

## Board of Architectural Review

Minutes of the regular meeting of October 15, 2025. Mr. Schaaf called the meeting to order.

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

Ms. Lindhuber moved, Ms. Fischer seconded to approve the Minutes of the September 10, 2025, meeting as submitted. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Regulated Sign – app. no. app. no. 24-2025 requested by Sign Pros for Jimmy Johns, 6385 Monroe Street, Sylvania, Ohio 43560. Application is for a replacement wall sign.

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

Item 4 – Regulated Sign – app. no. 25-2025 requested by Rami Shaheen of Sign Dezin USA for Pamper Nails, 7607 & 7609 W. Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new wall sign.

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

Item 5 – Regulated Sign – app. no. 26-2025 requested by Jay Prots of Allen Industries for Little Caesars, 6363 Monroe Street, Sylvania, Ohio 43560. Application is for a replacement wall sign.

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

Item 6 – Regulated Sign – app. no. 27-2025 requested by Michelle Hobbs of Interstate Signs for Kroger Fuel, 7549 West Sylvania Avenue, Sylvania, Ohio 43560. Application is for two wall signs on the fuel canopy, two wall signs on the fuel kiosk and three fuel pricing signs.

Ms. Hobbs was present.

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

Item 7 – Regulated Sign – app. no. 28-2025 requested by Nathaniel Ervin for Wendy's, 5802 Monroe Street, Sylvania, Ohio 43560. Application is for a new monument 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, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 8 – Regulated Sign – app. no. 29-2025 requested by Debra Bodell of Glass City Signs for Mixed Company, 6600 Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new wall sign.

Ms. Julie Addis of Glass City Signs was present.

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

Mayor Frye 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 October 15, 2025. Mr. Schaaf called the meeting to order.

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

Mayor Frye moved, Ms. Lindhuber seconded to approve the Minutes of the September 10, 2025, meeting as submitted. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 3 – Council Referral – for Review and Recommendation - Proposed Ordinance No. 106-2025 – Amending Part Eleven, Planning and Zoning Code of the Codified Ordinances of Sylvania, 1979, as Amended, by Amending Section 1121.07 – Accessory Buildings and Uses.

The proposed amendment would clarify how carports are reviewed and to establish regulations for their approval.

Mr. Burns said that the proposed ordinance would allow carports, specifically in the R2 district (smaller lot properties). He added that, administratively, they would like to see that it be reviewed as a Special Use Permit so that there is some control over them. He also said that if a resident is required to put in the effort to obtain a Special Use Permit, they will be more likely to maintain it and that the Special Use Permit can be revoked if they don't.

Mayor Frye asked Mr. Burns how a Special Use Permit would differ from a Planned Development, as suggested by Councilman Haynam.

Mr. Burns said that both would need to go through Council and a Public Hearing for approval; but that the problem with a Planned Development is that once the property is approved as a Planned Development, the property owner would have to come back to Council and the Planning Commission for approval of any changes to the property that would require a permit, such as an addition to the home, a pool, fencing, etc., not just the carport.

Mayor Frye asked Mr. Burns what the recommendation would be.

Mr. Burns responded that the recommendation would be to allow carports, in the R2 zoned district only, and require that all carport requests go through the Special Use Permit process.

Ms. Fischer moved, Ms. Lindhuber seconded, to recommend back to Council for review of the Amended Part 11, Ordinance 106-2025, 1121.07, to be added for R2 zoning only for Special Use Permit [Sic]. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 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