



Planning Commission

City Building

City of Sandusky, Ohio 44870

**December 19th, 2018
1ST FLOOR CONFERENCE ROOM
4:30 P.M.
AGENDA**

1. Meeting called to order – Roll Call
2. Review minutes from the November 28th, 2018 Planning Commission meeting, the February 28, 2018 Landmark Commission meeting, the March 28th, 2018 Landmark Commission meeting, and the April 25, 2018 Landmark Commission meeting
Please note that the minutes from the Landmark Commission meetings were when Planning Commission operated as Landmark Commission.

Public Hearing to review the following:

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. An application for an amendment to the Zoning Map for the following parcel numbers located west of Wildman Street between First Street and Second Street: 57-03841.000, 57-03857.000, 57-03858.000 and properties located west of an unnamed alley within the 1900 block between First and Second Street: 57-03851.000, 57-00555.000, 57-03852.000, 57-03852.001

Close public hearing

5. Petition for vacation of a portion of a 20' alley located between 1625 and 1631 Cleveland Road.
6. Site Plan application for the Cedar Fair Resort and Attractions Management Facility of Bowling Green State University at the southwest corner of East Market Street and Hancock Street (Parcel # 56-64051.000)
7. Other business
8. Meeting Adjourned

NEXT MEETING: January 23rd, 2019

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

Planning Commission
November 28th, 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, and Mr. Whelan. Mr. Greg Voltz and Mr. Horsman 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 October 24th, 2018; Mr. Galea seconded the motion.

Mr. Horsman stated that there are three type of changes that are being proposed include addition of criteria for granting certificates of appropriateness; allowing the Landmark Commission to delegate to staff the ability to administratively review minor changes; and streamlining language. Mr. Horsman reviewed the proposed changes to the requirements for demolitions and proposed changes to Section 1161.07(e) and 1161.07(f) which discuss the criteria for evaluating applications for demolition for existing Landmark and Historic buildings, sites, or districts. Mr. Horsman stated that when evaluating applications for changes to Landmark and Historic buildings, sites, or districts, the Sandusky Landmark Commission shall considered the U.S. Department of Interior Standards including a list that will be submitted within Section 1161.07. Mr. Horsman stated that the Landmark Commission may delegate the authority for Planning Department staff to review and grant Certificate of Appropriateness in the following instances: minor changes such as landscaping, fencing, and changes approved by the State Historic Preservation Office. If the Planning Department does not grant approval the applicant may request the application be heard by the Sandusky Landmark Commission which would be reviewed in accordance with application review schedule contained in this section. Any changes that were approved by the Planning Department staff shall be communicated to the Sandusky Landmark Commission at their subsequent meeting. The Landmark Commission communicated to staff that they would like to add landmark sites into Section 1161.04 and add a section that states that the Commission shall annually review the list of minor items staff can review. The Landmark Commission also ask staff to add stronger language regarding dealing with maintenance of historic buildings. Additionally, the Landmark Commission would also like staff to consider possibly removing the owner's consent for landmark designation.

Mr. Miller stated that he recalled when the Landmark Commission was being proposed, there was discussion regarding a building being designated as a Landmark, at that time it was stated that a building could not involuntarily be designated as a landmark. The Landmark district being proposed would appear to be in involuntary, this designation will allow buildings within the district to be set without the consent of property owners. Mr. Miller ask staff to clarify these changes.

Mr. Horsman stated that for clarification the proposed changes will not include any specific changes to the districts or those regulations.

Mr. Miller stated that Section 1161.02(i) states that the definition of historic district to be any area or building.

Mr. Zuilhof stated that something was added to the original ordinance that would require permission of the property owner for the approval of a historic designation.

Mr. Miller stated that the legislation references applicants but it does not reference the individuals who are involuntarily scripted to the landmark designation.

Mr. Zuilhof stated that the current ordinance would require Landmark Commission to approve a district and this is not a change. The Commission already approved the Sandusky downtown historic district under the current ordinance, all of the property owners were notified. There were public hearings conducted for this at both Landmark Commission and City Commission.

Mr. Miller stated that the Landmark Commission ordinance discusses permission of the property owners, however he was not clear that any changes to each of the buildings within the district had to receive approval from this commission.

Mr. Voltz stated that any changes to buildings within the historic district would need to seek approval of the Landmark Commission.

Mr. Miller stated that he must have missed that point, for example a building built in the 1950's would need to seek approval of the Landmark Commission for any proposed changes if it is within the district.

Mr. Zuilhof stated this is why they need to assure that the district does not become too broad.

Mr. Whelan stated he does not recall seeing anything that was not of historic nature within the approved district, he stated that he recalls most properties within that district are already on the National Register of historic places.

Mr. Zuilhof stated we are proposing some minor changes to allow some of these decisions to be done administratively, which would make it look easier on the applicant.

Mr. McGory ask if the library application was reviewed under these regulations or did it predate this process.

Mr. Zuilhof stated that they were reviewed and under these regulations. They had to apply for a demolition permit, the Landmark Commission voted 3 to 3 on a motion to approve which meant that it was not approved. The application appealed the decision and went to City Commission where they voted against the demolition of the building.

Mr. McGory ask how this would have worked with the proposed regulations, would they have required city approval because this is on the National Register, would they also need to seek approval from the Landmark Commission. The proposed regulations indicate more control of these situations.

Mr. Horsman stated that the proposed changes to the ordinance are made to spell out the regulations and provide the Commission with additional guidance.

Mr. Hayberger stated that much of this is housekeeping, the process with the library would have been the same.

Mr. Galea stated that at the time we did not have a process in place for demolition the ordinance now creates a document to assist future applicants to know what they should be armed with if they are requesting demolition of a building. Mr. Miller's point is well taken, we need to make sure we are not unintentionally bringing structures within the district. Mr. Galea stated that a comprehensive history of the ordinance should be presented at the public hearing to indicate how we got to this point.

Mr. Hayberger stated when drafting these areas we need to make sure that buildings and areas are narrowly tailored, when drafting a district you do not want to get overly broad, only get what properties you want within the district.

Mr. McGory stated that not every building is historic, we want to make sure that it is a relevant part of the district. Mr. McGory asked if it would be reasonable to recognize that some buildings are not historic in nature and need to be within the district.

Mr. Galea ask staff about the Huntly Building, if more of the changes were located within the rear of the building and that is the part of the building that was less historic in nature. Did the Landmark Commission review the building because it was historic in nature or because it was located within a district.

