

Planning Commission

City Building

City of Sandusky, Ohio 44870

**November 28th, 2018
1ST FLOOR CONFERENCE ROOM
4:30 P.M.
AGENDA**

1. Meeting called to order – Roll Call
2. Review minutes from the October 24th, 2018 meeting
3. Discussion of the following proposed revisions to the Landmark Ordinance:
 - Additional criteria for granting a Certificate of Appropriateness, including demolition
 - Allowing for the Commission to delegate to staff the ability to issue a Certificate of Appropriateness for minor changes
 - Minor changes of definitions and clarification of language within the ordinance
4. Discussion of downtown parking update regarding summer 2019 Construction.
5. Other business
6. Meeting Adjourned

NEXT MEETING: December 19th, 2018

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

Planning Commission
October 24th, 2018
"DRAFT" Meeting Minutes

The Chairman called the meeting to order at 4:31pm. The following members were present: Mr. Miller, Mr. Waddington, Chairman Zuilhof, Mr. McGory, Mr. Galea, Mr. Jackson, and Mr. Whelan. Mr. Greg Voltz and Ms. Byington represented the Planning Department; Mr. Trevor Hayberger represented the Law Department and Ms. Casey Sparks, Clerk from Community Development.

Mr. Waddington motioned to approve the minutes from September 26th, 2018; Mr. Galea seconded the motion.

Mr. Voltz stated that Kevin Boehler, on behalf of S & S Realty, Ltd. has submitted a site plan application for an expansion of the Holiday Inn Express at 1931 Cleveland Road. The property is zoned as "GB" General Business, hotels are permitted in this zoning district. Mr. Voltz stated that the proposed site plan indicates that the facility will be a new section of the Holiday Inn Express. The property owner will be removing a two story wing of Quality Inn. The applicant has made a significant effort to meet the cities current parking requirements. Per the zoning code each hotel room requires one new space. In keeping with the intent of the code the applicant shows how much combined parking is available on site and has agreed to locate 60 overflow parking stalls across the street if necessary. Mr. Voltz stated that it is also important to note that bowling alleys per the existing zoning code require 7 spaces per lane.

The applicant has stated that the addition will look very similar to the previous holiday Inn Express that was built a few years ago. The applicant is continuing to work with staff on making sure that landscaping requirements in Section 1149.09 are met. The setbacks, aisle widths, stall widths, and height requirements meet all existing zoning regulations. The applicant has also indicated that the lighting will be directed down.

In conclusion Planning Staff recommends approval of the proposed site plan for 1931 Cleveland Road with the following conditions:

1. The applicant has indicated overflow parking will be available across the street staff recommends restriping the overflow parking area.
2. The plan shall be revised for staff approval, showing location and placement of landscaping items to be located in landscaped areas, per Section 1149.09.
3. Parking blocks shall be utilized for the southern spaces in the new parking area located at the North West portion of the site, and a 3' landscaped strip shall be installed between mentioned spaces and the existing parking to the south.
4. The lighting shall be in conformance with Section 1149.10 and a revised cut sheet shall be submitted for staff approval that shows the lens being parallel to the ground.

Mr. Zuilhof stated that he was mildly concerned with the lighting however staff's condition that the lens shall be parallel to the ground would effectively make them full cut off lighting, as such he would be in favor of this condition.

Mr. Miller stated that the application has indicated the overflow parking on Cleveland Road, however there does not appear to be any pedestrian crossings across Cleveland Road. Some enhancements of pedestrian crossing would be important.

Mr. Voltz stated that this would be important to bring up in the upcoming US Route 6 public meeting tomorrow morning, there is also not a continuous sidewalk within this area which is an important point to bring up as well.

Jim Sortina, 1931 Cleveland Road, stated that even on the busiest time of the year all of the parking is never utilized.

Mr. Zuilhof stated that the parking standards are changing, some of the current requirements are arbitrary.

Mr. McGory motioned to approve the site plan application for 1931 Cleveland Road subject to staff requirements. Mr. Waddington seconded the motion.

With no further discussion the motion was approved with a 6/0 vote.

Mr. Voltz stated that staff would like to discuss with staff the current definition of a mural which is any decorative pictorial that is painted on a wall surface of a building or structure. Staff is proposing to change the definition to state any decorative expression, illustration or other work of art which is painted, or directly applied on a wall surface of a building or structure. Staff is currently working with the law department on these definition. Staff is also proposing to exempt murals and include the following language: building or structure murals on non-residentially zoned properties that contains no subject matter that could be construed as advertising or political messages. Building or structure murals must obtain a permit through the Public Arts and Culture Commission Staff Liaison prior to installation. All other rules and regulations in regards to historic properties or districts must be followed. Mr. Voltz stated that there have been several case studies regarding murals and each case has varied on rulings.

