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## Landmark Commission

240 Columbus Ave  
Sandusky, Ohio 44870

419.627.5715

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

### AGENDA

April 21, 2021

5:00 P.M.

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

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1. Call to Order – Roll Call
2. Review of March 15, 2021 Meeting Minutes
3. Topics of Discussion Presented by Chairman Tim Berkey:
  - a. Review of Chapter 1161 – Landmark Preservation
  - b. Proposed Changes to Application & Process for a Certificate of Appropriateness
  - c. Issues in need of attention:
    - Awareness of Landmark Commission – new property owners
    - Enhancement of communication with Division of Building/Division of Code Compliance
    - Establishing influence/input of vacant property within the historic district
    - Follow up procedures on approved applications for Certificate of Appropriateness
  - d. Designation of landmark properties
  - e. Study of problems and determination of needs of the City in restoring/preserving historic buildings, structures, areas and neighborhoods.
  - f. Historic markers denoting landmark/historic buildings in the City.
  - g. Liaison on behalf of City to individuals and organizations concerned with historic preservation; educate citizens regarding historic preservation and concerns.
  - h. Surveyed inventory for historic and cultural resources within the City – update
4. Other Business
5. Administrative Approvals Report
6. Adjournment

**NEXT MEETING: May 19, 2021**

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

**Landmark Commission  
March 17, 2021  
Remote Meeting  
Minutes**

**Meeting called to order:**

Chairman Dr. Berkey called the meeting to order at 5:01pm. 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 Mr. Brendan Heil represented the Law Department. Clerk Kristen Barone and Community Development Director Jonathan Holody were also present.

**Review of minutes from February 17, 2021:**

Mr. Lawrence stated that the name of the one owner needs to be corrected regarding the 101 & 109 E. Water St application. Mr. Whaley made a motion to accept the minutes with that correction and Mr. Lawrence seconded the motion. All members were in favor of the motion.

**Applications:**

**1) 125 East Water Street – Biemiller Rooftop Bar**

Mr. Horsman stated that Renaissance Too LLC has applied for a Certificate of Appropriateness for an addition of an external stairwell structure, to connect to the previously approved proposed rooftop bar. Subsequent to that approval, the design team discovered an issue with a building code requirement that mandates two points of egress, thus necessitating an additional stairwell. This also requires the relocation of the restroom facilities to the southeast corner of the structure, and thus one of the glass panels on the southern wall is being proposed to be opaque instead of the previously approved glass. The stairwell will connect to the rooftop structure and then extend out in front of the penthouse level on the Weeden-Reber Building. This structure will not be setback from the front cornice, but will be built in line with it. The materials and colors would be in line with the existing newly constructed penthouse structure. Staff supports this project and believes that this type of use is appropriate due to the unique nature of the buildings sitting along the waterfront. Ideally, any rooftop addition would be setback from the front building line, as to minimize its visibility from the street and surrounding area. However, staff recognizes that this modification is being driven by code requirements and options are limited. Dr. Berkey stated that the Landmark Commission seems to be getting more rooftop applications and the committee needs to keep in mind the street's eye view.

Mr. Galea made a motion to approve the Certificate of Appropriateness and Mr. Whaley seconded. With five votes for the motion and two votes against, the motion passed.

**2) 301 & 303 West Water Street – Federson Building/Sandusky Butter & Egg Renovation**

Mr. Horsman stated that WWM Investments has applied for a Certificate of Appropriateness to do comprehensive interior and exterior renovations to the buildings for a new restaurant and event venue. The major modifications to the Federson Building will be installing windows significantly larger than the historic windows that were in the building. Due to the location of the building along the waterfront, and due to the fact that the proposed use will be much more public in nature than its previous use, staff believes this is appropriate and does not deem it detrimental to the historic nature of the building. Staff's opinion is that the proposed renovations of both buildings are in line with the Sandusky Preservation Design Guidelines and the Secretary of the Interior Standards for Rehabilitation and supports the Certificate of Appropriateness.

Mr. Lawrence asked if the sign and awning would be a later phase.

Mr. Jeff Foster with Payto Architects replied that they would like to bring that back to the Landmark Commission at a later date.

Mr. Lawrence made a motion to approve the application and Commissioner Meinzer seconded. All voting members were in favor of the motion, except for Mr. Griffiths, who abstained.

