no. 11-2022 requested by Angela Christensen for Angela’s Angels, 5774 Main Street, Sylvania, Ohio 43560. Application is for a renovation to the front elevation to include moving and replacing and existing door and to replace the existing concrete steps with wood deck and railing.

Ms. Christensen was present and stated the wood and railing used on the addition will match the existing ramp and railing.

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve the design shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.



**Board of Architectural Review**  
**Minutes of June 15, 2022**  
**Page 2**

Item 6 – Building Review– app. no. 12-2022 requested by Kristie Stanfield of Champlin Architecture for Dental Excellence, 5660 Monroe Street, Sylvania, Ohio 43560. Application is for exterior renovations to the building.

Ms. Stanfield was present and said that the exterior renovations were to convert the current retail space into a dental office.

Mr. Marciniak asked what type of materials would be used.

Ms. Stanfield said that composite wood and stucco wood be used, and that canopy elements are metal.

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve the design shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 7 – Regulated Sign – app. no. 13-2022 requested by Kristie Stanfield for Champlin Architecture, 5660 Monroe Street, Sylvania, Ohio 43560. Mr. Burns stated that the applicant had not submitted all of the items needed for the application and that further information that was requested had not been received; and that per request of the applicant, the item should be removed from the agenda.

Item 8 – Regulated Sign – app. no. 14-2022 requested by Robert Hall or Toledo Sign for American Family Insurance, 6387 Monroe Street, Sylvania, Ohio 43560. Application is a new wall sign.

Mr. Hall was present and said that the sign would be a standard channel letter sign.

Sign is within the limits of the Sylvania Sign Code.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 9 – Regulated Sign – app. no. 15-2022 requested by Karrie Brock of Fast Signs for Sylvania Area Family Services, 5459 W. Alexis Road, Sylvania, Ohio 43560. Application is for a replacement directional sign.

Sign is within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

**Board of Architectural Review**  
**Minutes of June 15, 2022**  
**Page 3**

Item 10 – Regulated Sign – app. no. 16-2022 requested by Matt Uhl of Reason Sign Co. for Affordable Dentures & Implants, 6411 River Crossings, Sylvania, Ohio 43560. Application is for a replacement wall sign.

Mr. Rich Kwapich was present.

Mr. Kwapich stated that they the application is for two new signs and that they are updating the logo. And that the one that will face the Alexis side of the building, which will be lit; and one that faces the parking lot, which will be unlit.

Mr. Burns stated that he did not realize that the application was for two wall signs. He added that only one wall sign is allowed per code.

Mr. Kwapich said that the application was for replacement signs for signs that were already in place.

Mr. Marciniak said that there was no drawing in the packet for the Monroe side (parking lot side) of the building.

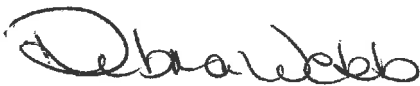
Mr. Burns stated that he did not realize that the application was for two wall signs. He added that only one wall sign is allowed per code.

After further discussion, Mr. Burns recommended that the board approve the design of the signs, subject to zoning regulations. He said that further investigation would take place to determine if they had been given approval previously for the second sign.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the sign designs shown in the drawing submitted with the application, and that the approval would be subject to the signs meeting the zoning code. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Ms. Lindhuber moved, Mr. Marciniak seconded, to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission

C

Sylvania Municipal Planning Commission

Minutes of the regular meeting of June 15, 2022. Ms. Fischer called the meeting to order.

Members present: Mayor Craig Stough, Carol Lindhuber, Ken Marciniak and Kate Fischer (4) present. Jeff Schaaf, excused. Zoning Administrator, Timothy Burns also present.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the Minutes of the May 11, 2022, meeting as submitted. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Council Referral – for review and recommendation, Petition for Zoning Ordinance Amendment, ZA-1-2022, from Hamid Brother, LLC, to change zoning from “M-1”, Light Industrial District to “B-1” Limited Business and Office District, for property located at 5601 – 5609 West Alexis Road, Sylvania, Ohio 43560.

Mr. Shahzad Hamid was present and stated the change of zoning is being requested to allow for a tattoo shop and a retail type store to be located in the building.

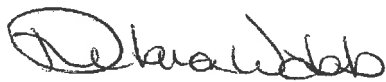
Mayor Stough added that the M-1 zoning would be preserved in the south.

Mr. Burns stated that the zoning requested would be closer to the zoning in the surrounding areas.

Discussion took place amongst the members and Mr. Marciniak moved, Ms. Fischer seconded, to recommend to Council to approve the zoning change as requested. Vote being: Stough, Lindhuber, Marciniak and Fischer (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Ms. Lindhuber moved, Mr. Marciniak seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission