



---

## Landmark Commission

240 Columbus Ave  
Sandusky, Ohio 44870

419.627.5715

[www.cityofsandusky.com](http://www.cityofsandusky.com)

### **AGENDA**

**February 17, 2021**

**4:30 P.M.**

**Virtual Meeting via Microsoft Teams and  
Live Streamed on [www.youtube.com/CityofSanduskyOH](https://www.youtube.com/CityofSanduskyOH)**

---

1. **Call to Order – Roll Call**
2. **Review of January 20, 2021 Meeting Minutes**
3. **Applications for a Certificate of Appropriateness**
  - a. **216 E. Water St.- Awning, Signage, Storefront Alterations**
  - b. **101 & 109 E. Water St- Outdoor Dining Facility**
4. **Staff Approvals**
5. **Other Business**
  - a. **Landmark Preservation Ordinance and Preservation Design Guidelines**
6. **Adjournment**

**NEXT MEETING: March 17, 2021**

**Please notify staff at least 2 days in advance of the meeting if you cannot attend.**

**Landmark Commission  
January 20, 2021  
Remote Meeting  
Minutes**

**Meeting called to order:**

Chairman Dr. Berkey called the meeting to order at 4:33pm. The following members were present: Mr. Jon Lawrence, Commissioner Mike Meinzer, Mr. Alan Griffiths, Mr. Joe Galea, Mr. Ryan Nagel, and Mr. Ryan Whaley. Mr. Thomas Horsman represented the Planning Department and clerk Kristen Barone was also present.

**Review of minutes from October 21, 2020:**

Mr. Galea made a motion to approve the minutes as submitted and Mr. Griffiths seconded the motion. All members were in favor of the motion and the minutes were approved.

**Election of officers:**

Mr. Lawrence nominated Dr. Berkey for chairman. With no other nominations for chairman, all members were in favor of the nomination. Dr. Berkey nominated Mr. Lawrence for vice chairman. With no other nominations for vice chairman, all members were in favor.

**Review of Landmark Commission Annual Report and 2021 Goals:**

Mr. Horsman explained that as required by ordinance, the Landmark Commission is to submit a report to the City Manager and City Commission on a yearly basis on what the commission has accomplished. He then briefly went over the report and the goals for 2021. Mr. Horsman stated that he will be in discussion with the Chairman and the State Historic Preservation Office regarding setting a time for the annual training session for the Landmark Commission, as required by the Landmark Preservation Ordinance.

**Staff updates:**

Mr. Horsman stated that he recently completed administrative approval for signage at 138 E. Market St, which is the Sandusky Artisans Recovery Community Center.

Mr. Horsman explained that City Commission has asked all boards and commissions to examine meeting times in order to ensure that the public as well as members of the boards and commissions can make it to the meetings in time and do not conflict with their work schedules. He stated that the Planning Commission has agreed to try a start time of 5:00 to align with the City Commission meeting time. Mr. Whaley stated that when meetings are able to take place in person again, it might be a good idea to consider allowing people to still meet virtually if possible, to make it easier for people to attend if they are out of town for work, vacation, etc. Mr. Nagel stated that starting at 5:00 would be better for him as it is sometimes hard for him to make it to the meetings in time coming from work in Cleveland. Commissioner Meinzer added that they will just need to make sure they are following the Ohio Public Meeting laws as these discussions are happening.

Mr. Horsman stated that the Certified Local Government Grant application through the State Historic Preservation Office is due on February 12<sup>th</sup>. Staff and the commission have been in discussion on applying for this in the past in order to fund a revision to the Design Review Guidelines.

Dr. Berkey stated that there is a potential application coming to the commission in February for 333 West Market Street. Construction has already started on the rooftop, yet they have not received a building permit or Certificate of Appropriateness.

Dr. Berkey stated that he has asked Mr. Horsman to bring to the February meeting a draft of language for the signage and demolition ordinances that the commission has been in discussion about revising.

**Meeting adjourned:**

Mr. Griffiths made a motion to adjourn and Mr. Whaley seconded the motion. The meeting ended at 5:09pm.

