

## Board of Architectural Review

Minutes of the regular meeting of November 12, 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, Ken Marciniak and Jeff Schaaf. (5) present.

Ms. Lindhuber moved, Mr. Marciniak seconded to approve the Minutes of the October 15, 2025, meeting as submitted. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Items 3 and 4 – Building Review - app. no. 30-2025 requested by Fred Swade for Daniel Swade, 6566 Brint Road, Building #2, Sylvania, Ohio 43560 and Building Review - app. no. 31-2025 requested by Fred Swade for Daniel Swade, 6566 Brint Road, Building #3, Sylvania, Ohio 43560. Application is for architectural review of two new buildings.

Mr. Burns showed samples of siding and roof shingle samples of the were dropped off (by the applicant) but said that he didn't know which colors they were using.

Mayor Frye moved, Ms. Fischer seconded, to table application numbers 30-2025 and 31-2025 until we have additional information on the colors selected. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 32-2025 requested by Ryan Wishau of Toledo Sign for Toledo Clinic, 4900 N. McCord Road, Sylvania, Ohio 43560. Application is for a new 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, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 6 – Building Review (Mural) – app. no. 33-2025 requested by Christopher Rosenthal for Black Rose Cigars, 5529 Harroun Road, Sylvania, Ohio 43560. Application is for mural.

Mr. Rosenthal was present.

Mr. Schaaf asked if the mural was already up?

Mr. Rosenthal said that it was.

Mr. Burns said that Chris didn't understand the process and that when he caught up with them, they were already  $\frac{3}{4}$  of the way completed so he let the artist proceed to completion.

Ms. Fischer asked what the mural was made of?

Mr. Rosenthal said that a special UV paint was used and that a clear coat and anti-graffiti coat was applied over it and that each letter contains something typical of Sylvania.

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

Item 7 – Regulated Sign – app. no. 34-2025 requested by Robert Cumming for Flavor Flow, 6481 Monroe Street, Sylvania, Ohio 43560. Application is for a new wall sign and two window signs.

Mr. Schaaf asked if the wall sign was already up.

Mr. Burns said it was and that a temporary sign permit was obtained for the sign.

Discussion took place about the sign, and concerns were expressed about the product, Kratom being listed on the sign, and possible legislation being passed that would prohibit them from selling the item.

Mr. Burns said that he had a conversation with the applicant and that he agreed to remove the verbiage.

Mayor Frye moved, Mr. Marciniak seconded, to approve the application with the following provisions:

That the sign does not include the word Kratom on it;

That the open sign will remain, but that the lit “smoke shop” signage will be removed;

That no product is put out in front of the window (per our Zoning Code)

Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 8 – Building Review – app. no. 35-2025 requested by Gene Wong for DW28 Sylvania Square LLC, 5801 Monroe Street, Sylvania, Ohio 43560. Application is for an exterior building renovation.

Mr. Burns said he was surprised that Mr. Wong was not present as he checked in with him and couple of times; and that the building façade’ is going to be updated but that he did not have any specific information on the colors other than what was in front of them.

Mayor Frye said that he would be uncomfortable approving something without the colors.

Mayor Frye moved, Ms. Fischer seconded, to table the application until additional information is

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received on the color renderings that are going to be put on the facility. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 9 – Regulated Sign – app. no. 36-2025 requested by Gary Harrell of Graphic Signs for DW28 Properties II Michigan LLC, 5801 Monroe Street, Sylvania, Ohio 43560. Application is for a new monument sign to replace the existing pole sign.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Frye, 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

## Sylvania Municipal Planning Commission

Minutes of the regular meeting of November 12, 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, Ken Marciniak and Jeff Schaaf. (5) present.

Ms. Fischer moved, Ms. Lindhuber seconded to approve the Minutes of the October 15, 2025, meeting as submitted. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Council Referral for Review and Recommendation – Petition for Zoning Ordinance Amendment No. SUP 4-2025 – submitted by William Gross for an open carport at 5910 Balfour Road, Sylvania, Ohio.

Mr. Gross was present and explained that there is a shed already present on the property; and that when he applied for a permit for the carport, and Tim said that a second accessory building is not allowed and that they would have to be connected.

Further discussion took place about City's current zoning code and the amendment that was before the Planning Commission last month (currently scheduled for Public Hearing with City Council), that would allow a carport as a Special Use Permit.

Discussion took place about the design of the carport, and Mr. Gross explained that the sides would be made of galvanized two-inch steel that would be anchored to the cement and that it would be open all around except for the gable ends which will be grey.

Mr. Fischer asked how long it will last.

Mr. Gross said that, as a rule of thumb, it will be guaranteed to last 25 years.

Mr. Schaaf pulled up the ordinance pertaining to the code modification that that was approved by the Planning Commission last month he said that the size approved was 10ft. x 20ft.

Mr. Gross said that he spoke with the Law Director and explained to her that the 10ft. x 20ft. size would not wide enough to be able to open the car doors; and that they changed it to 18ft. x 20ft.

Mr. Schaaf asked if this would be a motion to recommend to City Council; and if it would be for approval based on approval of what was sent last month?

Mr. Burns responded that yes would.

Mr. Frye asked if this would be permissible under what was sent to Council last month.

Mr. Burns said that would be up to this Board.

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Ms. Fischer said that she had no concerns with the looks (of the carport design) in this location in the neighborhood and recommending for Council to have a public hearing with neighbor review and see what the neighbors say.

Mayor Frye asked if that would be a motion for approval?

Ms. Fischer said that she would have a motion for approval to recommend back to Council (Sic), Ms. Lindhuber seconded. Vote being: Frye, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,

Timothy Burns, Acting Secretary  
Municipal Planning Commission