Mr. Voltz stated the Huntly building was within a district, but the rear of the building was an addition which the Landmark Commission reviewed differently than the front façade.

Mr. Zuilhof stated that applications should be made to go through the process but is not burdensome.

Mr. Horsman stated that within the district there are contributing and noncontributing structures which the Commission also does keep in mind when reviewing.

Mr. Miller ask about the proposed minimum maintenance requirements for the historic district, does this ordinance give authority to the city to assure that these historic buildings are being maintained.

Mr. Horsman stated that Landmark Commission brought this up; the Code Enforcement Department is tasked with this currently and we talked about prioritizing this issue within the ordinance. The ordinance will further clarify these requirements.

Mr. Miller ask what determines if it is a health or safety threat, what determines if it should be demolished or preserved.

Mr. Hayberger stated that this is done by a case by case basis for these issues.

Mr. Miller stated that for example the Keller building caused portions of the street to be closed down and it stayed within this condition for several months.

Mr. Zuilhof stated that in this example we did not have a landmark ordinance which would have assisted with this situation. It is important to keep in mind the rights of the community when looking at landlords that are not protecting their buildings. We could protect these buildings with a solid ordinance.

Mr. Waddington stated that he was on the Commission when this situation was occurring, it was a long battle to assure the Keller property was demolished. He believes that the process would be different now.

Mr. McGory state that the buildings on Water Street that had quite a bit of damage this past summer would now have to show economic reasons as to why it needs to come down as opposed to the library building that is not necessarily falling down but is rough inside.

Mr. Zuilhof stated that Landmark Commission made concessions for changes to the downtown buildings along Water Street for them to save the buildings.

The Commission discussed the proposed process for demolition and appeal to City Commission.

Mr. Whelan ask if the proposed legislation will have enough teeth to force people to take action if their building is damaged.

Mr. Hayberger stated that we will further look into this and the possibility of fines or citations.

Mr. Zuilhof stated they need to be to fine to force owners to take action. The cost for a community of an unremarkable house is not near the cost off an issue of a historic structures being demolished.

Mr. Whelan stated that in Section F staff should consider adding requirements that the applicant will need to do their due diligence on fixing the structure before they apply to demolish the structure.

Mr. Zuilhof discussed the section that states that Landmark Commission will meet as needed, the Commission has currently set aside dates and times each month for the meetings. Does the "as needed" require to meet before the scheduled time as referenced in 1161.03 (b).

Mr. Hayberger stated that the statue would only require the Commission to meet four times, however if something comes up they can meet earlier if needed.

Mr. Zuilhof ask the Commission if they should consider designating things other than structures, for instances sculptures, trees or objects.

Mr. Galea stated that the current ordinance states that objects can be designated as well.

Mr. Miller stated some minor grammatical changes to the document and ask about previous minutes that were missing from the website or not properly linked.

Mr. Galea ask when we host a public hearing on this issue will it be the intent of Planning Commission voted on that evening.

Mr. Horsman stated that it is staff's intent that Planning Commission would review and then forward to City Commission.

Mr. Galea stated that he would assume that staff would present a DRAFT in December, understanding that some of the changes will have effects on the property owners, how will they be bale to provide comment, will there be enough time between this meeting and the public hearing to City Commission for residents to review proposed changes.

Mr. Zuilhof discussed the public hearing process and stated that there are many opportunities for public input.

Mr. Miller discussed the special improvement district public process, when the landmark blocks were designated he does not believe that everyone understood that they do not have authority to make changes to the building without completing and application to the Landmark Commission.

Mr. Zuilhof stated that the example of the special improvement district was a unique situation.

Mr. Voltz stated that we will look at public process for these changes.

Mr. Voltz stated that he would like to discuss the downtown parking strategy for the summer with Planning Commission. In 2019 several large construction projects will begin and planning staff will have a plan in place.

Mr. Voltz stated that in 2014 the Downtown Sandusky Parking Supply/ Demand Study and Parking Management Plan that was created laid out possibilities for future parking strategies. The recent Bicentennial Vision Plan also touched on downtown parking. In 2016/2017 the parking usage count was also done. The 2014 parking study they studied 2,626 total spaces, include 690 on street and 1700 off-street spaces. When we did the parking usage study we expanded the area one block east and one block west from the previous parking study done in 2016/2017. The parking study showed peak utilization was 61.1% in the commercial central core. At that time staff also approved legislation that does not require parking requirements within the central downtown area.

Mr. Voltz stated that from the usage count done in 2016/2017 Staff was able to create heat maps to indicate the highest usage areas. Mr. Voltz stated that the south side of Market Street and Columbus Ave showed high usage.

Mr. Zuilhof stated that diagonal parking along Market Street will create an impression of higher usage.

Mr. Voltz stated that staff is coming to the commission now because of the future developments of Jackson Street Pier and Shoreline Drive. The study showed that Shoreline Drive was not generally a high usage area, Jackson Street pier current has 30 long term parking spaces, roughly 243 regular spaces. The spaces were mostly occupied in the month of June. When looking at Shoreline Drive the parking count was done it was done utilizing blocks not by block face so it is hard to tell exact usage on Shoreline but heat maps shows

largest usage on block ten. Mr. Votlz presented the image of the blocks and reported usage to Planning Commission.

Mr. Voltz described current and future developments that are under construction. Staff plans on increasing 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 the street. Staff also plan wayfinding signage and sandwich board signs for marketing where the long term parking will be located. Staff also plans on working with the ferry boat operators to share the message. The plan includes designating a location for paid long term spaces that will replace the designated long term spaces that were located on Jackson Street Pier. Mr. Voltz stated that they will utilize the parking area within the marina for long term spaces. Staff will also begin enforcing on-street parking time limits to be sure there is the property amount of turnover and direct people to parking structures and surface lots. Mr. Voltz stated that long term we see even more residential and commercial use continue downtown. We will continue to evaluate during 2019 as additional developments occur, looking at on- street time limitations, updating residential parking policy and permit locations, and parking meters for lots and on- street. Parking is never free, our long-term goal is that 15% of that on-street parking is available at all time.

Mr. Miller stated to get to the 15% you will do this by charging the amount that makes that 15% available.

Mr. Whelan ask about the construction timelines for these projects, asking if they are planning on doing Jackson Street Parking lot and Shoreline Drive at the same time.

Mr. Voltz stated that the construction is happening together and staff is well aware it will be tough for everyone, we think signage is important.

