



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

April 16, 2026

To: Mayor and Members of City Council

Re: Planning Commission Meeting

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of April 15, 2026.

Secretary, Cristen Music took the roll call. Members present: Kate Fischer, Zachary Liber and Jeff Schaaf (3) Mayor Mark Frye, Carol Lindhuber not present.

Ms. Fisher moved; Mr. Liber seconded to approve the Minutes of the March 11, 2026, Meeting as submitted: Vote being: Fischer, Liber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

No application on the agenda

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

Sincerely,

A handwritten signature in black ink that reads "Cristen Music".

Cristen Music Secretary
Municipal Planning Commission



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

April 6, 2026

To: Chairman and Members of the Board of Architectural Review
Re: Application Numbers 7-2026 thru 10-2026

Dear Chairman and Members,

Please see the link below for access to a PDF format of the Entire BAR packet for the below review items. At this link you will also find a Zoom link just above the 2026 schedule of meetings.

<https://www.cityofsylvania.com/government/boards-commissions/meeting-records-2021/>

The following applications have been received and are scheduled for review (Comments from the Zoning office are included for your reference):

1. **Stampflmeier Properties, 5651 Mian St., (Application #7-2026)**
Exterior Renovation for Review. Architectural Review only.
2. **Timberstone Commons, 6740 Sylvania Ave., (Application #8 -2026)**
One sign for review. Sign one (1) is a monument sign to replace an existing pole sign. The sign meets the sign code. The zoning office recommends approval.
3. **SAJRD – Centennial Terrace & Quarry, 5773 Centennial Rd., (Application #9 -2026)**
New construction concession facility for Review. Architectural Review only.
4. **Sylvania City Schools – Highland Elementary, 7720 Erie St., (Application #10-2026)**
New playground play structure for review. Architectural review only.

Sincerely,

Timothy S. Burns
Zoning Administrator
City of Sylvania

AGENDA
ARCHITECTURAL REVIEW
April 15, 2026 5:30 PM
Via Zoom

1. Roll call
2. Approval of Minutes of the March 11, 2026 Meeting.
3. Regulated Sign – app. no. 7-2026 requested by Thomas Reynolds for Sylvan Studio 5651 Main Street.
4. Regulated Sign – app. no. 8-2026 requested by Ryan Wishau for Timberstone Commons Shopping Center 6740 W. Sylvania Ave.
5. Regulated Sign – app. no 9-2026 requested by Dave Serra for Sylvania Area Joint Recreation Department – Centennial Terrace and Quarry 5773 Centennial Rd.
6. Regulated Sign – app. no 10-2026 requested by Colleen Tankoos for Sylvania City Schools Highland Elementary 7720 Erie Street.
7. Additions

Submitted by,



Cristen Music, Secretary
Municipal Planning Commission

AGENDA
SYLVANIA MUNICIPAL PLANNING COMMISSION
April 15, 2026 5:30 PM
Via Zoom

1. Roll call
2. Approval of Minutes of the March 11, 2026 Meeting.
3. Additions

Submitted by,

Cristen Music

Cristen Music, Secretary
Municipal Planning Commission

Board of Architectural Review

Minutes of the regular meeting of April 15, 2026 Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Jeff Schaaf, Kate Fischer and Zachary Liber (3) Mayor Mark Frye and Carol Lindhuber not present
Tim Burns; Zoning administrator.

Ms. Fisher moved; Mr. Lieber seconded to approve the Minutes of the March 11, 2026 meeting as submitted. Vote being: Schaff, Fischer and Liber (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 1 – Exterior Renovation Review - app. no. 7-2026 requested by Thomas Reynolds of Stampflmeier Properties for Sylvan Studios 5651 Main Street, Sylvania, Ohio 43560.

Mr. Reynolds is present and explained that this is a new sign, door and windows for a new store front. This is for just for architectural review Mr. Burns states this sign meets code and guidelines for the downtown area.

Mr. Lieber moved, Ms. Fischer seconded, to approve, vote being: Schaaf, Fischer and Liber (3) aye; (0) nay

Item 2 – Regulated Sign - app. no 8-2026 requested by Ryan Wishau of Toledo Sign for Timberstone Commons Shopping Center of 6740 Sylvania Ave Sylvania, Ohio 43560.

Mr. Wishau was present and explained that the new sign would be modernized and will meet the codes in the future. The new sign will become a monument size sign.

Ms. Fischer moved, Mr. Liber seconded, Vote being: Fischer, Liber and Schaaf (3) aye; (0) nay.

Item 3 – Architectural Review – app. no. 9-2026 requested by Dave Serra of The Collaborative + Acock for Sylvania Area Join Recreation Department Centennial Terrace and Quarry 5773 Centennial Rd Sylvania, Ohio 43560

Mr. Serra was present and provided a brief description of the renovation. He explained that there are recreating 2 new building for the concession stands and restrooms Also adding administrative space and storage.

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Mr. Burns stated that this is for architectural review only as far as building being in the correct position.

Mr. Lieber moved, Ms. Fischer seconded, to approve vote being: Fischer, Schaaf and Lieber (3) aye; (0) nay.

Item 4 – Architectural Review – app. no. 10-2026 requested by Colleen Tankoos for Sylvania City Schools – Highland Elementary 7720 Erie Street Sylvania, Ohio 43560

Ms. Tankoos was present and explained this is a pavilion style structure. This will be in the back of Highland Elementary School close to the basketball court.

Ms. Fischer moved, Ms. Liber seconded, to approve the structure vote being: Fischer, Schaaf and Lieber (3) aye; (0) nay.

No new additions

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

Submitted by,



Cristen Music Secretary
Municipal Planning Commission

Sylvania Municipal Planning Commission

Minutes of the regular meeting of April 15, 2026

Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Kate Fischer, Zachary Liber and Jeff Schaaf (3) Mayor Mark Frye, Carol Lindhuber not present.

Ms. Fisher moved; Mr. Liber seconded to approve the Minutes of the March 11, 2026, Meeting as submitted: Vote being: Fischer, Liber and Schaaf (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

No application on the agenda

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

Meeting Adjourned

Submitted by,

A handwritten signature in cursive script that reads "Cristen Music".

Cristen Music Secretary
Municipal Planning Commission