Mr. Miller ask if the mural on the state theatre does in fact market Sandusky.

Mr. Voltz stated that governmental speech is different than a sign and the law department can touch on this.

Mr. Hayberger stated that recently the courts have not figured out a way to determine a mural versus a sign. One way to review it is to see what it is not; it's not a political message, it's not advertising.

Mr. Galea ask how we came up with the language "could be construed" within the proposed definition.

Mr. Voltz stated the definition was made from his research, much of his research also gave indicators such as advertising, commercial, or a political messages. Mr. Voltz gave the example of Derrick's Dinner, this mural is an actual sign as it markets the business.

Mr. Galea ask how we will test this this determination, with the proposed definition stating "could be constructed" this could be an issue as the interpretation can be very different for many people.

Mr. Hayberger stated that there is clearly a dilemma on determining this definition and we will take time to determine how this is measured.

Mr. McGory ask what the purpose of changing the ordinance, is it to manage both aspects of a sign and also a murals.

Mr. Voltz stated that it is to reduce the burden on an artist that wants to create a mural/ signage.

Mr. Miller stated that it is hard to determine a mural versus a sign, and gave an example of an image that was painted on Kelly's Island that was painted on a residential property. Mr. Miller stated that the current regulations do not address residential property.

Mr. Zuilhof ask what the murals would be exempt from.

Mr. Voltz stated that the murals would be exempt from the existing signage code.

Mr. Zuilhof stated that we need to determine is if it advertising, he would rather see something that would not prohibit political messages but a campaign message needs to be regulated. The regulations also need to require a permit before installation, should not accept the idea of doing something first then getting a permit later.

Mr. Whelan confirmed that a sign would come to staff to review and it would need to go to the arts commission if it is a mural.

Mr. Voltz stated that it would likely be a permit process for a mural, staff is trying to determine a process on how we determine if it is a sign, a political message, or if it is a mural.

Mr. Zuilhof stated that it is reasonable to have an ordinance that places limits on murals, we can place limits on it even if it is art. One process would be to determine if it is a sign they need to get a permit and meet the sign ordinance, if it determined that it is art the arts commission could review applications for appeals on this determination.

Mr. McGory ask if there has there been any direction on if a resident wanted to paint something on their residence.

Mr. Voltz gave examples of case law regarding murals on residential properties.

Ms. Byington stated that staff has not gotten into the residential properties and they may not want to do this. Currently any commercial building can place a mural on the building, we currently have a process in place for that, they would need to follow the existing sign code. We are trying to be friendlier with artists, we are not to a point that we have something determined this is only for discussion purposes.

Mr. McGory stated that there is already a sign ordinance, if deemed art could they then apply for the art commission.

Mr. Galea stated that overall language is close, Planning Commission or City Commission has ability to restrict the political messages within the sign code and allows people to engage in art. If we distinguish certain regulations for the murals as art and speech is confined to the sign code it would be good to clarify for the code.

Mr. Zuilhof stated that staff provided direction on what we want to accomplish, we just need to work on the wording. Mr. Zuilhof stated that he is not sure if the current process in inconsistent with the masterplan; not certain that anything needs to be done.

Mr. Voltz stated that they could either keep murals as an exemption and go through the Board of Zoning Appeals or determining an administrative pathway where no hearing would be needed if it is determined as art.

Mr. Zuilhof stated that it appears the Planning Commission consensus is to create an administrative pathway for determining if it is art so no hearing is necessary.

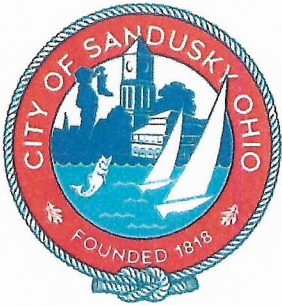
Mr. McGory motioned to adjourn the meeting; Mr. Whelan seconded the motion.

With no further business, the meeting at 5:22 PM.

APPROVED:

Debi Eversole, Clerk

Michael Zuilhof, Chairman



Planning Department

Tom Horsman

thorsman@ci.sandusky.oh.us

222 Meigs St.
Sandusky, OH 44870
Phone: 419.627.5973
Fax: 419.627.5933
www.ci.sandusky.oh.us

November 19, 2018

RE: Proposed Amendments to the Landmark Preservation Ordinance

The Landmark Commission had requested that staff propose additions to Chapter 1161 (Landmark Preservation) of the Sandusky Planning and Zoning Code to include criteria that must be satisfied in order to approve the granting of a certificate of appropriateness to demolish a landmark or historic structure in the city. The proposed changes to Chapter 1161 include (1) said demolition criteria, as well as additional general criteria for certificates of appropriateness, (2) the ability for the Landmark Commission to grant staff the ability to administratively review minor changes, and (3) streamlining and clarifying the language in the ordinance.