Mr. Wobser stated that we will be city hall by summer, our employees will not filling the garage during the weekend so we will have those additional parking spaces available. We believe the garage can be utilized and some of the other on-street parking lots. We do believe there are opportunities but it will be difficult for the summer, we will do the best we can while it is going on. Staff has had a meeting with the county to discuss additional signage opportunities to let individuals know that it is a free parking garage.

Mr. Miller ask if Steve Ernst is aware of this parking plan for bike week.

Mr. Wobser stated that he has spoke with Steve Ernst and they will be pushing everything to south of the plaza this year during construction but in 2020 he would like to take advantage of the new Pier and Shoreline Drive.

Mr. Zuilhof stated that Columbus Ave fills up quickly and to date there is no enforcement. He believes that just by chalking the cars with will be begin enforcement. He would strongly suggest painting the numerals fifteen near the parking space so individuals area aware of the timeframe.

Mr. Wobser stated that he would like to begin thinking of strategies on how to handle enforcement and manage the parking for the summer and future.

Mr. Galea ask about the methodology to determine peak parking on Pier and how did staff do the calculations.

Mr. Voltz stated that in regards to the Pier June and weekend were peak times approximately 70-80% occupied.

Mr. Galea ask if the counts were made at random times and did you average it.

Mr. Voltz discussed how the parking counts were done with the fifty-two collections. The data broke down more to a work days vs. weekends.

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

With no further business, the meeting at 5:55 PM.

APPROVED:

Casey Sparks, Clerk

Michael Zuilhof, Chairman

Landmarks Commission
February 28, 2018
Meeting Minutes
"Draft"

The Chairman called the meeting to order at 5:20PM. The following members were present: Mr. David Miller, Mr. Pete McGory, Chairman Michael Zuilhof, Mr. Joe Galea, Mr. Conor Whelan and Ms. Nikki Lloyd. Ms. Casey Sparks, Mr. Greg Voltz and Ms. Angela Byington represented the Planning Department; Mr. Trevor Hayberger represented the Law Department; and Debi Eversole, Clerk from the Community Development Department. Mr. Jackson was absent. There were 6 voting members present.

Mr. Miller moved to approve the minutes from the 8/23/17 meeting as written. Mr. Galea seconded the motion, which carried with a unanimous vote.

Mr. McGory moved to approve the minutes from the 11/15/17 meeting as written. Mr. Miller seconded the motion, which carried with a unanimous vote.

Ms. Sparks presented that Jeff Foster had submitted an application for exterior renovations to the property at 127 – 134 E. Market Street. Ms. Sparks stated that there may be some confusion to the correct address and stated that the Erie County Auditor's site references this parcel as **133 East Market Street**. Any discussion or motion will be for this parcel.

The building is a contributing building within the downtown commercial historic district and was erected after the fire of 1939 into art deco architectural style. The majority of the historic features are along East Market Street. The frontage facing Water Street was constructed to be the rear of the building.

North Elevation:

1. Revised muted color
2. Weathered wood cladding installed over existing wall
3. Replacing aluminum storefronts, expanding window openings
4. Accent band along northern elevation
5. Revisions to the existing canopy with metal roofing materials
6. Painted stone

Southern Elevation:

1. Weathered wood cladding installed over storefront
2. Removal of the metal awnings and replace with color band
3. Signage to be placed on the wood accents

Jeff Foster, 1220 W Sixth Street, representing Payto Architects stated that the scope of the project is to take what once was the Huntley Building and make it into a multi tenant retail building. These will include small retail storefronts. They are currently gutting the entire interior and removing the ceilings. He added that Market Street is the more historically significant side of the building which was built in 1939 after a fire. The rear portion of the building is less significant because it appears to be steel added on portion to the building. The stone is not actually stone, it's a manufactured stone. The end goal is to give the building some uniformity with a modern, clean look.

Starting with the back of the building, the windows will be replaced and the back side of the building will be a darker storefront, Market Street side will try to match what is there. The cladding over the existing canopy will be a metal roofing material with a galvanized finish. The western corner will be weathered wood material. There are 3 shades of gray to cover the building with 2 accent colors of blue which will be a band through the building and red for the railings. The awnings will be removed but the pockets will remain. Everything that is proposed to the building is reversible.

Ms. Lloyd asked if there was any research to find historic palettes of color, particularly the accent colors. Mr. Foster stated that there was no research for historic color palettes and that the accent colors are to blend with the interior colors of the building. The accent colors can be changed. Chairman Zuillhof asked if there was a particular color palette within the standards. Ms. Byington stated that there used to be a particular palette but the standard now states that the colors should be historically appropriate. Mr. Foster stated that the brighter colors are only accent colors. Ms. Lloyd's opinion is that the red and the blue accent colors are very harsh and don't fit in with the rest of the area. She added that the pictures in the packet do not show much change to the Market Street side of the building and wondered what colors would be used for this side of the building. Mr. Foster stated that it is intended to have a blue accent band where the awnings were removed and the pocket remains. The accent is intended to tie the front and back of the building together. In the recessed areas of the doors will be weathered wood. Everything proposed is reversible if the building changes hands. Mr. McGory stated that he agreed with Ms. Lloyd that the blue and red are just too bright. He would choose richer colors like a maroon to use as the accent bands. Mr. Miller stated that he was not sure that our view of muted colors being historic is accurate. He stated that there was a lot of vivid color in history for instance the World's Fair. It would not offend him to approve bright colors. This is something that can be changed in the future if needed. Chairman Zuillhof reminded the commissioners that personal preference should not play a role in these decisions, but what the standards permit and do not permit.

Ms. Lloyd asked if there is currently metal on the Market Street side of the building and should it not stay metal. Mr. Foster stated that they intend to add wood to the existing metal to attach signage. Technically the metal will remain and the wood would be part of a sign. Mr. Whelan stated that according to the legend, the cladding appears to be over the wood and it does not show the metal. Mr. Foster stated on the record that if it is not part of the plan to keep the metal, he agreed that it needs to stay because there is nothing behind it. He added that there is no intention to paint any stone.

Mr. Galea asked if the wood elevation matches the architectural style of the neighborhood. He added that he understands that art deco would be in line with the 1930's and does not believe that distressed wood accomplishes that. In his opinion, it does not make sense. Mr. Foster stated that being on a waterfront, a building made of wood would have a weathered look and that is what they are going for. Chairman Zuillhof stated that the building is not exactly on the waterfront.

Mr. McGory stated that he felt that an art deco design would be the hardest to work with. A smaller art deco building may be a little easier but this is a large structure. The struggle that he was having is trying to bring the building back according to the standards while allowing an art deco look. He does not agree with the weathered wood on the front of the building.