**3) 202 Columbus Avenue – Small City Taphouse Façade Restoration**

Mr. Horsman stated that the owner of this building has applied for a Certificate of Appropriateness for exterior renovations and signage. Staff has been working with the applicant and building owner for a long period of time to ensure that this renovation is carried out in a historically appropriate manner, while also being feasible. Staff supports the granting of the Certificate of Appropriateness.

Mr. Griffiths made a motion to approve the application and Commissioner Meinzer seconded. All voting members were in favor of the motion.

**4) 333 West Market Street – Hemminger Saloon Renovation**

Mr. Horsman stated that the owners of this building have applied for a Certificate of Appropriateness to renovate the building into a brewpub on the first floor, apartments above, and a rooftop deck. Staff supports this overall project and its proposed uses are in line with the recently adopted Downtown Sandusky Master Plan. This is a notable historic building, and staff supports its rehabilitation. Staff supports the proposed additions to the north façade of the building and on the first floor of the south façade, on the condition that the applicant provide more detailed information on the materials and any cut sheets of windows, doors, or awnings that are to be added. Staff generally supports the addition of rooftop decks, but does have some concerns about the scale of the existing rooftop structure. Based upon any feedback and/or decisions from the Landmark Commission, staff will work with the applicant to ensure the rehabilitation project is successful and in line with historic rehabilitation standards.

Conor Whelan, one of the owners of the building, stated that he always intended to bring to the Landmark Commission the proposed work to the façade of the building, which is going to be later phase of the project, but he was not aware that the rooftop portion of this project would need to be approved by the committee, and that is why that work has already started. Also, the roof is leaking, so they wanted to work as quickly as possible to put the rooftop structure on and then finish the rest of work around it.

Dr. Berkey stated that his concerns with this application are that the owners altered the roofline of the building and constructed a structure on the rooftop in violation of two city ordinances that state a Certificate of Appropriateness must be issued beforehand from the Landmark Commission, and that a building permit must be issued from the Building Division. Furthermore, the application submitted was incomplete. As this may be, the reason he will be voting no on this application is due to The Secretary of the Interior's Standards for the Treatment of Historic Properties that the application has failed to meet. He stated that the standards the application fails to meet include: 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; 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; and 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. Dr. Berkey said that the proposed changes to the building are not minimal and include: 1) the addition of a rooftop structure, 2) the addition of deck, fencing, and support columns on an altered roof, 3) the alteration of the original hip roofline, 4) elimination of the framed stone surrounds that sit above each double hung widow, 5) changes to the façade windows from single paned to six pane, 6) changes to the façade fascia and roofline, with the removal of wood corbels and carved vertical supports, 7) replacement of façade masonry features above, below, and adjacent to the second and third floor windows, 8) replacement of the street level door from a single door entrance to a double door entrance, 9) replacement of street level windows with combination windows and doors, 10) addition of street level fencing on either side of the main entrance and attached to the façade, 11) addition of a canopy to the façade at the street level, 12) replacement of the existing brick finish of the façade with undefined facing, addition of double doors cut in to the center of the second and third floors of the north side of the building, the addition of balconies on the second and third floor of the north side of the building, 15) the alteration of windows on the east side of the building to eight pane windows, 16) multiple changes to the colors and textures of the building.

Mr. Lawrence made a motion to approve the application and Mr. Nagel seconded. All voting members voted against the motion.

**Staff updates:**

Mr. Horsman stated that there are no staff updates at this time.

**Meeting adjourned:**

Mr. Griffiths motioned to adjourn and the meeting ended at 7:01pm.

**Approved by:**

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Kristen Barone, Clerk

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Timothy Berkey, Chairman

## CHAPTER 1161

### Landmark Preservation

- 1161.01 Intent.**
- 1161.02 Definitions.**
- 1161.03 Establishment of Landmark Commission.**
- 1161.04 Powers and duties of Landmark Commission.**
- 1161.05 Approval process for designation of landmarks.**
- 1161.06 Criteria for designation of landmarks.**
- 1161.07 Certificate of appropriateness.**
- 1161.08 National register process.**
- 1161.09 Enforcement and penalties.**
- 1161.10 Appeals procedures.**
- 1161.11 Minimum maintenance requirements.**

#### **1161.01 INTENT.**

The intent of this Chapter is to: (1) to designate, preserve, protect, and enhance current and future Landmark and Historic properties and structures, and properties within historic districts, within the City of Sandusky; (2) to foster civic pride in and consistent with established long term goals and policies of the City; (3) to stabilize or improve the aesthetic and economic vitality and values of Landmark and Historic sites, structures, and district; (4) to protect and enhance the City's attraction to tourist and visitors; and (5) to promote the use of these sites for the improvements and objects for the education, invigoration, and welfare of the people of the City. (Ord. 19-041. Passed 3-11-19.)

