

## Board of Architectural Review

Minutes of the regular meeting of April 10, 2024. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf. (5) present

Ms. Lindhuber moved, Ms. Fischer seconded to approve the Minutes of the March 13, 2024 meeting as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Building Review – app. no. 18-2024 requested by Dave Serra of the Collaborative for Sylvania Schools – Northview High School, 5403 Silica Drive, Sylvania, Ohio 43560. Application is for an addition to an existing restroom facility to house concession sales.

Mr. Christopher Jarrell of the Collaborative was present.

Ms. Lindhuber moved, Ms. Fischer seconded, to approve the design shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 – Regulated Sign– app. no. 19-2024 requested by Karrie Brock of Fast Signs for Kidsville Childcare & Learning Center, 5227 Main Street, Sylvania, Ohio 43560. Application is for new monument sign.

Mr. Burns said that the sign is a replacement sign and that it would be internally lit.

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, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 20-2024 requested by Jeff Seemann for Athletic Republic, 5829 Monroe Street, Sylvania, Ohio 43560. Application is for new wall sign and a new pylon sign.

Mr. Seemann was present.

Signs are within the limits of the Sylvania Sign Code.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 6 – Regulated Sign – app. no. 21-2024 requested by Matthew C. Van Koughnet of Sign Pro of

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Toledo for Meyers Pet Salon, 5646 Summit Street, Sylvania, Ohio 43560. Application is for a replacement monument sign.

Sign is within the limits of the Sylvania Sign Code.

Mr. Marciniak moved, Ms. Fischer seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 7 – Regulated Sign – app. no. 24-2024 requested by Debra Bodell of Glass City Signs for First Christian Church, 5271 W. Alexis Road, Sylvania, Ohio 43560. Application is for replacement monument sign.

Ms. Bodell was present and said that they have spoken with the neighbors about the lighting on the sign and that they have agreed that the sign will be dimmed at 9pm, will go off at 11pm, and will have an 8 second delay.

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 inclusive of the lighting restrictions of the sign as discussed at the meeting (dimmed at 9pm and off at 11pm, with an 8 second delay). Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 8 – Building Review – app. no. 16-2024 requested by Nick Myers for Highland Meadows Golf Club, 7455 Erie Street, Sylvania, Ohio 43560. Application is for an addition to an existing cart storage building.

Mr. Meyers was present.

The material and color of the addition will match the existing building.

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve the design shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Mayor Stough stated that the remaining two items on the agenda were applications for Sheetz Incorporated, for a service station and fast food store. He said that he met with the applicant and the City's Service Director last week and that they agreed to delay action on this until the Service Department receives traffic information and that there is more resolution of the site plan

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in regards to the curb cuts. He added that he wants the Planning Commission to have more time to review the site plan once they have it, and also time to consider the appearance of the buildings and the signage that goes along with it. He then recommended that the items be pushed as he agreed to with the applicants at the meeting in his office last week.

The Mayor then addressed the representatives that were present for the applications and explained to them that City Council the Planning Commission to study this well. He said that the Planning Commission doesn't even have a final site plan yet, and that he understands that the site plan is still in contention and that the Planning Commission will need more information on what is being done on the site before acting on it. He added that he thought that he made it clear in the meeting last week, that there would not be any action tonight, and he apologized to them for having wasted their time by coming to the meeting.

Item 9 – Building Review – app. no. 22-2024 requested by David Bruckelmeyer for Sheetz, 5855 Monroe Street, Sylvania, Ohio 43560. Application is for construction of a new fuel station and canopy.

Ms. Fischer moved, Ms. Lindhuber seconded, to table the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 10 – Regulated Sign – app. no. 23-2024 requested by David Bruckelmeyer for Sheetz, 5855 Monroe Street, Sylvania, Ohio 43560. Application is for a new monument sign and two new wall signs.

Ms. Fischer moved, Ms. Lindhuber seconded, to table the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,

Timothy Burns, Acting Secretary  
Municipal Planning Commission

## Sylvania Municipal Planning Commission

Minutes of the regular meeting of April 10, 2024. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf. (5) present.

Ms. Lindhuber moved, Mr. Marciniak seconded to approve the Minutes of the March 13, 2024 meeting as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Council Referral – Petition for Zoning Ordinance Amendment SUP#2-2024 – requested by David Bruckelmeyer for Sheetz, located at 5855 Monroe Street, Sylvania, Ohio 43560, for construction of an approximately 6,239 square foot convenience store and 8 island gas station with canopy.

Ms. Lindhuber moved, Ms. Fischer seconded to table the item until next month. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 – Council Referral – Petition for Zoning Ordinance Amendment SUP#1-2024 – requested by Nick Myers for Highland Meadows Golf Club, located at 7455 Erie Street, Sylvania, Ohio 43560, for construction of an addition to an existing storage building.

Mr. Meyers was present.

Mr. Burns explained that the application for the amendment is procedural in making any changes on the property due to its Special Use Permit status.

Mayor Stough stated that the request is appropriate and that it is in the middle of the property and will not be visible.

Mr. Marciniak moved, Ms. Fischer seconded to recommend to City Council to approve the amendment as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,

Timothy Burns, Acting Secretary  
Municipal Planning Commission