City of trees
SYLVANIA

DEPARTMENT OF PUBLIC SERVICE
TIMOTHY S. BURNS, ZONING ADMINISTRATOR

October 14, 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 October 14, 2026.

Ms. Fischer called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Mayor Mark Frye, Kate Fischer, Zachary Liber (3) Tim Burns Zoning Administrator, Jeff Schaaf excused Carol Lindhuber excused

Mr. Liber moved; Mr. Frye seconded to approve the Minutes of the September 16, 2026, Meeting as submitted: Vote being: Frye, Fischer and Liber (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

No Application on the agenda

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

Meeting Adjourned

Submitted by,

Cristen Music

Cristen Music Secretary
Municipal Planning Commission

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Board of Architectural Review

Minutes of the regular meeting of October 14, 2026
Ms. Fischer called the meeting to order

Secretary, Cristen Music took the roll call. Members present: Mayor Mark Frye, Kate Fischer and Zachary Liber (3) Jeff Schaaf excused; Carol Lindhuber excused Tim Burns; Zoning administrator.

Mr. Frye moved; Mr. Liber seconded to approve the Minutes of the September 16, 2026 Meeting as submitted Vote being: Frye, Fischer and Liber (3) aye; (0) nay.
Motion passed by a 3 to 0 vote.

Item 1 - app. no. 23-2026 requested by Chad Albert for Toledo Memorial Park and Mausoleum – 6382 Monroe St, Sylvania, Ohio 43560.

Mr. Albert was present and explained the location and construction of the sign.
The sign meets sign codes and no objection from the zoning office.

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

Item 2 – app. no. 24-2026 requested by Rami Shaheen of Sign Dezign USA for Bad Luck Tattoo -5807 Monroe St. Sylvania, Ohio 43560

Mr. Jamal Shaheen was present. This is a replacement sign and meets the sign code from the zoning office

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

Item 3 – app. no. 25-2026 requested by Sarah Thulier for The Dimension Group for 7-Eleven Store – 5800 Monroe St. Sylvania, Ohio 43560

Ms. Sarah Thulier and Matt Dewood present, Sarah explained that this will be a 4,815 square foot convenience 7-Eleven Store. The materials will be structural insulated panels (SIPs) along with corrugated metal and fiber cement panel on the building. This will include an auto fuel canopy with 6 Multiple Product Dispenser stacked. The Canopy design will have the same matching color with the building design. Matt Dewood explained he has spoken with the neighbor to build a fence. 7-Eleven will have to approve the drawings and will come back to the committee to approve.

Mr. Liber made a motion to approve app 25-2026 subject to the fencing being erected to the neighbor to the south and upon the building materials fitting Sylvania standard codes.

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

Item 4 – app. no. 26-2026 requested by Ryan Wishaw of Toledo Sign Co. for Fifth Third Bank 5833 Monroe St. Sylvania, Ohio 43560

Mr. Burns explained that this will only be for the sign facing the front of the building.

Mr. Frye moved, Mr. Liber seconded, to approve; the vote being Frye, Fischer and Liber (3) aye; (0) nay.

Additions- app. no. 21-2026 & 22-2026 7 Brew Coffee – 5800 Monroe Street – Brian Evans, Matt Brooks, and Shawn Crawford

Mr. Burns explained that 7 Brew Coffee has requested a modification to the approval granted for its application no. 21-2026 and 22-2026 asking that the approved time be moved one hour earlier

Mr. Frye made motion to modified app. no 21-2026 & 22- 2026 to allow for the sign to be lit at 5:00am due to hours of operations and with all of the other provisions regarding dimmability and other factors to be controlled by the Sylvania City.

Mr. Frye moved; Mr. Liber seconded, to approve the modification of app. no 21-2026 and 22-2026; the vote being Frye, Fischer and Liber (3) aye; (0) nay.

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

Submitted by,
Cristen Music
Cristen Music Secretary
Municipal Planning Commission