Mr. Foster stated that they are not looking to restore art deco. According to the National Park Service Guidelines, they prefer modern treatments to be complimentary, not direct copies of what's there. He offered a compromise of painting an off white color across the front of the building. Chairman Zuilhof stated that the paint should be an appropriate color to compliment the style. He stated that an example would be the doors. It is unknown what the colors of the doors were so he would suggest using something that does not clash with but enhances it. Mr. Foster asked if everyone would feel more comfortable if the distressed wood were eliminated or limited and the paint would be an off white color. Ms. Lloyd suggested obtaining paint samples of historic colors to see that it is not that the color blue doesn't fit the neighborhood, that it is the shade of blue that might not fit. She also suggested that to keep the continuity of the distressed wood, keeping the original metal band and when it's time for signage, you could create a sign with the stressed wood within the square footage that is allowed. Mr. Foster then asked if the commission would allow a projected sign as this is what was historically there. Ms. Sparks stated that for blade or projected signs, the zoning clearance and material would have to be approved by staff, but this would be permitted. Mr. Foster stated that he would advocate for not putting wood on the face of the building, but putting it on a projecting sign. Looking at the elevation it is apparent that the building is flat. History shows that there was always a projecting sign coming from the building.

Mr. McGory asked how many doors were going to be replaced. Mr. Foster stated that both sets were to be replaced. Mr. McGory stated that the color seemed bland. He understood that the applicant did not want to replace the edges of the windows, but he thought that a dark color rather than plain aluminum would look good on the sandstone. Chairman Zuilhof disagreed. The applicant stated that the framing is anodized aluminum, and semi-original. He added that the building was a department store. Mr. McGory felt that unpainted aluminum has no appeal. He added that you could get the doors in a specific color and match that color of paint for the frame around the doors and windows. Mr. Foster stated that the storefront windows are extremely large and when the building is occupied with tenants, the appearance will be much different than what we see today. He stated that if the wood is an issue of the front of the building, he would advocate for replicating it and moving it into the signage itself. For this approval, he would be an advocate removing it during this phase with the intent that it will show up somewhere in the signage. Mr. Foster asked if the weathered wood would be appropriate for the back of the building. Mr. Whelan stated that what the Landmarks Commission was here to do is protect the architectural integrity of the building. Chairman Zuilhof stated that the back of the building has its own history and could stand a facelift.

Ms. Lloyd asked if Staff had any recommendations prior to a motion so that it could be included. Ms. Sparks stated that most of the items of concern have been discussed. The items that may need more clarification include:

- Canopy material – is the material ok? There is not as much historic significance on the back of the building. Galvanized Metal is the proposed material which is not normally a preferred material; however, the rear of the building is not as architecturally significant.
- The stone at the base of the building in the back is actually a faux stone material. Chairman Zuilhof stated that if the applicant wished to paint the stone-like material, a silicone or mineral paint must be used. Ms. Lloyd stated that stained stone would offer no maintenance.

- Southern elevation - Do not remove any existing hardware from the awnings. Today it was discussed that if the hardware was removed, the pockets would remain in case they want to bring them back.

Chairman Zuilhof suggested a motion was in order, subject to Staff recommendations, in addition the wood element from the front will be removed and become a sign element later, also the applicant be required to work with staff to find colors most consistent with design guidelines.

Mr. McGory asked if Staff was ok with the colors suggested. Ms. Sparks stated that Staff had no objection to the colors and would work with the applicant to acquire an appropriate look. Mr. Miller stated that the color sample does not match the rendering, which Chairman Zuilhof stated is expected. Mr. Miller stated that he associates art deco with cobalt, emerald, glasswork/glassware of art deco pieces.

Mr. Miller moved to follow the Chairman's suggested motion to approve the application subject to Staff recommendations, in addition the wood element from the front will be removed and become a sign element later, and also the applicant be required to work with staff to find colors most consistent with design guidelines. Mr. Galea seconded the motion. The applicant requested the clerk read the motion as presented.

Ms. Sparks asked for clarification on the motion. Specifically if the motion would also include Staff's recommendation of not allowing paint to the stone at the base of the building and if the Commissioners agreed that if the awnings were removed, the hardware could also be removed if the pockets would remain in case they want to bring them back. Mr. Miller stated that he understood that paint or stain would be allowed on the northern elevation. Therefore, Mr. Miller moved to amend his motion to include permission to paint or stain the stone or faux material at the base of the building and removing the canopies and hardware be allowed if the pockets remain. Ms. Lloyd seconded the amendment to the motion. The amended motion was approved by unanimous vote. Chairman Zuilhof asked for a roll call on the Mr. Miller's motion to approve the application subject to Staff recommendations, in addition the wood element from the front will be removed and become a sign element later, the applicant be required to work with staff to find colors most consistent with design guidelines, the applicant has permission to paint or stain the stone or faux material at the base of the building and when removing the canopies and hardware, the pockets must remain in case the canopies are brought back at a later date. The application was approved with unanimous vote.

Ms. Sparks presented that Scott and Ray Thom, Market Street LLC had submitted an application for exterior renovations to the property located at **301 E. Market Street**. The building is a noncontributing building within the downtown commercial historic district. The larger addition along Market Street was constructed in 1980's, the portions of the original building along Hancock Street and Market Street was constructed in a Victorian styling and constructed in 1890.

The applicant had proposed two openings for garage doors along the frontage Market Street. The doors will be glass, which will allow ventilation within the space but also increase natural light. The proposed use will be a gym within the building. Staff recommended approval of the

proposed openings as this portion of the building does not have any historical significance as it was constructed in the 1980's.

Mr. McGory stated that his preference would be for the framing of the doors to be a dark color to match the rest of the building. Chairman Zuilhof asked if there was an encroachment easement for the ramp to the door. Ms. Sparks answered that there is an existing easement to the doors but this is not part of the application. The application is for 2 garage doors to be installed in the portion of the building that was added in the 1980's.

Mr. McGory moved to approve the application subject to Staff recommendations in addition, the Commission would like for the framing of the doors to match the brick façade of the building. Ms. Lloyd seconded the motion, which was approved by unanimous vote.

Ms. Sparks stated that Mr. Greg Voltz had applied for a grant to get State funding to update our design guidelines and provide training for the Landmarks Commission.

Ms. Lloyd moved to adjourn the meeting. Mr. Whelan seconded the motion. The meeting adjourned at 6:37PM.