- (1) Staff reviewed ordinances from various cities throughout the United States, as well as some best practice literature, to determine the proper language for adding specific criteria for the demolition of landmark and historic structures. Section 1161.07(e) specifies materials that applications for a demolition must include. These items would be helpful for the Landmark Commission in ascertaining whether there are viable alternatives for the structures besides demolition. Section 1161.07(f) outlines specific factors for the Landmark Commission to consider when evaluating an application for demolition. The goal of these amendments is to ensure that the Landmark Commission has as much information available as possible when determining whether a structure should be demolished. Staff believes that these criteria allow for some flexibility for the Landmark Commission, while at the same time working to ensure that all viable alternatives to demolition are examined. Section 1161.07(d) simply codifies the standards created by the US Department of the Interior to consider when issuing a certificate of appropriateness.
- (2) Section 1161.07(b) allows for the Landmark Commission to delegate to staff the ability to administratively review and grant certificates of appropriateness for minor changes to landmark and historic properties or properties within a historic district. Examples of such small changes would be fencing or landscaping. The Landmark Commission would work with staff to create a specific list of these items that could be approved administratively. Staff would adhere to the same standards as the Landmark Commission and would communicate any such approvals to the Commission at the subsequent meeting. Applicants could appeal to the Landmark Commission if staff does not approve their application. The intent of this is to not burden the Landmark Commission with reviewing minor items as well as to help expedite applications if they don't need extensive review.
- (3) Staff proposed changes to some definitions and wording throughout the ordinance in order to make the language in the ordinance more consistent and streamlined.

Staff is seeking feedback and approval of the proposed changes from both the Landmark Commission and Planning Commission. This ordinance is scheduled to go before a public hearing at the Planning Commission meeting on December 19th, 2018. Staff has submitted the proposed changes to the Ohio State Historic Preservation Office, but has not yet received any feedback from SHPO.

Sincerely,

Tom Horsman
Assistant Planner

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 districts**; (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.

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) "~~Landmark~~ Certificate of Appropriateness" means a certificate issued by the Sandusky 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 Registry of Historic ~~buildings~~ **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** ~~property~~ 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 Commission" means the Commission established under the provisions of the enabling legislation.

(l) "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 prescribed herein, that is worthy of preservation, restoration or rehabilitation because of its historic, architectural or archaeological significance.

(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.

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 Sandusky Landmark Commission shall meet as needed.

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

(d) The Sandusky 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 Sandusky Landmark Commission members shall be subject to related provisions of the Ohio Revised Code.

(e) The Sandusky 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 Sandusky Landmark Commission activities, cases, and recommendations. Such reports shall be available for public inspections.

(f) At a minimum two members shall be professionals or 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 Sandusky Landmark Commission should regularly complete annual training regarding historic preservation provided by Staff.

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

1161.04 POWERS AND DUTIES OF LANDMARK COMMISSION.

(a) To recommend to City Commission legislation for designation of individual properties and historic 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 landmarks, 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 ~~renovations~~ **changes to** existing landmark **and historic** buildings **and sites** within the City.

(e) Work to erect historic markers to denote landmark 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 Sandusky 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.

1161.05 APPROVAL PROCESS FOR DESIGNATION OF LANDMARKS.

The Sandusky 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. Sandusky City Commission shall have final approval on the application. All applications shall be reviewed by Sandusky 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 Sandusky Landmark Commission's recommendation will also be sent to each applicant by regular mail. Detailed minutes of the meeting and decision rendered by the Sandusky Landmark Commission shall be kept on file and available for public inspection.