**Approved by:**

---

Kristen Barone, Clerk

---

Timothy Berkey, Chairman

# LANDMARK COMMISSION REPORT

---

## APPLICATION FOR CONSTRUCTION OF A TEMPORARY OUTDOOR DINING FACILITY AT 101 AND 109 EAST WATER STREET

Reference Number: PLC21-0001

Date of Report: February 10, 2021

Report Author: Thomas Horsman, Assistant Planner

---

---



# City of Sandusky, Ohio

## Landmark Commission Report

---

### BACKGROUND INFORMATION

---

Applicant: Jeff Foster  
Payto Architects  
Sandusky, OH 44870

Owner: Havinfun, LLC  
101 E. Water St.  
Sandusky, Ohio 44870

Site Location: 101 and 109 E. Water Street

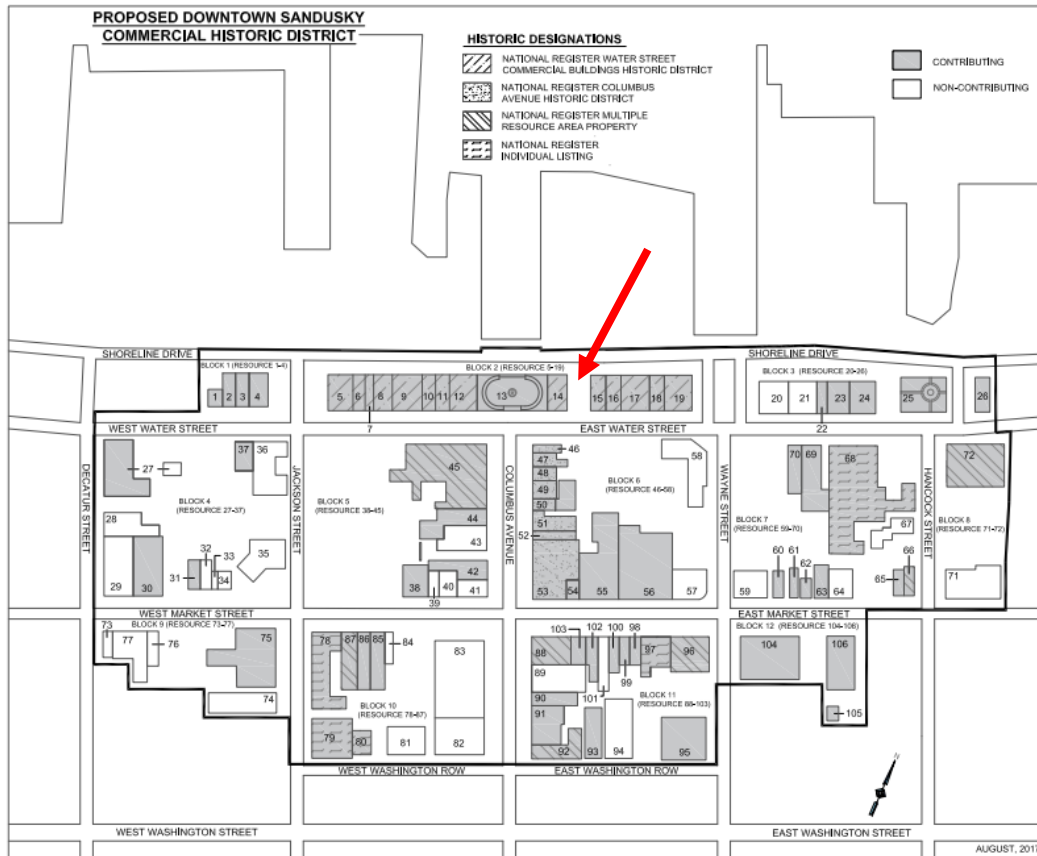
Historic Status: Located in the Downtown Sandusky Commercial Historic District

Zoning: "DBD"/Downtown Business District

Existing Uses: Vacant Lot

Proposed Project: Outdoor Dining Facility

## SITE DESCRIPTION

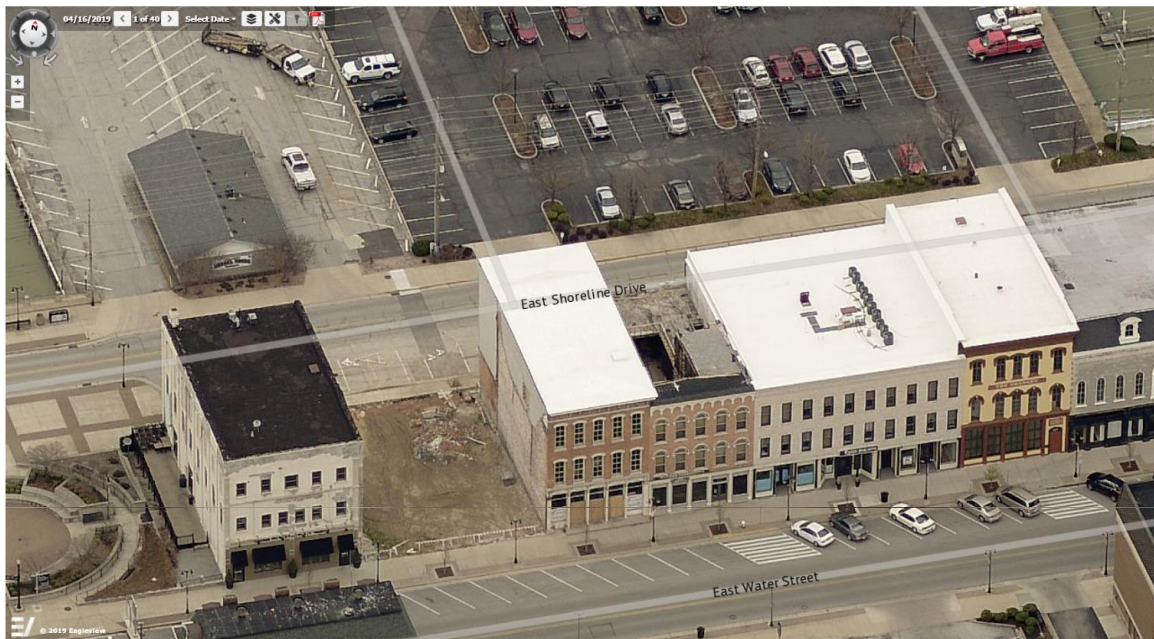




**Lot formerly occupied by the Phoenix Block, which was demolished in 2015**



**Aerial View of the property from spring 2019**





---

#### DEPARTMENT OF PLANNING COMMENTS

---

This lot at 109 E. Market was previously occupied by the Phoenix Block building, which was originally constructed in 1849. Unfortunately, due to significant deterioration, this building was demolished in 2015. It was been a vacant lot ever since.