Debi Eversole, Clerk

Michael Zuilhof, Chairman

Landmarks Commission
March 28, 2018
Meeting Minutes
"Draft"

The Chairman called the meeting to order at 5:45PM. The following members were present: Mr. David Miller, Mr. Pete McGory, Chairman Michael Zuilhof, Mr. Conor Whelan, Mr. Joe Galea, and Ms. Nikki Lloyd. Ms. Angela Byington, Ms. Casey Sparks and Mr. Greg Voltz and represented the Planning Department; and Debi Eversole, Clerk from the Community Development Department. Mr. Jim Jackson was absent. There were 6 voting members present.

Ms. Sparks presented that Rush Sloan House had submitted an application for exterior alterations to the building at **403 E. Adams Street**. The application includes exterior renovations including:

1. Windows
2. Doors - Wooden doors to the exterior entrances
3. Front Entrances & Deck - railing and concrete stairs along the porch entrance. Deck within the rear yard.
4. Fencing - 6' fencing with decorative features

She stated that the Planning Staff had been trying to work with the applicant to obtain additional information that is lacking in the application. There had been no response from the applicant, nor was he present for meeting.

Staff recommended tabling the item until additional contact with the applicant could be made to obtain the additional information requested.

Ms. Sparks suggested that if the Commissioners had any initial feedback in regards to the application, she would forward to the applicant to make the next meeting more efficient.

Chairman Zuilhof stated that he noticed composite on the porch deck and would rather see a wooden porch deck.

Mr. McGory wondered what the appropriate material would be for a porch deck on this type of structure.

Mr. Galea noticed that there is a drawing included in the packet that suggested the style of the proposed fencing appeared to be wooden slats which would seem to be inappropriate. Ms. Sparks stated that she specifically asked the applicant to clarify the material to be used for the fencing.

Mr. Miller agreed with Mr. McGory's comment and wondered if the deck was original to the structure or if it was added at a later date. Although it may look nice, it may not be of pure architectural style. Ms. Sparks stated that the drawings show the proposed location of the deck. Mr. Whelan stated that the drawings indicated that there are two proposed decks. One is in the back along Franklin Street and the other is closer to Adams Street. One made of wood

and the other concrete. He wondered if we could ask the applicant why they were not proposed to be the same. Mr. Galea stated that if they could compare houses from the same era, in downtown areas, you may see large Victorian style homes with large decks but that may not be appropriate for this structure.

Ms. Sparks stated that the proposed use of the structure will be a bed and breakfast. She wondered if the tenants of the bed and breakfast would utilize a larger deck and wondered if that was why the applicant wished to add the decks.

Chairman Zuilhof stated that he doesn't believe that the standards would prohibit additions of this sort, but the standards would discourage the faux features.

Mr. McGory stated that according to the drawings, it looked like one of the decks would be concrete posts and slab, which in his opinion would seem more appropriate than a treated lumber.

Ms. Sparks stated that she requested the applicant provide a sketch showing how the finished structure would look along with what materials would be used. This may answer some of the concerns that were raised tonight.

Mr. McGory moved to table the application to a later date. Ms. Lloyd seconded the motion, which carried with a unanimous vote.

Mr. McGory moved to adjourn the meeting. Mr. Miller seconded the motion. The meeting adjourned at 6:06PM.

Debi Eversole, Clerk

Michael Zuilhof, Chairman

Landmarks Commission
April 25, 2018
Meeting Minutes
"Draft"

The Chairman called the meeting to order at 5:45PM. The following members were present: Mr. David Miller, Mr. Jim Jackson, Mr. Pete McGory, Chairman Michael Zuilhof, Mr. Conor Whelan, Mr. Joe Galea, and Ms. Nikki Lloyd. Ms. Casey Sparks and Mr. Greg Voltz and represented the Planning Department; Mr. Justin Harris represented the Law Department; and Debi Eversole, Clerk from the Community Development Department. There were 7 voting members present.

Chairman Zuilhof stated that at the Monday, April 23, 2018 City Commission meeting, the following new members have been appointed to the Landmarks Commission: Mr. Tim Berkey, Mr. Allen Griffiths and Mr. Jon Lawrence. The following members have been relieved of their duties as Landmark Commissioners: Mr. Conor Whelan, Mr. Pete McGory, Mr. Jim Jackson and Mr. David Miller. Mr. Harris stated that it was never intended that the Planning Commissioners would remain on the Landmark Commission, as the State of Ohio had recommended that the Landmarks Commission be a separate body of commissioners. The next meeting of the Landmarks Commission will include the following members: Mr. Tim Berkey, Mr. Allen Griffiths, Mr. Jon Lawrence, Mr. Mike Zuilhof, Mr. Joe Galea and Ms. Nikki Lloyd. There is a vacancy for the 7th commission member.

Mr. Miller moved to take from the table the application for exterior alterations to 403 E. Adams Street. Mr. McGory seconded the motion. The motion carried with a unanimous vote.

Ms. Sparks presented that Rush Sloan House had submitted an application for exterior alterations to the building at **403 E. Adams Street**. The application includes exterior renovations including:

1. Windows
2. Doors - Wooden doors to the exterior entrances
3. Front Entrances & Deck - railing and concrete stairs along the porch entrance. Deck within the rear yard.
4. Fencing - 6' wrought iron fencing with decorative features

The applicant has provided further details indicating that the deck and the veranda will be of a concrete material similar to the previous structures that were there. The applicant also provided a site plan indicating where the 6' wrought iron fence will be located. A 2' variance needs to be requested for the proposed fence in the side and front yard.

The applicant had provided images indicating the windows that are proposed to be replaced. The applicant requested all wood windows with the exterior of the wooden sash covered in white painted aluminum. Heritage Building Restoration Consultants did have some information on their website regarding the previous alterations.

Staff is recommending approval of the proposed alterations. Staff would recommend that all

the 1st and 2nd floor windows along Adams and Franklin Street be full wood windows. The 3rd floor and interior facing windows could be wood windows with aluminum cladding.

Mr. Galea stated that in the prior meeting, it was discussed that a porch on Franklin would be rehabbed. Would that still be subject to approval or is that considered ok to go. Chairman Zuilhof stated that provided pictures of the project for point of reference to the applicant.