#### **1161.02 DEFINITIONS.**

(a) "Alteration" means any act or process that changes one or more of the exterior architecture features of a building or structure; including, but not limited to, the erection, construction, reconstruction, or removal of the building or structure.

(b) "Addition" means any act or process that changes one or more of the exterior architectural features of a building or structure by adding to, joining with or increasing the size or capacity of the building or structure.

(c) "Archaeological/Historic Landmark Site" means a single site, including the associated buildings, structures, and plant life, which is considered to have historic and/ or prehistoric significance due to its association with past events of historical, cultural, architectural, and/or archeological value.

(d) "Building" means a structure which is permanently affixed to the land, having one or more floors and a roof, being bounded by either open spaces or lot lines, and used as a shelter or enclosure for persons, animals, or property. "Building" shall be used synonymously with "structure" unless otherwise noted and shall be construed as if followed by the words "part or parts thereof".

(e) "Certificate of Appropriateness" means a certificate issued by the Landmark Commission indicating that a proposed change, alteration, or demolition of a Landmark or Historic building or structure within a historic site, district, or on the National Register of Historic Places, is in accordance with the provisions of this Chapter and local design guidelines.

(f) "Change" means any exterior alteration, demolition, removal or construction involving any structures and sites subject to the provisions of this Chapter.

(g) "Construction" means the act of constructing an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.

(h) "Demolition" means any act or process that destroys in part or in whole any building or structure

(i) "Historic District" and/or "Historic Building" means any area or building listed on the National Register of Historic Places.

(j) "Historic Structure" means any building or structure which has historic, architectural or archaeological significance and has been so designated according to the provisions of this Chapter. The significance of a property to the history, architecture, archaeology, engineering, or culture of a community, state, or the nation may be achieved in several ways:

(1) Association with broad pattern of our history, events, activities, or patterns;

(2) Association with important persons;

(3) Distinctive physical characteristics of design, construction, or form;

(4) Potential to yield information important in history or prehistory (archaeology);

(k) "Landmark" means any building, structure or archaeological site that has been designated as a "landmark" by ordinance of the City or Commission, pursuant to procedures proscribed herein, that is worthy of preservation, restoration or rehabilitation because of its historic, architectural or archaeological significance.

(l) "Landmark Commission" means the Commission established under the provisions of the enabling legislation.

(m) "Owner" means the owner or owners of record.

(n) "Preservation" means the act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property.

(o) "Reconstruction" means the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

(p) "Rehabilitation" means the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.

(q) "Restoration" means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

(Ord. 19-041. Passed 3-11-19.)

#### **1161.03 ESTABLISHMENT OF LANDMARK COMMISSION.**

(a) The hereby established City of Sandusky Landmark Commission shall consist of seven (7) members; the President of the City Commission or another member of the City Commission designated by the President and confirmed by the City Commission to serve in his place, and six (6) citizens of the City each of whom shall serve without compensation and shall be appointed by the City Commission for a term of three (3) years. The terms of the citizen members shall be so arranged that the term of two members will expire each year.

(b) The Landmark Commission shall meet monthly, unless determined otherwise, and at the call of the Chairman and at such other times as the Landmark Commission may determine.

(c) The Landmark Commission meetings shall comply with Federal and State laws dealing with public meetings and meeting notices.

(d) The Landmark Commission members shall be subject to the provisions of the City Charter and these Codified Ordinances regarding conflict of interest and ethics. In addition, the Landmark Commission members shall be subject to related provisions of the Ohio Revised Code.

(e) The Landmark Commission, designated City Staff, or others shall prepare a written report at least once a year, for submission to the City Manager and City Commission that summarizes the Landmark Commission activities, cases, and recommendations. Such reports shall be available for public inspections.

(f) At a minimum two (2) members shall be professionals or have expertise in the following disciplines need to be represented: architecture, history, planning, archaeology, or related disciplines, to the extent available within the community.

(g) To the extent possible, the Landmark Commission should regularly complete annual training regarding historic preservation provided by Staff.

(h) The Landmark Commission shall meet at least four (4) times per year, meetings shall be held in a public place, advertised, and open to the public.

