

Board of Architectural Review

Minutes of the regular meeting of March 11, 2026 Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Carol Lindhuber, Jeff Schaaf, Kate Fischer and Zachary Liber (4) Mayor Mark Frye is excused
Tim Burns; Zoning administrator.

Ms. Fisher moved; Ms. Lindhuber seconded to approve the Minutes of the February 11, 2026; meeting as submitted. Vote being: Fischer, Lindhuber, and Schaaf and Liber (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 1 - Regulated Sign - app. no. 4-2026 requested by Lauren Borer of Fast Signs for 419 Bank 8282 Erie Street, Sylvania, Ohio 43560.

Ms. Fischer will abstain from application no. 4-2026. The application is to change the monument sign and building sign for the name change from Metamora Bank to Bank 419. Mr. Burns states this sign meets code and has no objection from the zoning office.

Ms. Lindhuber moved, Mr. Liber seconded, to approve the signs, vote being: Lindhuber, Schaaf and Liber (3) aye; (0) nay (1) Abstain

Item 2 – Regulated Sign - app. no 5-2026 requested by Lauren Borer of Fast Signs for Kisting, Nestico & Redick of 6440 Monroe Steet Sylvania, Ohio 43560.

Tim Burns stated they are changing the monument sign and adding a small sign above the entrance. No wall signs on the property. They are working within of combine of the existing monument.

Ms. Lindhuber moved, Ms. Fisher seconded to approve both signs, Vote being: Frye, Liber, Lindhuber and Schaaf (4) aye; (0) nay.

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Item 3 – Regulated Sign – app. no. 6-2026 requested by Mohamad Awad of Innomark for Qahwah House 5577 Monroe Street Unit N. Sylvania, Ohio 43560

Mohammad Awad was present.

Mr. Burns stated that one sign is a replacement from the previous business and the new sign will face Monroe Street. Signs meet sign code and has no objection from zoning office.


Ms. Fischer moved, Ms. Lindhuber seconded, to approve both signs vote being: Fischer, Lindhuber, Schaaf and Lieber (4) aye; (0) nay.

No new additions

The members welcomed Mr. Lieber to the committee.

Ms. Lindhuber moved and Ms. Fischer second to adjourn the meeting. All present voted aye Meeting adjourned.

Submitted by,



Cristen Music Secretary

Municipal Planning Commission

Sylvania Municipal Planning Commission

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Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Carol Lindhuber, Kate Fischer, Zachary Liber and Jeff Schaaf (4) Mayor Mark Frye, excused.

Ms. Fisher moved; Ms. Lindhuber seconded to approve the Minutes of the February 11, 2026, Meeting as submitted: Vote being: Lindhuber, Fischer, Liber and Schaaf (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

No application on the agenda

Ms. Lindhuber moved, Mr. Liber second to adjourn the meeting. All present voted aye.

Meeting Adjourned

Submitted by,



Cristen Music Secretary
Municipal Planning Commission