Mr. Chris Wiedle, stepped to the podium and stated that the porch on Franklin Street is concrete in nature and the posts are original in nature. He stated that he recovered original porch posts during deconstruction. The back quadrant of the house, far northeast corner was 2 shed roofs inside of a shed wall. When purchased, there was a 112 roof put over top of the 2 porches but the porches were not removed. When the applicant removed the porches, he found original porch posts. He duplicated these posts used on the Franklin Street porch. This addition is keeping with what the original posts and deco was on the porch. The veranda and east porch are based on the 1903 picture. The original application referenced composite but the applicant would like to see concrete post beam and poured concrete deck. The original railing will be duplicated upon approval with the Building Department. There will be a stone wall installed 3' out from the veranda perimeter, filled with soil to assist in meeting the height requirements of the railings. The house is on the National Registry and according to the State of Ohio, the applicant does not have to conform to the 4" spacing required on new construction. This will allow for a low railing which imitates the previous railing on the veranda.

The windows in the widows walk were replaced prior to the purchase of the property. They are painted a brindle color to match the color scheme. However, those 12 windows are the only windows painted that color and are not the original color of the windows. Original color of the windows was white. When looking into replacement windows, it was made clear to him that he had to retain as much square footage of glass as possible. For that reason, he discarded the idea of vinyl replacement windows. The first bid came in at over \$100,000 for the 3 floors. That bid was not accepted. He noted that there are a number of windows underneath the cornices that are painted white. They were windows with sashes and they were replaced with without sashes. This increased the number of light on the third floor and retained as much square footage of glass as possible. He stated that he will not be replacing the two windows in the front parlor. He stated that the window frames and sills are sound and only have to replace one window sill. He showed a replacement window that he used on the project that is wood clad interior and aluminum exterior. The window was under \$500.00. He referenced 2 replacement windows on the east of the house that have been installed and cost in excess of \$1,100.00 each. He stated that if he gets wood exterior, they cost double and also are one square foot less glass. Chairman Zuilhof stated that the standards do not require to add square footage, but to keep with the original scale of the original windows.

Mr. McGory stated that aluminum cladding would not be that noticeable. Looking at what has been done, the cap and base and sides of windows may be stone, a taupe color. What are the options of the aluminum cladding? Mr. Wiedle stated that none of the color options blend with the color of the building. He added that he is wrapping the exposed wood with sand/taupe color aluminum to blend in. The finished product will be the yellow wall, tan all the way around the window and white 2-3 inch bead to accentuate the window itself.

Mr. Miller stated that while the white aluminum cladding looks most like the original, if for some reason someone wanted another color, it is possible to paint the aluminum cladding. The applicant stated that one would have to sand it, scuff it, scour it, etc. You would also have to maintain it afterwards.

The doors that are in the building are steel, the exterior doors are standard 6' 8" doors that have had filler put in above them. The doors from the front view will be 8' double doors. On the side of the house where the veranda is are the same 6' 8" steel doors. They will be replaced with 9' 3" doors. All exterior doors will be clad with sapele mahogany and stained mahogany red. At the back of the house (north side), there is one door that has no porch on it. There will be a steel 6 panel door to accommodate wheelchairs. There will be a wheelchair lift installed.

A 1903 photo showed a standard 30" wrought iron fence which is not to scale with this size of house. The applicant proposed a 6' wrought iron fence and will apply for a variance. It will not be a privacy fence and the plan shows every third post will have a low wattage lamp on top of it. The drawing shows a brick area for an unloading zone at the front of the house (Adams Street) and the applicant will request approval from the Engineering department to use the 6' wide boulevard area between the sidewalks and curb and put in a bricked unloading area.

There are 2 new windows on the third floor that are egress windows required by the Building code. The first is on the north side and one on the east side. They meet the minimum requirements for width and height but do not meet the minimum requirement for square inches so a variance was obtained.

Chairman Zuilhof asked if there were any wooden decks proposed? The applicant stated that concrete is proposed. Chairman Zuilhof stated that he was concerned with encasing the wood trim with aluminum. Aluminum is not part of the standard. He added that this process has a tendency to trap moisture rotting the wood behind it. He said that there is sound wood around a good portion of the windows. The applicant stated that the wood that is shown is the actual 2" lumber casing that is embedded into the masonry house. To replace it, you would have to remove the window, separate the 170 year wood from the masonry and put new wood in. Chairman Zuilhof stated that he was only pointing out that wood appeared sound and may be salvageable rather than wrapping them in aluminum. The applicant stated that there was only one sill in the house that was rotted and that had already been replaced. The only intention with the aluminum wrapping is to protect the existing wood.

Mr. Whelan stated that he understood that the standards don't want aluminum on the exterior but considering the time, money and effort that the applicant is putting into the property to retain the architectural details, he stated that it made sense to allow the aluminum on the exterior. Chairman Zuilhof stated that this commission is required to follow the standards within reason.

Mr. Miller stated that Mr. Whelan's point is not lost with him. He added that with the 4 members being replaced tonight is our last meeting. If we stand together, we have the potential to have this impact. That being originally I think there was some sub vent that the Landmarks Commission at some level needs to reflect the sensibilities of the community. Now, I also understand that there was some percentage of the Landmarks Commission that was to

be reserved exclusively for those people who have special expertise in certain sensitivities in historic this and that. Common sense probably doesn't play into anything here but I'm persuaded by the fact that the windows, will more closely from anybody from the street, or anything getting up to very close be indistinguishable from wood. It will last a lot longer, cost \$35,000 less, so as a final shot representing common sense or public opinion or the values of the community, I would like to make a motion that we approve the submitted application for exterior renovations. Mr. McGory seconded the motion. Chairman Zuilhof clarified that the motion was to approve the entire application. Mr. Miller stated for point of discussion.

Ms. Lloyd clarified that the \$35,000 is the difference between replacing all of the windows with wood vs aluminum cladding. And added that Staff's recommendation is that 2 sides of the house are wood and 2 sides of the house be aluminum clad. Ms. Sparks stated that anything facing a right-of-way on the 1st and 2nd floor would be recommended to be all wood windows. The interior facing windows and 3rd floor windows would be aluminum clad windows. Ms. Lloyd asked the applicant the percentage of the windows that are facing the right of way on the 1st and 2nd floors. The applicant stated that on the Adams Street side there are 5 windows being replaced on the 1st and 2nd floors. Chairman Zuilhof stated that since the windows in the widow's walk are painted wood, is the intent to repaint them? The applicant replied that they are painted in a contrasting color and that will remain the same. The applicant added that there are 21 windows on the Franklin Street side of the building. Ms. Lloyd stated that there would still be a \$20,000 cost associated with the Staff's recommendation rather than the motion on the floor. It is important to keep the integrity of the house, however, there has been technology realized since then and the less maintenance in the next 20, 30 or 40 years is the better chance that the home will remain looking historic for years to come.