This application proposes utilizing the vacant lot as an outdoor dining facility for Landmark Kitchen and Bar, which is the adjacent building at 101 E. Water St.

The owner has stated in the application that this proposal is intended to be a temporary use of the land and it is in the longer term plans to eventually construct a building on this lot. The City has also expressed to the owner its desire for this arrangement to be temporary and that it would be best for a building to be erected on this parcel.

The outdoor dining facility would connect to the current Landmark restaurant via new two doorways on the eastern wall of 101 E. Water. The deck would extend the length of the parcel (80 feet), and an additional 2 feet, 9 inches beyond the adjacent building wall. The overhanging deck would be screened along the north wall, and it would extend above the existing mechanical equipment on Shoreline Drive. The deck and stairs would be contained in the “amenity zone” along Shoreline Drive. The encroachment onto Shoreline Drive will need approval from the Division of Engineering.

The fencing along Water Street will be made of steel painted black, with wooden piers serving as posts. Repurposed shipping containers would serve as a bar area, as well as restrooms. Steel stations would be erected to support canvas fabric stretch awnings over the seating area.

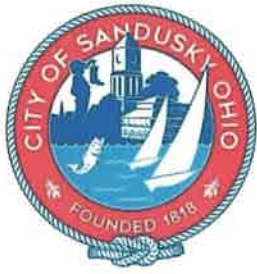
The applicant has stated this deck would be temporary and construction of it is reversible, with the only change to the adjacent buildings being the two new doorways on 101 E. Water. The wall that the doorways would be constructed into was formerly an internal wall that faced the now-demolished Phoenix Block.

---

#### CONCLUSION/RECOMMENDATION

---

Staff strongly believes it is important for a new structure to be built on this parcel that follows a similar built form to the adjacent buildings on the block. However, staff believes this is an appropriate short-term use for the parcel, as it has been vacant since 2015. Staff believes that the proposal is in line with the Sandusky Preservation Design Guidelines and recommends approval of the Certificate of Appropriateness. As mentioned previously, any extension into the public right-of-way also requires approval from the Division of Engineering.



## LANDMARK COMMISSION

### *Application for a Certificate of Appropriateness*

Department of Planning

240 Columbus Ave

Sandusky, Ohio 44870

419.627.5891

[www.cityofsandusky.com](http://www.cityofsandusky.com)

## Instructions to Applicants

**MEETINGS:** 3<sup>rd</sup> Wednesday of each month at 4:30 P.M.\* – City Commission Chamber, First Floor of City Hall.

*\*Meeting dates are subject to change. Please check [www.cityofsandusky.com/Landmark](http://www.cityofsandusky.com/Landmark) for an updated schedule.*

**DUE DATE FOR SUBMITTALS:** Applications are due by 5:00 P.M. on the date of the preceding month's Landmark Commission meeting.

**WHO MUST ATTEND:** The property owner, or the authorized agent of the owner, must be present at the Landmark Commission meeting.

**APPLICATION FEE:** No Fee.

**SUBMISSION REQUIREMENTS:** Please provide either a hard copy or electronic copy of the following:

- 1) Completed application
- 2) Supporting documentation:

A. New Construction

- a. Scaled drawings
- b. Site plan
- c. Photographs
- d. Material list

B. Additions/Alterations

- a. Scaled drawings
- b. Photographs
- c. Material list

C. Signage

- a. Scaled drawings
- b. Location of sign
- c. Photographs
- d. Width of building
- e. Lot frontage

D. Demolition

- a. A report as to the structural soundness of the building prepared by professionals experienced in preservation and rehabilitation
- b. Estimates of the costs and income for rehabilitation of the building
- c. Estimates of the costs and income for new development
- d. Valuation of the property
- e. Preliminary development plans

\*Historic photographs of the structure/property may be requested by Planning Staff or the Landmark Commission

**Please note that the granting of a Certificate of Appropriateness is not a Building Permit. A separate Building Permit must be issued prior to all construction.**

Submit application and materials to:

City of Sandusky  
Department of Planning  
240 Columbus Ave.  
Sandusky, OH 44870

Contact Thomas Horsman, Assistant Planner, at 419-627-5715 or [thorsman@ci.sandusky.oh.us](mailto:thorsman@ci.sandusky.oh.us) with any questions.