(Ord. 19-041. Passed 3-11-19.)

#### **1161.04 POWERS AND DUTIES OF LANDMARK COMMISSION.**

(a) To recommend to City Commission legislation for designation of individual landmark properties, sites, and districts that would serve to beautify, protect, preserve, restore, and develop the City.

(b) To study problems and determine the needs of the City in restoring and preserving historic buildings, structures, areas, and neighborhoods.

(c) To review and act on all applications for Certificates of Appropriateness as required and utilize Roberts Rules of Order for this action.

(d) Review applications for changes to existing landmark and historic buildings and sites within the City.

(e) Work to erect historic markers to denote landmark and historic buildings within the City.

(f) Act as a liaison on behalf of the City of Sandusky to individuals and organizations concerned with historic preservation; educate citizens regarding historic preservation issues and concerns.

(g) The Landmark Commission and City Planning Staff shall maintain a surveyed inventory for historic and cultural resources within the City. The inventory will detail designated districts, sites, and/or structures. This inventory will be submitted to the State Historic Preservation Office and open to the public. The inventory shall be updated periodically to reflect changes, alterations, and demolitions.

(Ord. 19-041. Passed 3-11-19.)

#### **1161.05 APPROVAL PROCESS FOR DESIGNATION OF LANDMARKS.**

The Landmark Commission shall review all landmark designation applications and make a recommendation of approval or denial based on the Criteria for Designation of Landmark found in Section 1161.06. The City Commission shall have final approval on the application. All applications shall be reviewed by Landmark Commission within forty-five (45) days after a completed application is submitted. Applications must include owners or majority of owners consent in order to be considered complete. All meetings shall be available to the public, and agendas shall be publically advertised. A written notification of the Landmark Commission's recommendation will also be sent to each applicant by regular mail. Detailed minutes of the meeting and decision rendered by the Landmark Commission shall be kept on file and available for public inspection.

(Ord. 19-041. Passed 3-11-19.)

#### **1161.06 CRITERIA FOR DESIGNATION OF LANDMARKS.**

An object, site or building, which is at least fifty (50) years old, may be designated for preservation as a landmark site or landmark district if it has significant character, interest or value as part of the development, heritage, or cultural characteristics of the City, state, or nation, if it has integrity, or the ability to convey its significance, and if it falls into one of the following categories:

(a) It is in the location of, or is associated in a significant way with, a historic event with a significant effect upon the community, city, state, or nation; or

(b) It is associated in a significant way with the life of a person important in the history of the city, state, or nation; or

(c) It is associated in a significant way with a significant aspect of the cultural, political, or economic heritage of the community, city, state or nation; or

(d) It embodies the distinctive visible characteristics of an architectural style, or period, or of a method of construction; or

(e) It is an outstanding work of a designer or builder; or

(f) Because of its prominence of spatial location, contrasts of siting, age, or scale it is an easily identifiable visual feature of its neighborhood or the City and contributes to the distinctive quality or identity of such neighborhood or the City.

(g) The Secretary of Interior Standards for Rehabilitation shall be utilized when applications for Certificates of Appropriateness.

(h) The property owner shall indicate consent for the Landmark building, structure, or site designation.

(i) Sixty percent (60%) of the affected property owners must consent to the proposed Landmark district designation.

(Ord. 19-041. Passed 3-11-19.)

#### **1161.07 CERTIFICATE OF APPROPRIATENESS.**

(a) Certificate of Appropriateness shall be required for all changes to existing Landmark and Historic buildings, sites, structures and districts.

(b) The Landmark Commission delegates to the Planning Department staff the authority to administratively review and grant a Certificate of Appropriateness without formal action by the Landmark Commission in the following circumstance:

(1) The Landmark Commission grants the authority to approve minor changes such as, but not limited to, landscaping, fencing, and changes approved by the State Historic Preservation Office. The Landmark Commission shall have the ability to rescind the granting of said authority.

(2) If the Planning Department does not grant administrative approval of an application, the applicant may request that the application be referred to the Landmark Commission and will be considered in accordance with the application review schedule contained in this section.

(3) Any changes that were approved by the Planning Department staff shall be communicated to the Landmark Commission at their subsequent meeting.

(c) The Landmark Commission shall prepare an application form and a list of the procedures necessary to obtain Certificates of Appropriateness, which shall be made available to the general public. All applicants must submit applications to the Sandusky Planning Department.

