

Board of Architectural Review

Minutes of the regular meeting of January 14, 2026. 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. Fischer moved, Ms. Lindhuber seconded to approve the Minutes of the December 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. 39-2025 requested by Maria Molina of De La Luz Marketing for Referees Mexican Sports Bar & Grill, 7625 W. Sylvania Avenue, Sylvania, Ohio 43560. Application is for one wall sign and one window sign.

Mr. Burns said the application is for a wall sign and multiple window signs that run across the bottom and that the signs are already up as the applicant purchased a temporary sign permit with the understanding that they would have to be removed if they are not approved by the Board.

Ms. Fischer asked if all of the window signs meet code.

Mr. Burns said that the windows signs are allowed as they take up less than 25% of the window.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the signs shown in the drawings 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 – Building Review – app. no. 40-2025 requested by Casey Sampico of Castleton Service Group LLC for J. Fox Agency - Allstate, 5726 Alexis Road Sylvania, Ohio 43560. Application is for an exterior renovation.

Mr. Sampico was present and provided a brief description of the renovation. He explained that the renovation does not include the signage; and that the building will be getting a new roof and siding and that some changes will be made to the exterior walls on the back of the building.

Ms. Lindhuber moved, Mayor Frye seconded, to approve design shown in the drawings 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. 1-2026 requested by Kelly Moore of Fast Signs for Woof Gang Bakery and Grooming, 7633 W. Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new wall sign.

Ms. Lauren Borer, of Fast Signs, was present and explained that the new sign will be a raceway sign with channel letters.

Board of Architectural Review
Minutes of January 14, 2026
Page 2

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

Mr. Schaaf asked Mr. Burns if there were any additions.

Mr. Burn said that there were no additions; but that there was an application for the Ability Center, that was pulled, which will be on next months agenda.

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 January 14, 2026. 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, Mr. Frye seconded to approve the Minutes of the December 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 – Organizational Meeting

a. Election of Officers:

1. Chair – Ms. Fischer moved, Mayor Frye seconded to elect Jeff Schaaf as Chair. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.
2. Vice-Chair – Mr. Schaaf moved, Ms. Lindhuber seconded to elect Kate Fischer as Vice-Chair. Vote being: Frye, Lindhuber, Fischer and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 4 – Lot Split – App. No. 3-2025 – Submitted by Ryan B. Opial for the property located at 8220 (and 8102) Little Rd., Sylvania, Ohio 43560.

Mr. Opial was present.

Mr. Schaaf asked if there was an out building present on the lot (with the existing residence).

Mr. Opial said that there was an out building present; and that it is located on the vacant portion of the lot that will be created by the lot split. He added that he plans to build a residence on the vacant lot.

Service Director, Joe Shaw, was present and explained that an agreement has been made between the applicant and the City that allows the applicant one year for pulling (building) permits, followed by an additional year to obtain an occupancy permit for the structure. He added that, should these measures fail, an additional measure has been taken to make sure that City Council was on board with the removal agreement; and that the City will start the Nuisance Abatement Process and have the structure removed if the measures fail. He also said that the applicant has been more that cooperative in making this agreement with the City.

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

Municipal Planning Commission
Minutes of January 14, 2026
Page 2

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