## Application for a Certificate of Appropriateness

### STAFF USE ONLY:

Filing Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Reference Number: \_\_\_\_\_

Address of Property for Certificate of Appropriateness: 109 East Water Street  
Name of Property Owner: Havinfun, LLC - AKA: Landmark Kitchen and Bar  
Mailing Address of Property Owner: 101 East Water Street  
City: Sandusky State: OH Zip: 44870  
Telephone #: 419-656-4202 Email: defoster@fostersandusky.com

If same as above check here ☐

Name of Applicant: Jeff Foster, Payto Architects  
Mailing Address of Applicant: 1220 West Sixth Street, Suite 405  
City: Cleveland State: OH Zip: 44113  
Telephone #: 216-241-6800 Email: jfoster@paytoarchitects.com


### Description of Work to be Done:

Construction of a temporary outdoor dining facility in the location of a formerly demolished building. Ground work to include: Paving at grade along Water Street with fencing, wood decking at a level to match the existing building, wood stairs down to shoreline drive at the north. A shipping container will be re-purposed to house a bar and additional restrooms. Fabric screening "sails" with steel support posts will be constructed for shading. Connections will be made for staff and patrons into the east wall of the existing 101 East Water Street Building. As noted, these improvements are intended to be temporary in nature to take advantage of the the open lot while energizing the streetscape with activity and vibrance. Ultimately, the ownership team would like to construct a building on the site, infilling a critical space in the building fabric.

In respect to the historic building context and NPS guidelines, all new structures are placed internal to the site, such that they do not visibly impact the historic surroundings and are entirely reversible. No historic elements or fabric are being modified in any way to complete this work.

  
Signature of Property Owner

1-13-21  
Date

  
Signature of Authorized Agent

1/13/21  
Date

## **The Sandusky Preservation Design Guidelines**

The guidelines can be found on the city's website at

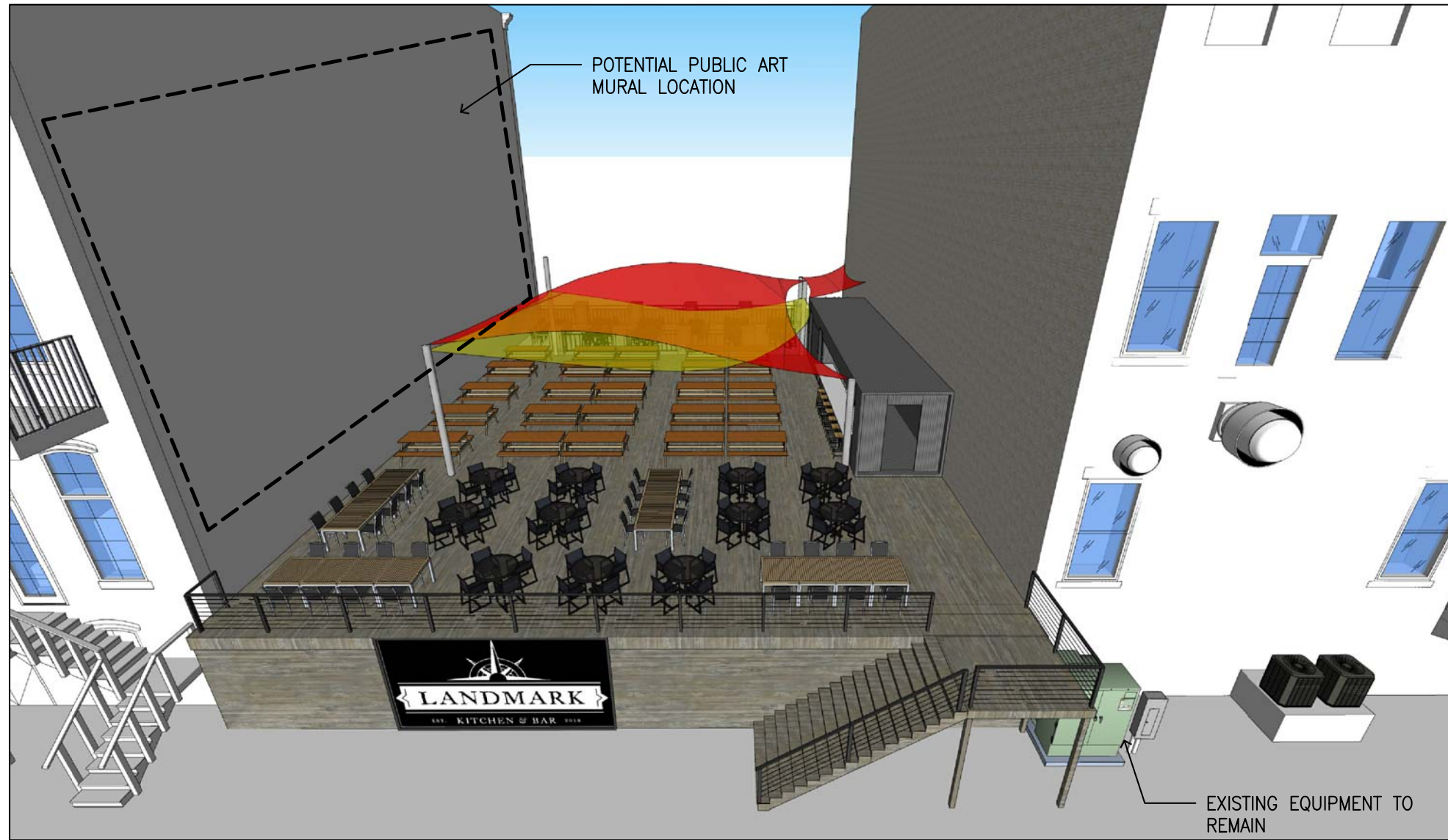
[http://www.cityofsandusky.com/residents/planning\\_and\\_zoning/historic\\_preservation.php](http://www.cityofsandusky.com/residents/planning_and_zoning/historic_preservation.php)

---

### **The Secretary of the Interior's Standards for the Treatment of Historic Properties**

- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment;
- (2) The historic character of a property shall be retained and preserved. The removal of historic materials or alternation of features and spaces that characterize a property shall be avoided;
- (3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken;
- (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved;
- (5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved;
- (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence;
- (7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible;
- (8) Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken;
- (9) New additions, exterior, alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment; and
- (10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.