Mr. Whelan was concerned with different windows on different areas of the home. The concern is that if different manufacturers are used, the windows may not look exactly the same. He felt that a consistency would probably be more important than preserving a couple of wood windows.

Mr. Miller stated that he was very impressed with the proposed restoration. The concern that he had with the application was the addressed replacement of the proposed wooden deck with the cement beams and poured floor. To him that is more of the Italian veranda kind of thing that he would picture as being appropriate. The 1901 photo that showed that sort of condition. I'm not sure if the 6' fence is an issue for anybody, but the fact that you can see through it, he is impressed with the applicant's attention to detail and this would be a marvelous addition to that street and to our historic history.

Chairman Zuilhof stated that it is a myth that clad windows last longer. The surface may hold up better, and a painted surface is subject to weather and aluminum clad window could last longer. There is a serious problem with cladding both vinyl with vinyl and aluminum with trapping moisture and causing the wood to rot. The standards address this too. He stated that he is worried with the color scheme and stating that the applicant is not going to repaint this because it does not need it. He felt that this body was properly interested in colors and having mis-matched colors because it does not need paint would not be consistent with what we're supposed to be doing. He does worry about accelerating and damaging and cladding wood that doesn't need it and it might be better and cheaper to simply paint. It could last 10 – 20 years. That is only his opinion based on his personal experiences.

Chairman Zuilhof preferred to amend the motion to ask that the window paint scheme be consistent throughout and not simply leave mismatched window colors for convenience.

Mr. Miller asked if it was reasonable to conclude that given this man's historic sensitivity that there's a lot of money to be pumped into this thing and in due course it will come to pass that they will be white. He added that this was not the highest priority at this point. Chairman Zuilhof stated that it may not be the highest priority, but preserving the wood window trims and painting them rather than cladding them would be preferable.

The applicant stated that it is more expensive to clad the windows but the reason that he is doing it is that he is trying to preserve the integrity of the building. The wood that you are referring to is a 2" piece of wood that's being clad, caulked for the reason that the wood is 165 years old.

Mr. McGory moved to suspend debate and called the question. Ms. Lloyd seconded the motion. The motion carried with a unanimous vote.

The previous motion on the table was to approve the application. The motion carried with a 6/1 vote, Chairman Zuilhof voting against.

Mr. Galea moved to adjourn the meeting. Mr. Whelan seconded the motion. The meeting adjourned at 6:51PM.

Debi Eversole, Clerk

Michael Zuilhof, Chairman

CITY OF SANDUSKY, OHIO
PLANNING DEPARTMENT

LANDMARK COMMISSION REPORT

ORDINANCE AMENDMENTS TO CHAPTER
1161 OF THE PLANNING AND ZONING CODE

Reference Number: PC-11-18

Date of Report: December 10, 2018

Report Author: Tom Horsman, Assistant Planner



City of Sandusky, Ohio

Landmark Commission Report

BACKGROUND INFORMATION

The City of Sandusky has submitted the following application, below is the information that is relevant to this application:

Applicant:	City of Sandusky 222 Meigs Street Sandusky, Ohio 44870
Applicable Plans & Regulations:	City of Sandusky Comprehensive Plan Sandusky Zoning Code Chapter 1161

DESCRIPTION

The City Commission had passed the Landmark Preservation ordinance in 2015, which created the Sandusky Landmark Commission and allowed for the designation of local landmarks. It also created a process by which any exterior changes to designated historic and landmark buildings and sites would need to be reviewed and approved by the Landmark Commission. Staff has submitted proposed amendments to the Landmark Preservation chapter.

Purpose: The amendments to the Landmark Preservation chapter involve four areas: 1) Clarifying specific criteria for granting a certificate of appropriateness, including adding criteria for demolition, 2) Allowing the Landmark Commission to delegate to staff the ability to review minor changes, 3) Adding additional language to the minimum maintenance requirements section, and 4) General streamlining and clarifying of language in the ordinance.

Item for Consideration: Amendments to **Chapter 1161 Landmark Preservation.**

Chapter 1161 shall state the following. Additional items are in red and removed words are struck through:

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~~ **monthly, unless determined otherwise, and at the call of the Chairman and at such other times as the Landmark Commission may determine.**
- (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 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 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 landmark properties, sites, 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 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 renovations 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 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 Landmarks found in section 1161.06. Sandusky The 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 **building, structure, or site** designation.
- (i) Sixty percent of the affected property owners must consent to **the** proposed Landmark **district** 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 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 Landmark Commission.**

(1) The 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. The Landmark Commission shall have the ability to rescind the granting of such 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 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 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 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 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.

(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 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 his or her section.

CONCLUSION/RECOMMENDATION

In conclusion, planning staff recommends that Planning Commission recommend the proposed amendments to City Commission.

CITY OF SANDUSKY, OHIO
PLANNING DEPARTMENT

PLANNING COMMISSION REPORT

APPLICATION FOR MAP AMENDMENTS TO
FIRST STREET PARCELS 57-03841.000, 57-
03857.000, 57-03858.000, 57-03851.000, 57-
00555.000, 57-03852.000, 57-09852.001.

Reference Number: PC-18-24

Date of Report: December 11th, 2018

Report Author: Tom Horsman, Assistant Planner



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

D. Jeffrey Rengel, as an authorized agent of RLR Properties and Central Erie Ltd., has applied for a rezoning of property from R1-40/Single-Family Residential to CR/Commercial Recreation. The following information is relevant to this application:

Applicant: D. Jeffrey Rengel
421 Jackson Street
Sandusky, Ohio 44870

Site Location: Property 1: Parcels 57-03841.000, 57-03857.000, 57-03858.000 and
Property 2: Parcels 57-03851.000, 57-
00555.000, 57-03852.000, 57-09852.001.