(d) In evaluating applications for changes to Landmark and Historic buildings, sites or districts, the Landmark Commission shall consider the following standards created by the U.S. Department of the Interior, including:

(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 alteration 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.
- (e) All applications for demolition of existing Landmark and Historic buildings, sites, or districts shall include, but are not limited to:
- (1) A report as to the structural soundness of the building prepared by professionals experienced in preservation and rehabilitation;
  - (2) Estimates of the costs and income for rehabilitation of the building;
  - (3) Estimates of the costs and income for new development;
  - (4) Valuation of the property;
  - (5) Preliminary development plans.
- (f) The Landmark Commission shall consider the following factors in evaluating applications for demolition of existing Landmark and Historic buildings, sites, or districts:
- (1) The architectural and historic significance of the building;
  - (2) The significance of the building in contributing to the architectural or historic character of its surroundings;
  - (3) The economic feasibility of rehabilitation and reuse of the building;
  - (4) The extent to which the owner sought out alternative uses for the property;
  - (5) The extent to which the proposed redevelopment implements the goals of the city's comprehensive plan;
  - (6) If demolition is necessary due to imminent safety hazards, as determined in writing by the City's Building Department or Fire Department.
- (g) All applications shall be reviewed by the Landmark Commission within forty-five (45) days after a completed application is submitted, unless the application is approved pursuant to Section 1161.07(b). The applicant shall be given written notice of the meeting at which his or her application will be considered. All Certificate of Appropriateness applications shall be reviewed utilizing the preservation design guidelines, on file at the Planning Department, as well as the Secretary of Interior Standards for Rehabilitation. A written notification of the Landmark Commission's decision will also be sent to each applicant by regular mail.
- (Ord. 19-041. Passed 3-11-19.)

#### **1161.08 NATIONAL REGISTER PROCESS.**

In accordance with the National Historic Preservation Amendments Act of 1980, the Landmark Commission shall submit a report to the State Historic Preservation Office (SHPO) regarding the eligibility of each property or District proposed for nomination to the National Register within the City. This report shall include the recommendation of the Landmark Commission and the majority of City Commission. A copy of the report prepared by the Landmark Commission for SHPO shall be made available for public inspection.

The Landmark Commission will be involved in the National Register process in the following manner:

- (a) The SHPO will forward a copy of completed National Register nominations with a staff review sheet to the Landmark Commission for all properties within the City prior to the preliminary review of the nomination unless the Landmark Commission itself has initiated or reviewed the nomination prior to submission to the SHPO.
- (b) Following the initial review by Ohio Historic Site Preservation Advisory Board (OHSPAB), the State Review Board, and prior to the final review of the nomination, the Landmark Commission shall inform the SHPO and the property owner(s) as to their opinion regarding the eligibility of the property.
- (c) If the City Commission recommends that a property not be nominated, the SHPO will so inform the property owner(s), the State Review Board, and the property will not be nominated unless an appeal is filed with the State Historical Preservation Officer under the regulations established for the appeals process which is outlined in 36 CFR (Code of Federal Regulations), Part 60.
- (d) If either or both the Landmark Commission and the majority of City Commission agree that the property should be nominated, the nomination will be scheduled for final review by the Ohio Historic Site Preservation Advisory Board. If no report is submitted, the nomination will be reviewed within sixty (60) days. The opinion or opinions of the Landmark Commission and the majority of City Commission will be presented to OHSPAB for its consideration.
- (e) The Ohio Historic Site Preservation Advisory Board after considering all opinions shall make its recommendation to the State Historic Preservation Officer. Either the Landmark Commission or the majority of City Commission may appeal the final decision of the SHPO under the aforementioned appeals procedure.
- (f) If necessary, the Landmark Commission shall seek assistance of academics or others from professional disciplines when considering a National Register nomination.

(Ord. 19-041. Passed 3-11-19.)

#### **1161.09 ENFORCEMENT AND PENALTIES.**

(a) If it is found that any of the provisions of these standards are being violated, a person or a corporation shall be guilty of a misdemeanor of the fourth degree where: any violation of any of the provisions of this zoning code exists in a building or tract of land, and a stop work order or notice of zoning violation has been served on the owner agent, lessee, or tenant of the building or tract of land, or part thereof, or upon the architect, builder, contractor, or any person who commits or assists in any violation, and the person fails to comply with such order within seventy-two (72) hours of receipt of a stop work order or written notice.