**C** VIEW FROM SHORELINE DRIVE  
SP101 NO SCALE



**B** VIEW WITHIN DECK AND UNDER CANOPY  
SP101 NO SCALE



**A** VIEW FROM WATER STREET  
SP101 NO SCALE



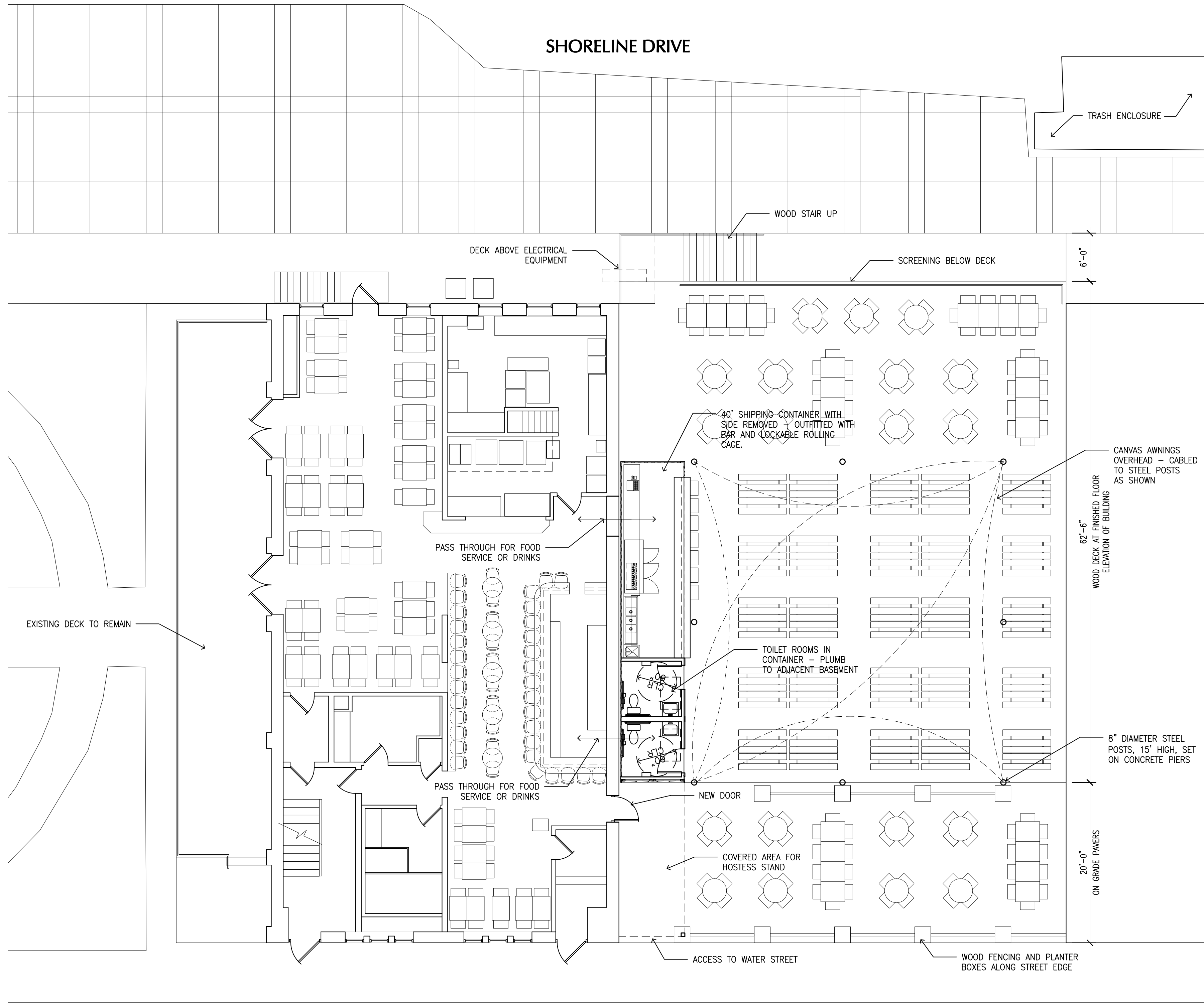
EXISTING VIEW FROM SHORELINE DRIVE



EXISTING VIEW FROM WATER STREET LOOKING WEST



EXISTING VIEW FROM WATER STREET LOOKING EAST



EAST WATER STREET

**1** GROUND FLOOR / SITE PLAN  
SP101 SCALE: 1/8"=1'-0"



ISSUE DATE: 01.14.21

PRELIMINARY  
NOT FOR CONSTRUCTION  
PRINTS FULL SCALE  
ON 24"X36" SHEET

**LANDMARK KITCHEN & BAR**  
EXTERIOR DINING & DECK EXPANSION  
101 EAST WATER STREET  
SANDUSKY, OH 44870

**PAYTO Architects**  
405 BRADLEY BUILDING 1220 WEST SIXTH STREET CLEVELAND, OHIO 44113  
PHONE: (216) 241-6800  
WWW.PAYTOARCHITECTS.COM

