



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

July 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 July 15, 2026.

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

Ms. Lindhuber moved; Mr. Liber seconded to approve the Minutes of the June 10, 2026, Meeting as submitted: Vote being: Frye, Lindhuber, Fischer and Liber (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item #1 – Transfer and Lot Split – 5800 Monroe Street, Sylvania, Ohio 43560

Mr. Burns explained that there are two proposed lot splits at the north end of Monroe Street. He stated that the proposal for the northeast lot split is to divide the right side of the parking lot extending north to the northern portion of the lot. They will be replacing the portion of the building (Rite Aid) will that will become the lot line property.

Taylor Schepers was present of Weihe Engineers and represents the client 7-Eleven.

Mr. Frye moved, Mr. Liber seconded, to approve the transfer and lot split per the planning commission information, vote being; Frye Lindhuber, Schaaf and Fischer (4) aye; (0) nay



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Item #2 – Transfer and Lot Split - 5800 Monroe Street, Sylvania Ohio 43560

Mr. Burns explained that this is the same proposal for the northwest corner of the same plaza parking lot, located across from Elliott Road near the traffic light. The proposal is to split approximately one-half acre from the existing parcel.

Mr. Frye questioned Mr. Burns whether any applications had been submitted to the committee indicating what would be built on the proposed lot. Mr. Burns stated that there is a proposal for a 7 Brew Coffee. However, he explained that the project would not be required to come before this committee until the architectural plans are submitted. This committee is only looking at the lot split.

Mr. Frye moved, Ms. Lindhuber seconded, to approve the transfer and lot split vote being; Frye Lindhuber, Liber and Fischer (4) aye; (0) nay

SUP #3– 2026 - 8310 Sylvania- Metamora Road

Mr. Frye made a motion to recommend approval to City Council with the following provisions.

The car wash doors must remain closed at all times and may only be opened to allow Vehicles to enter and exit.

Confirmations that a bond will be posted for the removal of the underground tanks, if required.

The convenience store must comply with the hours of operation permitted under the City's zoning code.

Mr. Frye moved, Mr. Lieber seconded to recommend to Council to approval the zoning amendment as submitted, Vote being; Frye, Fischer, Lindhuber and Liber.
(4) aye, (0) nay. Motion passed by a 4to 0 vote.



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SUP -4-2026 - 5890 Monroe Street Sylvania Ohio

Taylor Shepards was present explained that this 7/11 would have 6 pumps 37 parking spaces. The convenient store will be approximately 4800 square feet and open 24/7.

Mr. Frye questioned Mr. Burns on if 24/7 follows zoning code, if there will be a bond posted for the removal of the underground tanks and the traffic pattern.

Mr. Frye made a motion to table SUP 4-2026 until the city can provide information regarding the ability of the hours of operations. A provision that there be a bond posted for the underground tanks, and clarification of the traffic pattern.

Mr. Frye made a motion to table SUP 4-2026 until additional information from the city regarding the following:

Whether the proposed business may operate 24 hours a day 7 days a week under the City's regulations.

Confirmations that a bond will be posted for the removal of the underground tanks, if required.

The proposed traffic patterns and their impact on the surrounding area.

Mr. Frye moved; Mr. Lieber seconded to table SUP 4-2026. Vote being: Frye, Fischer, Lindhuber and Lieber (4) aye, (0) nay. Motion passed to table.

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

Meeting Adjourned

Submitted by,

A handwritten signature in black ink, appearing to read "Cristen Music".

Cristen Music Secretary
Municipal Planning Commission

Board of Architectural Review

Minutes of the regular meeting of July 15, 2026

Ms. Fisher called the meeting to order

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

Ms. Lindhuber moved; Mr. Liber seconded to approve the Minutes of the June 10, 2026 Meeting as submitted Vote being: Frye, Lindhuber, Fischer and Liber (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 1 - app. no. 14-2026 requested by Mohamad Awad for Pilates by V – 6363 Monroe Street, Sylvania, Ohio 43560.

Mr. Awad was present. Mr. Burns stated that the sign meets the zoning codes.

Mr. Liber moved; Ms. Lindhuber seconded, to approve; the vote being: Frye, Lindhuber, Fischer and Liber (4) aye; (0) nay.

Item 2 – app no. 15-2026 requested by Mohamad Awad for Zane's Lebanese Grill – 4900 McCord Rd. Sylvania, Ohio 43560.

Mr. Away was present. The sign is an additional sign adjacent to the current sign. Mr. Burns stated that the sign meets the zoning codes.

No additions

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

Submitted by,

Cristen Music Secretary
Municipal Planning Commission