(b) Any persons who fails to comply within the specified time shall be guilty of a misdemeanor of the fourth degree with each day the violation continues being a separate offense.

(c) Filing an appropriate appeal to any order issued pursuant to the provision of Section 1109.07 shall toll the time for compliance with such order until the appeal is ruled upon.

(Ord. 19-041. Passed 3-11-19.)

**1161.10 APPEALS PROCEDURES.**

(a) Decisions by the Landmark Commission may be appealed in writing to the City Commission within ten (10) days of the Landmark Commission hearing. No building permit or other permit required for the activity applied for shall be issued during the ten-day period or while an appeal is pending.

(b) The City Commission shall consider an appeal within thirty (30) days of receipt and shall utilize the written findings of the Landmark Commission in rendering their decision. A simple majority vote of the City Commission membership shall be required to overturn or modify a decision of the Landmark Commission.

(Ord. 19-041. Passed 3-11-19.)

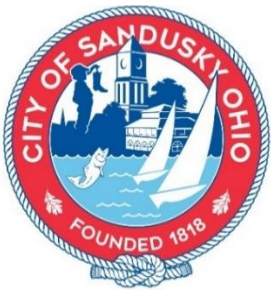
**1161.11 MINIMUM MAINTENANCE REQUIREMENTS.**

(a) No owner of a building or structure in the historic district shall by willful action or willful neglect, fail to provide sufficient and reasonable care in the maintenance and upkeep to assure such building's perpetuation and to prevent its destruction by deterioration. The owner of a protected property shall provide sufficient maintenance to ensure its protection from hazards and to prevent deterioration or destruction.

(b) It shall be the duty of the Building Department and Division of Code Compliance to enforce this Section according to the City's Building Code. The Landmark Commission, on its own initiative, may notify the Division of Code Compliance and request that action is taken against any owner who is in violation of this Section.

(Ord. 19-041. Passed 3-11-19.)





## 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 5:00 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: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

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

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

If same as above check here ☐

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

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

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

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

Description of Work to be Done:

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
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)

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### **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.

# Administrative Approvals

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**DEPARTMENT of PLANNING**

240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5891  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

**April 07, 2021**

**Brady Sign Company  
1712 Hancock St.  
Sandusky, OH 44870**

**RE: Landmark Commission - E 305 WATER ST**

**This will confirm that the above application was considered by the Sandusky Planning Division. After reviewing the application, Planning Staff resolved to approve the request for a Certificate of Appropriateness for exterior signage at 305 E. Water St.**

**Please be sure to apply for all necessary permits. Should you require any further information on this file, please contact the Department of Planning at (419) 627-5715.**

**Sincerely,**

**Tom Horsman  
Planner**

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## 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 5:00 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: 305 E. Water St.

Name of Property Owner: East Water Project LLC.

Mailing Address of Property Owner: 305 E. Water St.

City: SANDUSKY State: OH Zip: 44870

Telephone #: 419-502-1044 Email: \_\_\_\_\_

If same as above check here ☐

Name of Applicant: Brady Signs Co.


Mailing Address of Applicant: 1721 Hancock St.

City: SANDUSKY State: OH Zip: 44870

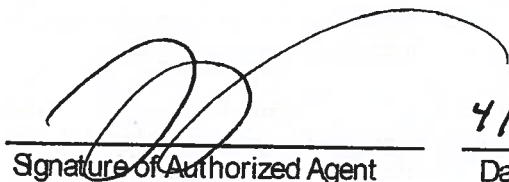
Telephone #: 419-626-5112 Email: monica@brady-signs.com

Description of Work to be Done:

Please see attached.