GROUND FLOOR &  
SITE PLAN

PA PROJECT NO. 2018-07  
CURRENT DATE 01.14.21

**SP101**

LANDMARKS COMMISSION  
REVIEW SUBMISSION

Copyright © 2020 Payto Architects Inc.



# LANDMARK COMMISSION REPORT

---

## APPLICATION FOR SIGNAGE, AWNING, AND EXTERIOR ALTERATIONS TO 216 E. WATER ST.

Reference Number: PLC21-0003

Date of Report: February 10, 2021

Report Author: Thomas Horsman, Assistant Planner

---

---





# City of Sandusky, Ohio

## Landmark Commission Report

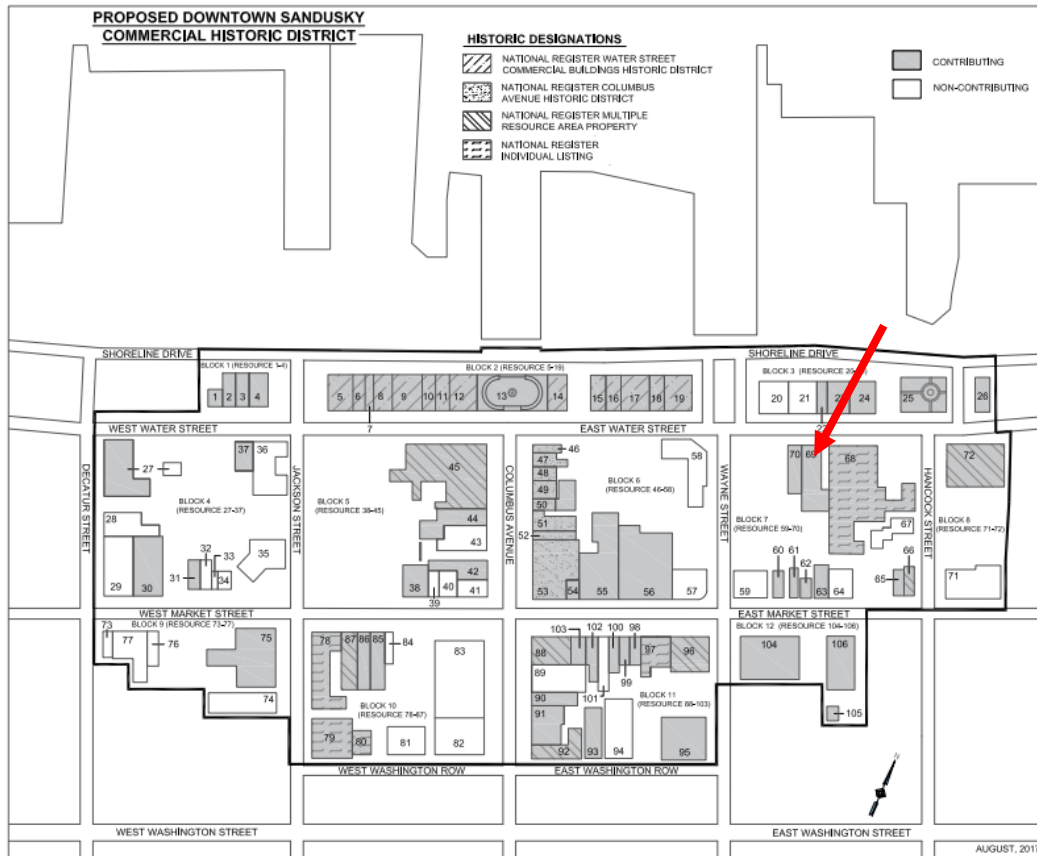
---

### BACKGROUND INFORMATION

---

Applicant:	Kelly and Brad VanCauwenbergh 2713 Mudbrook Rd. Sandusky, OH 44870
Owner:	Warehouse Properties, LLC PO Box 1070 Sandusky, Ohio 44870
Site Location:	216 East Water Street
Historic Status:	Contributing structure in the Downtown Commercial Historic District
Zoning:	"DBD"/Downtown Business District
Existing Uses:	Vacant
Proposed Project:	Relocating previously approved signage and awning for Maca Root Juice Bar and Eatery the new location. Replacing the green siding above and below the front façade windows.

## SITE DESCRIPTION



**Proposed Awning and Signage Locations. Green Siding to be Replaced with Black.**



---

**DEPARTMENT OF PLANNING COMMENTS**

---

In June 2019, the Landmark Commission approved this signage and awning package for Maca Root at 305 E. Water St. Maca Root is in the process of relocating to 216 E. Water St. This application proposes relocating the previously approved awning and sign to the façade of the new building. The sign is a projected double-sided sign that will be four square feet in area and one inch thick. The sign is painted black with a white digitally printed logo and hangs from a decorative scroll bracket that is affixed to the wall. The awning is black with white lettering and is 27 square feet. It is described as an open ended, shed style awning and the bottom portion projects out one foot.

