

Board of Architectural Review

Minutes of the regular meeting of May 14, 2025. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber and Jeff Schaaf. (3) present. Kate Fischer and Ken Marciniak excused.

Ms. Lindhuber moved, Mayor Frye seconded to approve the Minutes of the April 16, 2025, meeting as submitted. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Regulated Sign – app. no. 11-2025 requested by Ryan Wishau of Toledo Sign Co. for Sylvania Studios, 6417 Monroe Street, Sylvania, Ohio 43560. Application is for a new wall sign and a replacement pylon in an existing monument sign.

Mayor Frye moved, Ms. Lindhuber seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 4 – Regulated Sign – app. no. 12-2025 requested by Dillon Patterson of Fast Signs for Crossview Church, 5834 Monroe Street, Suite N, Sylvania, Ohio 43560. Application is for a new wall sign.

Mr. Burns commented that the church is in the process of obtaining a Special Use Permit for the Church and that this application is only for architectural review of the sign.

Ms. Lindhuber moved, Mayor Frye seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 5 – Building Review – app. no. 13-2025 requested by Trace O'Brien of Tomahawk Property Management LLC, 5681 Main Street, Sylvania, Ohio 43560. Application is for architectural review of a commercial exterior renovation.

Mr. O'Brien was present, along with his brother Todd O'Brien, and Dan Kujawa.

Todd gave a brief presentation about the renovation project and said that the colors were chosen to blend with the downtown area, and that the back side of the building would be green and black.

Ms. Lindhuber moved, Mayor Frye seconded, to approve the design shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 6 – Regulated Sign – app. no. 14-2025 requested by McKenna Beam of Illumatech Inc. for Autozone, 5325 Alexis Road, Sylvania, Ohio 43560. Application is for a new monument sign to replace an existing pole sign.

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Ms. Lindhuber moved, Mayor Frye seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 7 – Regulated Sign – app. no. 15-2025 requested by Sue Sprouse of Allen Industries for Tam-O-Shanter, 7060 Sylvania Avenue, Sylvania, Ohio 43560. Application is for a replacement monument sign.

Mr. Ray Oleric of Sylvania Area Joint Recreation District was present and said that the dimensions of the new sign would be the same as the existing sign.

Ms. Lindhuber moved, Mayor Frye seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 8 – Additions

- a. Request for approval to proceed with live stream format of future meetings of the Board of Architectural Review – requested by Zoning Administrator, Timothy Burns, for the City of Sylvania.

Mr. Burns explained that other communities have already begun streaming these meetings. He explained that the meetings would be held by Zoom, as they were previously during the height of COVID, and will then be pushed to YouTube with a 20 second delay. He said that the legality of this has been reviewed by the Law Director (Leslie Brinning), and that the approval should be subject to a policy approved by her.

Councilman, Brian McCann was present and asked if notification would be put out to ask if someone from the public would like to participate?

Mr. Burns said that it would and that they would then be sent a link to the Zoom meeting.

Mr. Burns said that the live stream format would begin at the next meeting (June 11th) and that they would do a trial of the meeting prior to. He also said that they would do a trial of the meeting prior to the June 11th meeting.

More discussion took place amongst the members.

Ms. Lindhuber moved, Mayor Frye seconded, to proceed with live stream of future meetings of the Board of Architectural Review meetings beginning June 11th, 2025, pending the policy approved by the Law Director. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay.

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Motion passed by a 3 to 0 vote.

Mayor Frye 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 May 14, 2025. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber and Jeff Schaaf. (3) present. Kate Fischer and Ken Marciniak excused.

Ms. Lindhuber moved, Mayor Frye seconded to approve the Minutes of the April 16, 2025, meeting as submitted. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Council Referral – for review and recommendation – proposed Ordinance No. 56-2025, Amending Chapter 1166 of the Sylvania Codified Ordinances by Amending Sections 1166.16 – Nonconforming Signs.

Mayor Frye explained that the proposed ordinance was due to the City's administration being contacted by several businesses that were concerned about how they would be effected by the US 23 bridge project and that the administration agreed that it would be best to extend the deadline of the previous ordinance (No. 1-2006) from January 1, 2026 to January 1, 2028, as the bridge project was not foreseeable at the time of the passage.

Mayor Frye moved, Ms. Lindhuber seconded to recommend to Council to approve proposed ordinance No. 56-2025 as submitted. Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 4 – Additions

- a. Request for approval to proceed with live stream format (Zoom) of future meetings of the Planning Commission – requested by Zoning Administrator, Timothy Burns, for the City of Sylvania.

Mr. Burns explained that members and applicants would receive a link to join the meeting and that the public would also be able to connect to the meeting. He added that the Zoom meeting would then be pushed to You Tube, with a twenty second delay.

Discussion took place amongst the members.

Ms. Lindhuber, Mayor Frye seconded to proceed with live stream meetings pending approval of policy by the Law Director (Leslie Brinning). Vote being: Frye, Lindhuber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote

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

Submitted by,

Timothy Burns, Acting Secretary
Municipal Planning Commission