



DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

September 17, 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 September 16, 2026.

Mr. Schaff called the meeting to order

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

Mr. Frye moved; Mr. Liber seconded to approve the Minutes of the August 12, 2026, Meeting as submitted: Vote being: Frye, Fischer, Liber and Schaff (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item #1 – Proposed Lot Split – 6566 Brint Rd.

Mr. Fred Swade present and explained the proposed split would divide a single parcel into two separate parcels.

Mr. Burns stated that each parcel would meet zoning code.

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

Item #2 – Proposed Lot Split – 6437 Madison Cove- Madison Cove Condominium 6437 Madison Cove

Mr. Burns explained the proposed split would divide a single parcel of land designated as R-1 PUD Single Family Large Lot District - Planned Development into two parcels. Parcel



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one would remain R-1 PUD Single Family Large Lot District Planned development, and the separated parcel would join with an R-1 Single Family Large Lot district property immediately to the South. Each parcel would meet the zoning code.

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

No Additions

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

Meeting Adjourned

Submitted by,

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

Cristen Music Secretary
Municipal Planning Commission

Board of Architectural Review

Minutes of the regular meeting of September 16, 2026

Mr. Schaff called the meeting to order

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

Ms. Fischer moved; Mr. Liber seconded to approve the Minutes of the August 12, 2026 Meeting as submitted Vote being: Frye, Schaff, Fischer and Liber (4) aye; (0) nay. Motion passed by a 4 to 0 vote.

Item 1 – Regulated Sign - app. no.18-2026 requested by Debra Bodell of Glass City Signs for C&L Automotive 5519 W. Alexis.

Mr. Burns stated that this sign is a replacement wall sign and meets the zoning codes.

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

Item 2 – Regulated Sign - app no.19-2026 requested by Travis Truesdell for Reformed Pilates Studio at 6600 West Sylvania Ave.

Ms. Jennifer Alkins of True Aerial Signs was present. The sign is replacement wall sign. Mr. Burns stated that the sign meets the zoning codes.

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

Item 3 –Regulated app no. 20-2026 requested by Rami Shaheen of Sign Design for Mock law 5829 Monroe Street

The sign is a replacement pylon panel within an existing sign. Mr. Burns stated that the sign meets the zoning codes.

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

Item 4 – New Construction building - app no. 21-2026 requested by Brian Evans of 7 Brew Coffee 5800 Monroe Street.

Mr. Burns explained that this is for architectural review only for architectural design, materials and placement for the 7 Brew on Alexis Road located South East corner.

Mr. Frye made a motion to approve app no. 21-2026 with couple of provision that the external lighting be regulated and over seen by the city and that the luminous lighting does not distract traffic on Alexis Road or the luminous don't become intrusive to nearby residential property.

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

Item 5 -app. no. 22-2026 requested by Brian Evans of 7 Brew Coffee 5800 Monroe Street.

4 signs for review, one wall sign, a monument sign, and door signs. All others signs are considered incidental. Mr. Burns stated that the sign meets the zoning codes.

Mr. Frye made a motion to approve app no. 22-2026 -With provisions that the medallion sign facing Alexis Road either be dimmable or shut off between the hours of 11:00pm-6:30am. and that the luminous from the sign don't intrude on the residential property in the neighborhood.

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

Item 6 – app. no. 23-2026 requested by Gary Harrell of Graphic Signs for McCarthy Builders 5635 Monroe Street.

Mr. Harrell was present. The sign is a new monument sign. Mr. Burns stated that the sign meets the zoning codes.

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

Item 7 – app. no. 24-2026 requested by Jennifer Elkins of True Aerial Signs for Carebridge Medical 4900 North McCord Road.

Ms. Elkins was present. This is replacement wall sign. Mr. Burns stated that the sign meets zoning code.

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

No additions

Ms. Fischer moved and Mr. Frye 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