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

1161.07 CERTIFICATE OF APPROPRIATENESS.

- (a) Certificate of Appropriateness shall be required for all ~~renovations, alterations, and demolition~~ changes to existing Landmark and Historic buildings, sites, and districts.
- (b) The Sandusky Landmark Commission may delegate to the Planning Department staff the authority to administratively review and grant a Certificate of Appropriateness without formal action by the Sandusky Landmark Commission.
 - (1) The Sandusky Landmark Commission may grant the authority to approve minor changes such as, but not limited to, landscaping, fencing, and changes approved by the State Historic Preservation Office.
 - (2) If the Planning Department does not grant administrative approval of an application, the applicant may request that the application be referred to the Sandusky 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 Sandusky Landmark Commission at their subsequent meeting.
- (c) The Sandusky Landmark Commission shall prepare an application form and a list of the procedures necessary for obtaining 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 Sandusky 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 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.
- (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;
 - (3) Valuation of the property;
 - (4) Preliminary development plans.
- (f) The Sandusky 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 proposed redevelopment implements the goals of the city's comprehensive plan;
 - (5) 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 Landmark Commission within forty-five (45) days after a completed application is submitted. 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 ~~Department of Community Development~~ **Planning Department**, as well as the Secretary of Interior Standards for Rehabilitation. A written notification of the Sandusky Landmark Commission's decision will also be sent to each applicant by regular mail.

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 ~~Historic Preservation Commission~~ **Sandusky Landmark Commission** and the majority of City Commission. A copy of the report prepared by the 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 Sandusky Landmark Commission for all properties within the City prior to the preliminary review of the nomination unless the 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 Sandusky 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 Sandusky 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 days. The opinion or opinions of the Sandusky 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 Sandusky 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 Sandusky Landmark Commission shall seek assistance of academics or others from professional disciplines when considering a National Register nomination.

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 of

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 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 1109.07 shall toll the time for compliance with such order until the appeal is ruled upon.

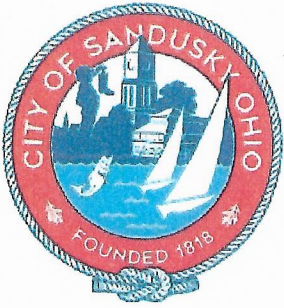
1161.10 APPEALS PROCEDURES.

(a) Decisions by the Sandusky Landmark Commission may be appealed in writing to the City Commission within ten (10) days of the Sandusky 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 Sandusky 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 Sandusky Landmark Commission.

1161.11 MINIMUM MAINTENANCE REQUIREMENTS.

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.



Department of Planning

222 Meigs St.
Sandusky, OH 44870
Phone: 419.627.5973
Fax: 419.627.5933
www.ci.sandusky.oh.us

November 19, 2018

RE: Downtown Parking Update – Planning Commission

With the construction of Shoreline Drive and Jackson Street Pier ongoing, the Planning Department has been tasked with reviewing the existing parking assets, needs and concerns and to develop a parking strategy for this summer's season to mitigate the reduction of parking on Shoreline Drive and Jackson Street Pier. In addition, Planning is working on a comprehensive review and recommendation on strategy implementation for downtown parking as it relates to; public lots, on-street restrictions, resident parking, long-term parking and enforcement. This will be based off of the 2014 Downtown Sandusky Parking Supply/Demand Study and Parking Management Plan, the Bicentennial Vision Comprehensive Plan as well as data collected for nine months during 2016/2017. Further, staff will account for known developments as well as educated projections for the upcoming years parking needs as new mixed use developments continue to drive economic growth in the downtown.

A key theme amongst all of the past plans and data collection is that there is plenty of parking supply to meet the demand of the next few years, however there is a need to better manage the parking resources that do exist. With the reconstruction of Jackson Street Pier and Shoreline Drive this will become even more evident in 2019. During parking data collection in 2016/2017 the locations of highest use were Water Street between Jackson Street and Columbus Avenue, the Columbus Avenue core and Market Street between Columbus Avenue and Wayne Street. No parking lot or parking structure was utilized to maximum capacity outside of the parking lot on Water Street behind Daly's Pub, and the Jackson Street Parking Lot on a few Saturdays during the summer. The downtown parking garage never reached over 50% capacity any of the 52 times we collected data.

With the above information serving as our background and with known development in mind, we believe with downtown Sandusky's current parking supply it is possible to continue to offer convenient parking utilizing the overall downtown parking supply for summer of 2019 which includes the three key items below.

1. Increase marketing, signage, and highlighting off-street parking areas to be sure that visitors and those looking to park downtown longer than two hours aren't parking on street.
2. Designate a location for paid long term spaces that will replace the designated long-term spaces that were located on Jackson Street Pier.
3. Begin enforcing on-street parking time limits, at first through warnings, in targeted areas to be sure there is the proper amount of turnover. (ex: 2 hour 9 am – 5 pm).

Understanding that staff will continue to work with the downtown merchants, residents and other stakeholders we hope that initial efforts to increase efficiency of downtown parking, during the summer of 2019, will be the starting point for the comprehensive parking management for 2019 and beyond.

Sincerely,

Greg Voltz
Planner