



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

May 13, 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 May 13, 2026.

Secretary, Cristen Music took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber, Kate Fischer, Zachary Liber and Jeff Schaaf (5).

Ms. Lindhuber moved; Mr. Liber seconded to approve the Minutes of the April 15, 2026, Meeting as submitted: Vote being: Frye, Lindhuber, Fischer, Liber and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

No application on the agenda

Mr. Lindhuber 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

Sylvania Municipal Planning Commission

Minutes of the regular meeting of May 13, 2026

Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber, Kate Fischer, Zachary Liber and Jeff Schaaf (5)

Ms. Lindhuber moved; Mr. Liber seconded to approve the Minutes of the April 15, 2026, Meeting as submitted: Vote being: Frye, Lindhuber, Fischer, Liber and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

No application on the agenda

Ms. Lindhuber 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

Board of Architectural Review

Minutes of the regular meeting of May 13, 2026 Mr. Schaaf called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Mayor Mark Frye, Carol Lindhuber, Kate Fischer, Carol Lindhuber and Zachary Liber (5)
Tim Burns; Zoning administrator.

Ms. Lindhuber moved; Ms. Fischer seconded to approve the Minutes of the April 15, 2026 meeting as submitted. Vote being: Frye, Lindhuber, Schaaf, Fischer and Liber (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 1 – Regulated Sign Review - app. no. 11-2026 requested by Robert Hall of Toledo Sign for HLH Orthodontics at 6407 Monroe Street.

Mr. Hall is present and explained that this is replacing the existing sign that was damaged by a snow plow. The sign will be moved to the West side of the property and the sign will fall within the new code. Mr. Burns states this sign meets the sign code.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve, vote being: Frye, Lindhuber, Schaaf, Fischer and Liber (5) aye; (0) nay

Item 2 – Regulated Sign - app. no 12-2026 requested by Kevin Fink of Toledo Sign for AllState – Jamilynn Fox of 5726 W. Alexis.

Mr. Fink and Jamilynn Fox are present and discussed the two sets of Face lit Channel Letters and one replacement face for existing monument sign. Mr. Fink asked if the members would consider the second monument sign as a directional sign. Mr. Burns will discuss with Mr. Fink at a later time.

Ms. Lindhuber moved to approve as discussed, Mr. Frye seconded, Vote being: Frye, Lindhuber, Fischer, Liber and Schaaf (5) aye; (0) nay.

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No new additions

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

Submitted by,

A handwritten signature in black ink that reads "Cristen Music". The signature is written in a cursive, flowing style.

Cristen Music Secretary
Municipal Planning Commission