  
\_\_\_\_\_  
Signature of Property Owner

4/3/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Authorized Agent

4/5/21  
\_\_\_\_\_  
Date



**Job Site:**  
Paddle Bar  
305 E. Water Street  
Sandusky, OH 44879

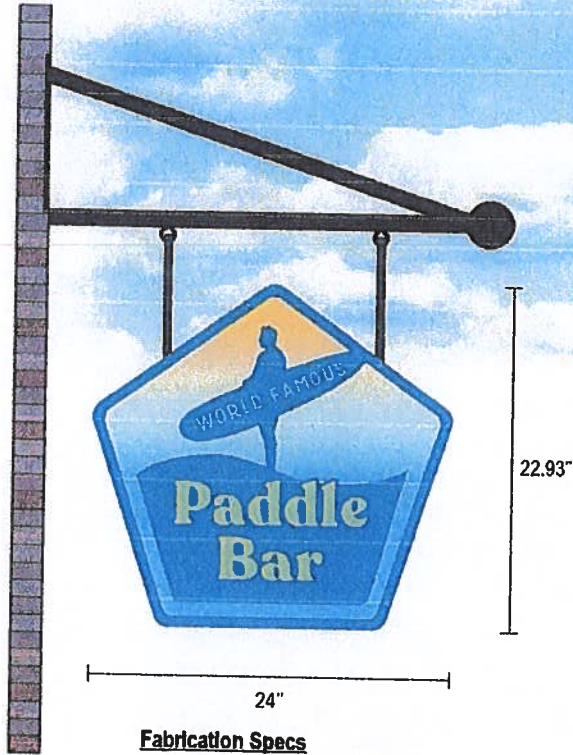
**Job Description:**  
HANGING SIGN: BRADY SIGNS TO FURNISH AND INSTALL (1) 24" X 22.93", DOUBLE-SIDED, 1" THICK, PVC BLADE SIGN. LETTERING AND LOGO TO BE FLAT DIGITALLY PRINTED GRAPHICS ON TOP OF A BLUE PAINTED SURFACE. SCROLL BRACKET AND MOUNTING HARDWARE INCLUDED IN PROPOSAL PRICE. SEE DWG75867A FOR MORE DETAILS

1721 Hancock Street • Sandusky, OH 44870  
p: 419.626.5112 • f: 419.625.5985

**BRADYSIGNS.COM**



Hanging Sign: Double Sided

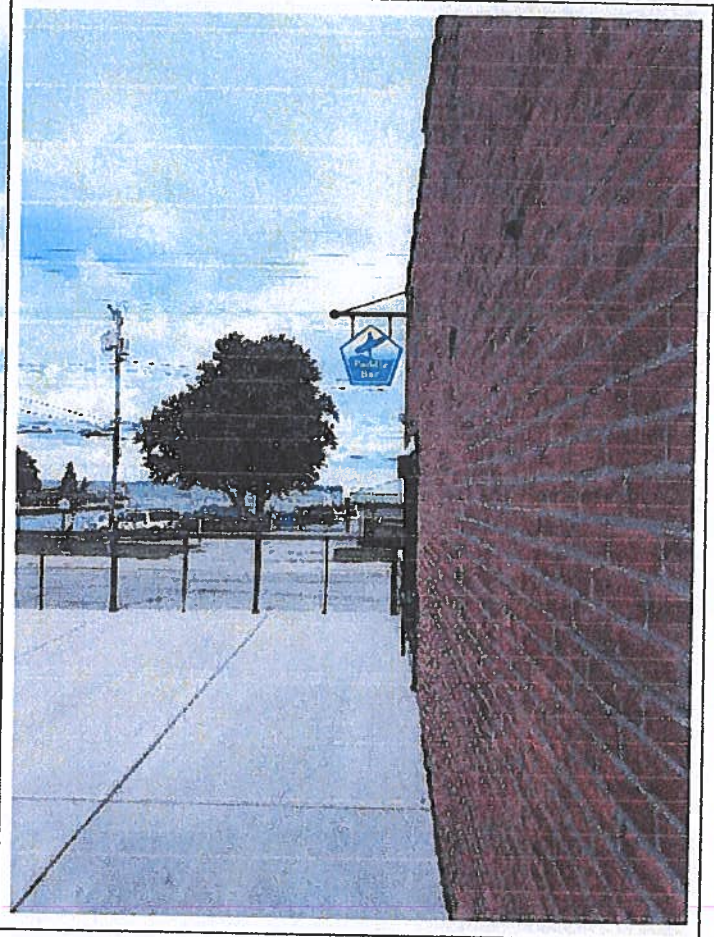


**Fabrication Specs**

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

Mounted to decorative scroll bracket

Newly Proposed Signage



This drawing is not to be used as an exact representation of color. Colors shown represent design intent only for customer's consideration. Copyright © 2021 Brady Signs.

**BRADY SIGNS**  
1721 Hancock Street  
Sandusky, OH 44870  
Phone: 419-626-5112  
www.brady signs.com

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Customer: **Paddle Bar**

Date: **3/26/21**

Location: **305 E. Water St. Sandusky, OH 44870**

File Name: **Dwg75867A**

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

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

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