The applicant also proposes removing the green siding above and below to replace it with black material. The current siding is worn down and damaged in a number of places.

---

#### CONCLUSION/RECOMMENDATION

---

Considering the signage and awning have been previously approved by the Landmark Commission, staff recommends approval for both of those items. Their proposed new placement is in line with the Preservation Design Guidelines. Staff also recommends approval of the replacement of the green siding with the following condition:

- Specific specifications of the replacement material be submitted to staff for final approval before installation.

## Application for a Certificate of Appropriateness

### STAFF USE ONLY:

Filing Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Reference Number: \_\_\_\_\_

Address of Property for Certificate of Appropriateness: 216 E Water Street

Name of Property Owner: Kelly and Brad VanCauwenbergh

Mailing Address of Property Owner: 2713 Mudbrook Rd

City: Huron State: Ohio Zip: 44839

Telephone #: 419-357-2094 Email: themacarootjuicebar@gmail.com

If same as above check here ☐

Name of Applicant: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Description of Work to be Done:

We are moving out of The Paddle and Climb Building down the street to 216 E Water Street. We are requesting to move our awning over the door, and circle sign to the corner of the building in the new location.

\_\_\_\_\_  
Signature of Property Owner      2/2/21  
Date

Kelly VanC  
Signature of Authorized Agent      2/2/21  
Date



## **The Sandusky Preservation Design Guidelines**

The guidelines can be found on the city's website at

[http://www.cityofsandusky.com/residents/planning\\_and\\_zoning/historic\\_preservation.php](http://www.cityofsandusky.com/residents/planning_and_zoning/historic_preservation.php)

---

### **The Secretary of the Interior's Standards for the Treatment of Historic Properties**

- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment;
- (2) The historic character of a property shall be retained and preserved. The removal of historic materials or alternation of features and spaces that characterize a property shall be avoided;
- (3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken;
- (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved;
- (5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved;
- (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence;
- (7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible;
- (8) Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken;
- (9) New additions, exterior, alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment; and
- (10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



## Application for a Certificate of Appropriateness

### STAFF USE ONLY:

Filing Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Reference Number: \_\_\_\_\_

Address of Property for Certificate of Appropriateness: 216 E Water Street

Name of Property Owner: Kelly and Brad VanCauwenbergh

Mailing Address of Property Owner: 2713 Mudbrook Rd

City: Huron State: Ohio Zip: 44839

Telephone #: 419-357-2094 Email: thamacarootjuicebar@gmail.com

If same as above check here ☐

Name of Applicant: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_


City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Description of Work to be Done:

We are moving out of The Paddle and Climb Building down the street to 216 E Water Street. We are requesting to move our awning over the door, and circle sign to the corner of the building in the new location. We are also proposing taking

the dented green pieces off the front  
surrounding the <sup>sidings</sup> windows & replacing  
with black - See picture.

  
Signature of Property Owner

2/2/21

Date

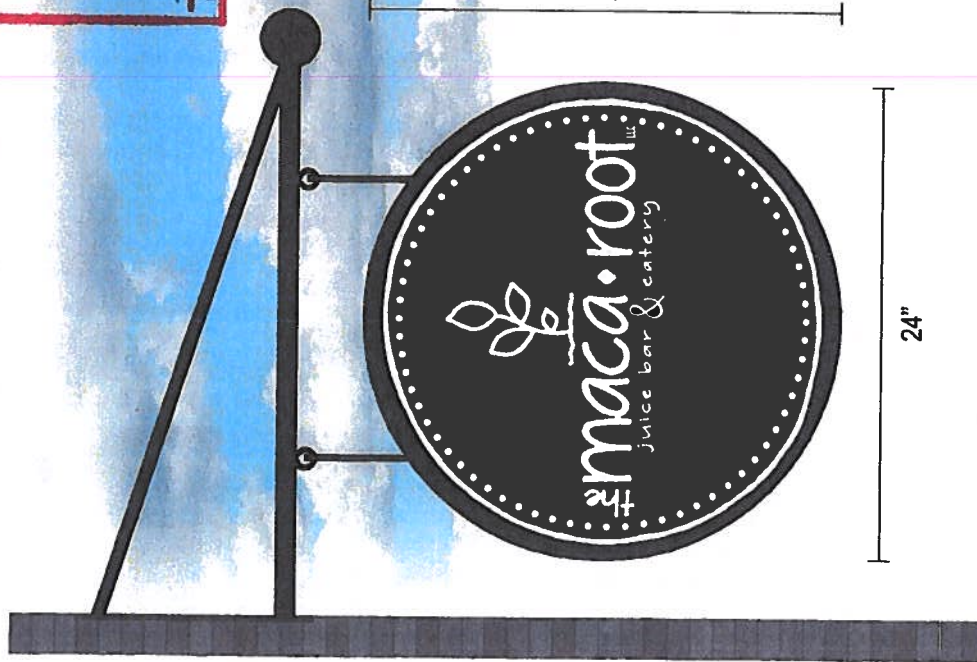
  
Signature of Authorized Agent

2/2/21

Date



Circular Hanging Sign: Double Sided



24"

24"



Example photo of bracket

### OBC PLAN REVIEW

- ☒ Reviewed and found to be in compliance with the OBC as indicated on any document issued.
- ☒ Partial/Conditional compliance with OBC as indicated on any document issued.
- ☒ Reviewed and found NOT to be in compliance with the OBC as indicated on any correction instruction/Modification Orders issued.

