

## Board of Architectural Review

Minutes of the regular meeting of August 13, 2025. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf. (4) present. Mayor Mark Frye, absent.

Service Director, Joe Shaw, also present.

Ms. Fischer moved, Ms. Lindhuber seconded to approve the Minutes of the July 16, 2025 meeting as submitted. Vote being: Lindhuber, Fischer, Marciniak and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Regulated Sign – app. no. 19-2025 requested by Debra Bodell of Glass City Signs for Glam Salon & Spa, 5834 Monroe St, Suite T, Sylvania, Ohio 43560. Application is for two replacement pylon signs.

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

Item 4 – Regulated Sign – app. no. 20-2025 requested by Ryan Wishaw of Toledo Sign Co. for Promedica Flower Hospital, 5300 Harroun Rd., Sylvania, Ohio 43560. Application is for a replacement directional monument sign.

Mr. Wishaw was present and said explained that the signage is an update to the wayfinding and will meet Promedica's new brand standards.

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

Item 5 – Regulated Sign – app. no. 21-2025 requested by Ambyr Shannon of Sign Vision Co. for Kroger Co., 7545 W. Sylvania Ave., Sylvania, Ohio 43560. Application is for a replacement canopy sign and four replacement wall signs.

Mr. Kyle Inbody was present and said that the new signage is a standard graphic update as Kroger has updated their branding and that the new signage will include an update to the state liquor signage.

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

Item 6 – Regulated Sign – app. no. 22-2025 requested by Dillon Patterson of Fast Signs for Toledo Center for Eating Disorders, 5465 Main St., Sylvania, Ohio 43560. Application is for a new monument sign to replace an existing pole sign.

Mr. Patterson was present.

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

Item 7 – Council Referral – for Review and Recommendation - Gateway Signage Standards (three options were submitted for review)

Mr. Shaw explained that City Council is asking for the Board of Architectural Review's input on Gateway Signage Standards. He explained that the signs would be installed at four different entry points to the City and he gave an overview of the options provided to the members

Margo Puffenburger and Kristine Bowden of Edge Landscape, Architecture Urban Design and Planning were present and provided some details on the signs provided to the packets.

Ms. Fischer moved, Mr. Marciniak seconded, to recommend to Council option one, as their first choice, option three, as their second choice, and option two as their third choice for the proposed Gateway Signage Standards. Vote being: Lindhuber, Fischer, Marciniak and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 8 – Additions

- a) Request for approval of Sylvania Board of Architectural Review Virtual Meeting Policy (Dated April 9, 2025) – requested by Zoning Administrator, Timothy Burns.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the Sylvania Board of Architectural Review Virtual Meeting Policy. Vote being: Lindhuber, Fischer, Marciniak and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

- b) Ratification of the June 11, 2025 and July 16, 2025 Board of Architectural Review meetings, accepting the meetings as held and factual while the Sylvania Board of Architectural Review Virtual Meeting Policy was in the adoption process – requested by Zoning Administrator, Timothy Burns.

Ms. Lindhuber moved, Mr. Marciniak seconded, to ratify the Board of Architectural Review meetings of June 11, 2025 and July 16, 2025. Vote being: Lindhuber, Fischer, Marciniak and Schaaf (4) aye; (0) nay. Motion passed by a 4 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

## Sylvania Municipal Planning Commission

Minutes of the regular meeting of August 13, 2025. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf. (4) present. Mayor Mark Frye, absent.

Service Director, Joe Shaw, was also present.

Ms. Lindhuber moved, Mr. Marciniak seconded to approve the Minutes of the July 16, 2025 meeting as submitted. Vote being: Lindhuber, Fischer, Marciniak and Schaaf (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 No. SUP 3-2025 – submitted by Benjamin and Amanda Milliron, to allow for ground-mounted solar energy systems at 5916 Main Street, in the R-2 Single-Family Residential Small Lot District.

Mr. Milliron was present with Mr. Cameron Tilkins and Mr. Sean Stewart of Real Solar who gave a description of the project and answered many questions that were asked by the members.

Discussion took place and concerns were expressed by the members in regards to what the impact would be on the immediate neighbors as well as to the historical area in which the home is located and they agreed that not enough information has been provided to make a decision.

Mr. Marciniak moved, Ms. Lindhuber seconded, to table the discussion and vote of the application until the applicant provides a site plan showing the current landscaping of the property that includes information on what will not be removed. Vote being: Lindhuber, Fischer, Marciniak and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Additions

- a) Request for approval of the Sylvania Municipal Plan Commission Virtual Meeting Policy (Dated April 9, 2025) – requested by Zoning Administrator, Timothy Burns.

Mr. Marciniak moved, Ms. Lindhuber seconded, to approve the Sylvania Municipal Plan Commission Virtual Meeting Policy. Vote being: Lindhuber, Fischer, Marciniak and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

- b) Ratification of the June 11, 2025 and July 16, 2025 meetings, accepting the meetings as held and factual while the Sylvania Municipal Plan Commission Virtual Meeting Policy was in the adoption process – requested by Zoning Administrator, Timothy Burns.

Ms. Fischer moved, Ms. Lindhuber seconded, to ratify the Plan Commission meetings of June 11, 2025 and July 16, 2025. Vote being: Lindhuber, Fischer, Marciniak and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

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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