City of trees
SYLVANIA

DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

August 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 August 12, 2026.

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

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

Item #1 – SUP# 4-2026 – 7/11 Fuel Station at 5800 Monroe Street, Sylvania, Ohio 43560 Referral from City Council that was tabled at the July 15, 2026 Meeting.

Mr. Burns explained that there are 3 items tabled to be addressed for more clarified information. The first is the 24 hours operation of the fuel station, second is the bonding of fuel tanks for future removal. Third is the ingress/egress.

Matt DeWood, Eric Carter, Matthew Kolis was present for 815 Alexis Road LLC. and the owner of Sylvania Market place.

Motion to remove the tabled SUP #4-2026 and move it back into consideration.
Mr. Frye moved; Ms. Fischer seconded to approve removing the SUP #4-2026 from the table and for this to be consider. Vote being; Frye, Lindhuber, Fischer, Schaff and Liber (5) aye; (0) nay. Motion passed by a 5 to 0 Vote.

Motion SUP #4-2026 Municipal Planning Commission recommends to council the approval of SUP #4-2026 with the following provision; Any change in operation hours be notified to administration and that the bonding information from the tenant be provided to the owner of the development. That information be provided to the administration and that this recommendation be subject to the review of the traffic study for Egress/Ingress for this particular project.

Mr. Frye amended the motion to; any change in ownership from 7/11 to alternative ownership that the administration be notified. Mr. Lieber seconded the amended motion, vote being; Frye, Lindhuber, Fischer, Schaaf and Liber. (5) aye; (0) nay. Motion passed by a 5 to 0 vote

Item #2 – ZA-1-2026 -Louisville Tittle Proposed Plan Development

Mr. Wamsher was present and explained there will be four structures, with one of them will become a two-family home. Approximal 1800 to 2500 square feet. There is a verbal agreement to take care of the landscape.

Motion to recommend back to City Council ZA-1-2026 as submitted.
Ms. Fischer moved, Ms. Lindhuber seconded, to approve that ZA-1-2026 be transferred back to city council. vote being; Frye Lindhuber, Liber, Schaff and Fischer (5) aye; (0) nay

No Additions

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

Meeting Adjourned

Submitted by,

Cristen Music

Cristen Music Secretary
Municipal Planning Commission

Board of Architectural Review

Minutes of the regular meeting of August 12, 2026
Mr. Schaff called the meeting to order

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

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

Item 1 - app. no. 16-2026 requested by Joseph Linsky of Sign Vision for Kroger 7545 Sylvania Ave. Sylvania, Ohio 43560.

Mr. Linsky was present. Mr. Burns stated that the sign is an update of the existing sign with the new Kroger Pick up and Pharmacy logo. The sign meets the zoning codes.

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

Item 2 – app no. 17-2026 requested by Patty Ybarra of Brilliant Electric Sign for Key Bank 5604 N. Main St. Sylvania, Ohio 43560.

Mr. Burns stated that the sign is a replacement of an existing sign and that it meets the zoning codes.

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

No additions

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

Submitted by,

Cristen Music Secretary
Municipal Planning Commission