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## Landmark Commission

240 Columbus Ave  
Sandusky, Ohio 44870

419.627.5715

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

### AGENDA

October 10, 2023

5:00 P.M.

City Commission Chamber

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 September 20, 2023 Meeting Minutes
  3. Applications
    - 410 Jefferson St.
  4. Other Business
    - Boards & Commissions Cruise - 10.26.23
  5. Adjournment

**NEXT MEETING: November 15, 2023**

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

**Landmark Commission  
September 20, 2023  
Meeting Minutes**

**Meeting called to order:**

Chair Griffiths called the meeting to order. The following members were present: Eliot Dyer, Alan Griffiths, Mike Meinzer, Louis Schultz, and Ryan Whaley. Also, present were Arin Blair and Alec Ochs, who represented the Community Development Department, and clerk, Quinn Rambo. Vice Chair Yandell informed Staff in advance that she was unable to attend the meeting.

**Review of minutes from April 19, 2023**

Chair Griffiths asked for a motion on the minutes. Commissioner Schultz made a motion to approve the minutes as presented and Commissioner Meinzer seconded the motion. A vote was called, and the minutes were approved unanimously, as presented.

**Administrative Approvals:**

**403 W. Market Street**

Chair Griffiths asked Staff to present the administrative approvals. Mr. Ochs stated the applicant wished to add a rear patio on the northern side of the building at 403 W. Market St. The material proposed was metal, and the color would match the existing secondary colors of the building. Staff determined that the rear porch complies with the Sandusky Preservation Design Guidelines, meeting the requirements mentioned for rear patio addition. The patio consisted of acceptable designs with simple colors and appropriate materials. Staff granted administrative approval for the addition of a rear porch application on August 10, 2023.

**223 W. Water Street**

Mr. Ochs explained the applicant had updated their application and Certificate of Appropriateness to remove the glass sections of the balcony enclosure. The plan was to maintain the posts supports for the roof structure and remove the windows from the design. The applicant stated the concept would look like the original, just with an open-air structure instead of being enclosed. Staff granted administrative approval for the open-air roof structure application update on September 7, 2023.

**Other Business:**

Ms. Blair stated that the City would be hosting a Boards and Commissions Cruise, on October 26<sup>th</sup>, there will be food and a cash bar. A formal invite would be distributed soon, but Staff wanted Commissioners to be aware of the date. The cruise was a way for the City to thank the members of all City boards and commissions for their time spent as volunteers in these positions.

Ms. Blair continued that the 75% draft preservation guideline document was available online and public comment was open until October 6, 2023. She explained Matt Leasure, of Designing Local was present to give a presentation on project update. Chair Griffiths added that these

updates were to make the process easier to understand for the community. Mr. Leasure reviewed the results from the previous open house and explained the changes to the guidelines document that provided more graphics and intuitive organization. He also summarized the new content added to the guidelines, which included new categories for commercial sites, signs, and public art. Commissioner Schultz asked if there was a way to include a list with the map of the historic properties because many property owners don't know they have a historical property upon purchase. Commissioner Meinzer also asked about the capabilities of GIS to be a way to document which properties would fall under the preservation guidelines. Ms. Blair stated that there was an interactive map on the City website and within the City's software historic properties are flagged so permits were not issued before Certificates of Appropriateness were granted through the design review process.

**Meeting adjourned:**

Chair Griffiths called for a motion to adjourn the meeting. Commissioner Schultz made a motion to adjourn, and the motion was seconded by Commissioner Dyer. The meeting was adjourned at 5:26 pm.