Plans Examiner *[Signature]* 05.15.19  
Date Reviewed

BUILDING DIVISION

MAY 14 2019

CITY OF SANDUSKY

Newly Proposed Signage



### Fabrication Specs

1" Thick double sided PVC hanging sign painted black  
Logo to be digitally printed

Mounted to decorative scroll bracket

These drawings are the exclusive property of Brady Signs. They represent chargeable time spent. They are submitted for your personal use under the agreement that the use of this design in its entirety or any part will not be reproduced, copied, lent or used for any purpose without written consent from Brady Signs.

1721 Hancock Street  
Sandusky, OH 44870  
Phone: 419-626-5112  
Fax: 419-625-5985  
Web: bradysigns.com



Customer: Rooted

Location: 305 E. Water St. Sandusky, OH

Date: 12/10/18

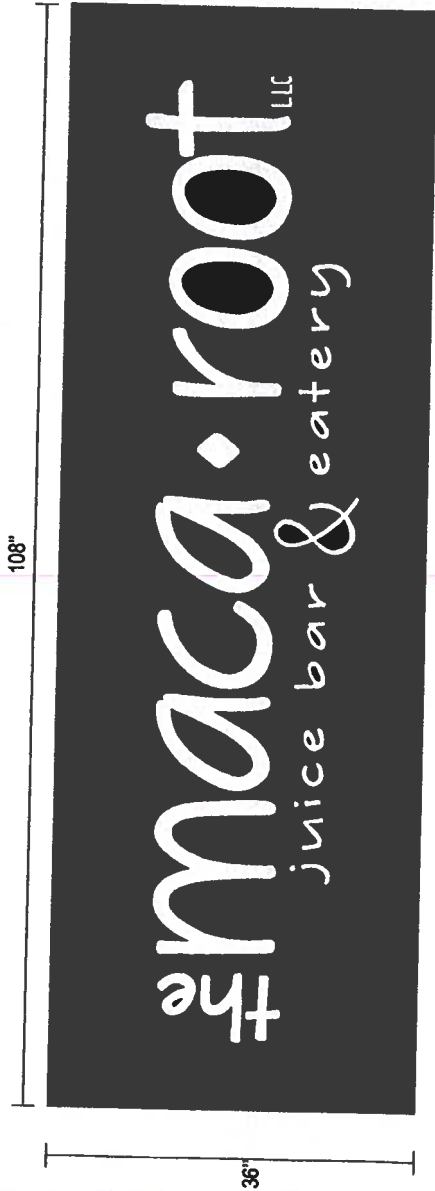
File Name: Dwg/75404A

Client Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Wall Sign: Main Entrance

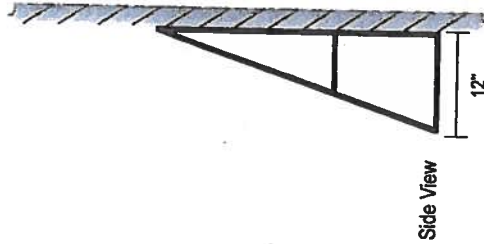


Newly Proposed Signage



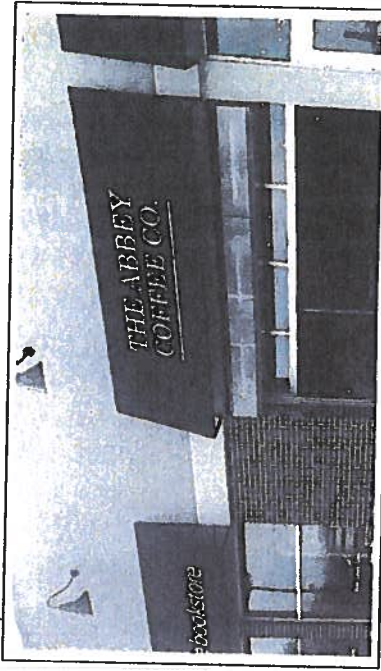
**Fabrication Specs**

9' wide x 3' rise x 1' projection, open ended, shed style awning.



Side View

Example Photo



1721 Hancock Street  
Sandusky, OH 44870  
Phone: 419-626-5112  
Fax: 419-625-5985  
Web: bradysigns.com

These drawings are the exclusive property of Brady Signs. They represent chargeable time spent. They are submitted for your personal use under the agreement that the use of this design in its entirety or any part will not be reproduced, copied, lent or used for any purpose without written consent from Brady Signs.

Customer: Rooted

Location: 305 E. Water St. Sandusky, OH

Date: 12/10/18

File Name: Dwg/5404A

Client Approval: \_\_\_\_\_

Date: \_\_\_\_\_