**Approved by:**

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Clerk

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Chair/ Vice Chair

# LANDMARK COMMISSION REPORT

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APPLICATION FOR EXTERIOR ALTERATIONS TO  
410 JEFFERSON STREET

DIGITAL SIGN

Saint Mary's Catholic School

Reference Number: PCL23-0023

Date of Report: October 2, 2023

Report Author: Alec Ochs, Assistant Planner



## City of Sandusky, Ohio Landmark Commission Report

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### BACKGROUND INFORMATION

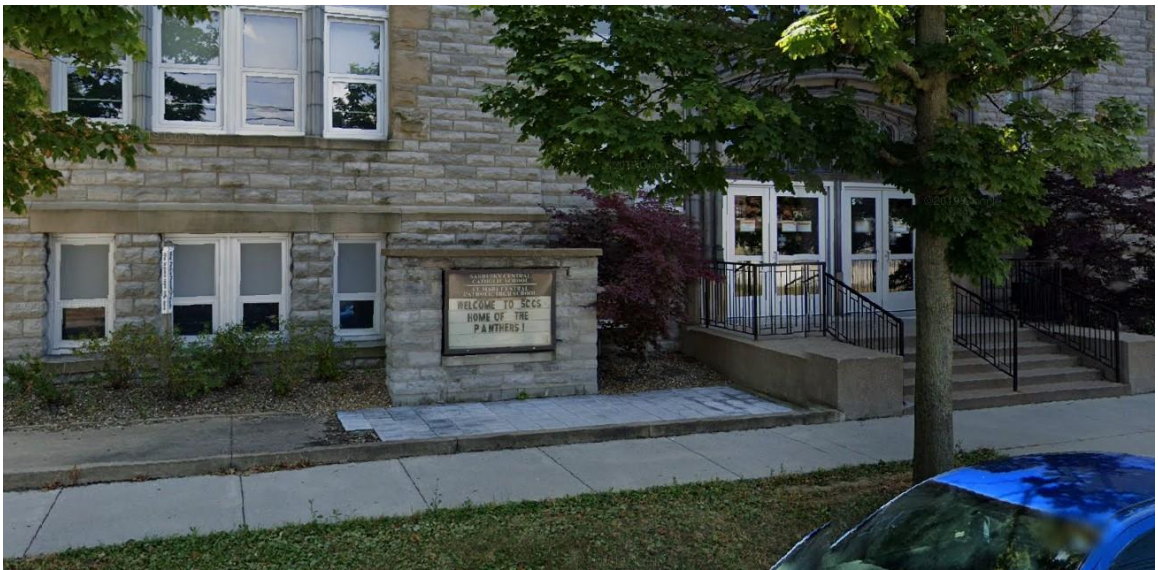
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Applicant:	Rev. Monsignor William 1933 Spielbusch Ave. Toledo, OH 43604
Owner:	Same as Above
Site Location:	410 Jefferson St. Sandusky, Ohio 44870
Zoning:	PF – Public Facilities
Historic Status:	Contributing building in the National Register of Historic Places
Existing Uses:	School
Proposed Uses:	School
Project:	1. Digital Sign installation

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## SITE DESCRIPTION

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#### PROPERTY DESCRIPTION

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The site of 410 W. Jefferson St. is currently the location of the St. Mary's Catholic School. There is little documented history on this structure. The main structure was built in 1909.

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## PROJECT SCOPE

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### 1. Digital Sign

The applicant has requested a Certificate of appropriateness to replace the existing message board with a digital LED message board at northern exterior of the building. The submitted materials state that the new digital sign will be the same area as the existing message board inside of the existing masonry structure and will be approximately 36" x 48" of LED area.

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## RELEVANT GUIDELINES

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### Sandusky Preservation Design Guidelines

[A Certificate of Appropriateness] "is necessary when a change is being made to the exterior of a property... which involves any of the following actions: construction; reconstruction; or alteration of any property, structure, tree, sign, area, or object within the District, including the changing of any exterior color or building material.

The Sandusky Preservation Design Guidelines do not mention the addition of digital signs. They do mention that internally illuminated signage is not appropriate.

### Sandusky Preservation Design Guidelines

- **Graphics & Signage – page 28-29**  
(Summarized)
  - a) Materials compliment the architectural character of building
  - b) Lighting should be external
    - a. Internally illuminated signs are not appropriate.
  - c) Use of white backgrounds strongly discouraged

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## SUPPLEMENTAL NOTES / DIVISION OF PLANNING COMMENTS

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Staff has determined the proposed mural is appropriate to this structure, in this location, based on the following analysis:

- The sign will only be lit from dawn – dusk.
- The sign's border has existing architecture that compliments the architecture of this building.
- The shape is appropriate

A conditional use permit was granted by the Planning Commission on 9/27/23.



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#### **CONCLUSION/RECOMMENDATION**

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Overall, staff supports of the project and recommends the granting of the Certificate of Appropriateness's with the following conditions:

1. All applicable permits are obtained through the Building Department, Engineering Department, and any other applicable agency prior to construction.
2. White backgrounds on all graphics are prohibited.
3. The projected images contain simple graphics and messages
4. Avoid florescent colors in the projected images.

## Application for a Certificate of Appropriateness

### STAFF USE ONLY:

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

Address of Property for Certificate of Appropriateness: 410 W. Jefferson  
Name of Property Owner: St. Marys Central Catholic - SMCC  
Mailing Address of Property Owner: 1933 Elal - Spielbusch Ave.  
City: Toledo State: OH Zip: 43604  
Telephone #: 419-627-9422 Email: LCRISCIONE@SANDUSKYCC.ORG  
RWIKEL@SANDUSKYCC.ORG

If same as above check here ☐

Name of Applicant: Brady Signs Co  
Mailing Address of Applicant: 1721 HAWCOCK ST.  
City: SANDUSKY State: OH Zip: 44870  
Telephone #: 419-626-5112 Email: monica@bradysigns.com

### Description of Work to be Done:

Brady Signs to remove and dispose of existing static readerboard cabinet. Brady then to install all new color 3'x4' single sided watchfire digital sign unit with Broadband wireless communication system utilizing existing masonry structure.

Ultra High Resolution - 6mm 3'x4' led area

3'-5" H x 4'11" W - Cabinet, Watchfire EMC Electrical Service Digital sign uses 9 Amps at 120V single phase service

[Signature]  
Signature of Property Owner

9/21/2023  
Date

[Signature] 9/21/23  
Signature of Authorized Agent Date