Zoning: “R1-40” Single-Family Residential

Surrounding Zoning: North- First Street, then “CR” Commercial Recreation / Use: Residential
East- “R1-40” Single-Family Residential District / Use: Residential
South- “R1-40” Single-Family Residential District /Use: Vacant
West- “R1-40” Single-Family Residential District / Use: Residential

Existing Use: Vacant Lots

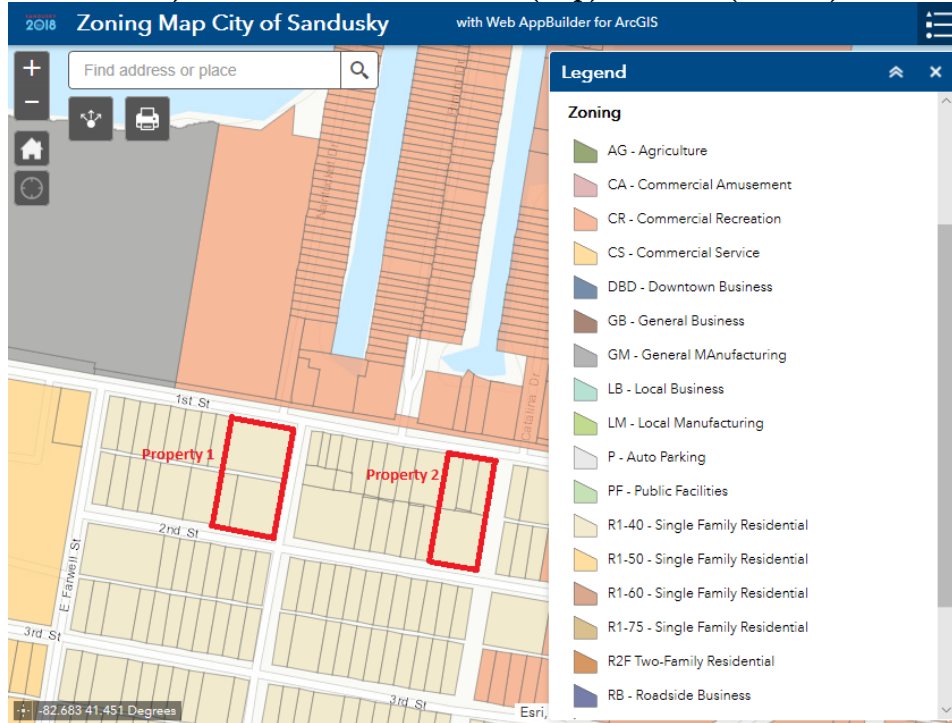
Proposed Zoning: “CR” Commercial Recreation

Applicable Plans & Regulations: City of Sandusky Bicentennial Comprehensive Plan
City of Sandusky Planning and Zoning Code Chapters:
1129 Residential Districts
1137 Commercial Districts

SITE DESCRIPTION

The subject properties are currently located within an R1-40 Single-Family Residential District. The subject property is adjacent to a R1-40 Single Family Residential District on three sides and across First Street is a CR Commercial Recreation District. The parcels of the subject properties are pointed out:

Subject Parcels Outlined in Red (Top) and Blue (Bottom):



Photos of Property 1 Taken November 6, 2018

Looking East on First Street



Looking West on First Street



Looking Northwest on Second Street



Looking Northeast on Second Street



PLANNING DEPARTMENT COMMENTS

The lots are mostly adjacent to other R1-40 residential districts, and across the street from a Commercial Recreation district. A block to the west of Property 1 is a Commercial Services district, as well as a General Manufacturing District. A block to the east of Property 2 is a Commercial Recreation district.

According to the City's Bicentennial Vision Comprehensive Plan, the vacant land in the eastern neighborhoods along First Street is called to be residential stabilization and infill and mixed-use infill. Since the adoption of that plan, there have been residential projects in development, as well as investments in infrastructure such as the Sandusky Bay Pathway. The city has also implemented a residential tax abatement program. The plan described this area as a great opportunity for residential development within close proximity of recreation areas.

The Bicentennial Comprehensive Plan outlines a number of priorities for the eastern neighborhoods. Some of the priorities related to this site are:

- 1) Creation of the Sandusky Bay Pathway multi-purpose trail along First Street
- 2) Redevelop vacant land and infill to extend and stabilize single family neighborhoods
- 3) Target areas around First Street for residential stabilization and infill and mixed-use residential development

Chapter 1113 Amendments, of the Zoning Code states that the Zoning Map may be amended periodically in order to keep it abreast of new zoning techniques, as well as when the following general conditions arise:

- (1) Whenever a general hardship prevails throughout a given district;
- (2) Whenever a change occurs in land use, transportation, or other sociological trends, either within or surrounding the community; and
- (3) Whenever extensive developments are proposed that do not comply but would be in the public interest.

Understanding the goals set for this area by the city's comprehensive plan, as well as the fact that staff believes the rezoning would not satisfy the above conditions, staff would not recommend the rezoning of these properties.

ENGINEERING STAFF COMMENTS

The City Engineer has reviewed the proposed zoning amendment and has no objections.

BUILDING STAFF COMMENTS

The City Building Official has reviewed the proposed zone map amendment and has no objections.

POLICE DEPARTMENT COMMENTS

The City Police Chief has reviewed the proposed zone map amendment and has no objections.

FIRE DEPARTMENT COMMENTS

The City Fire Chief has reviewed the proposed zone map amendment and has no objections

CONCLUSION/RECOMMENDATION

In conclusion, staff does not recommend the approval of the rezoning for these properties. The comprehensive plan calls for residential stabilization and infill and mixed-use development in this area and there are significant public and private investments planned for this area, including the creation of the Sandusky Bay Pathway. Staff believes that there are viable uses for these properties as they are currently zoned.

If the rezoning is approved, any commercial development would require site plan approval and possible vacation of an alley.

CITY OF SANDUSKY, OHIO
DEPARTMENT OF PLANNING

PLANNING COMMISSION REPORT

PETITION FOR VACATION OF PORTION OF
20' ALLEY LOCATED BETWEEN 1625 AND
1631 CLEVELAND RD.

Reference Number: PC-22-18

Date of Report: 12-10-2018

Report Author: Greg Voltz, Planner



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

Nunzia and Carmelo Ruta has submitted a petition for the vacation of portion of 20' alley located between 1625 and 1631 Cleveland Rd. The following information is relevant to this application:

Applicant: Carmelo & Nunzia Ruta
2407 Deerpath Drive
Sandusky, Ohio 44870

Authorized Agent(s): John A. Feick
224 E Water Street
Sandusky, Ohio 44870

Peter J. McGory
1401 Cleveland Rd
Sandusky, Ohio 44870

Site Location: Alley located between 1625 Cleveland Road (DV 393 PG 413) and 1631 Cleveland Road (DV 391 PG 569).

Zoning: North: "R1-50" – Single-Family Residential
South: "GB" – General Business
East: "GB" – General Business
West: "GB" – General Business

Site Area: Alley – 0.2080 Acre

Existing Use: Vacant – City right-of-way

Proposed Use: The proposed vacated area will split between parcels currently owned by Carmelo & Nunzia Ruta and District Petroleum Products, Inc.

SITE DESCRIPTION

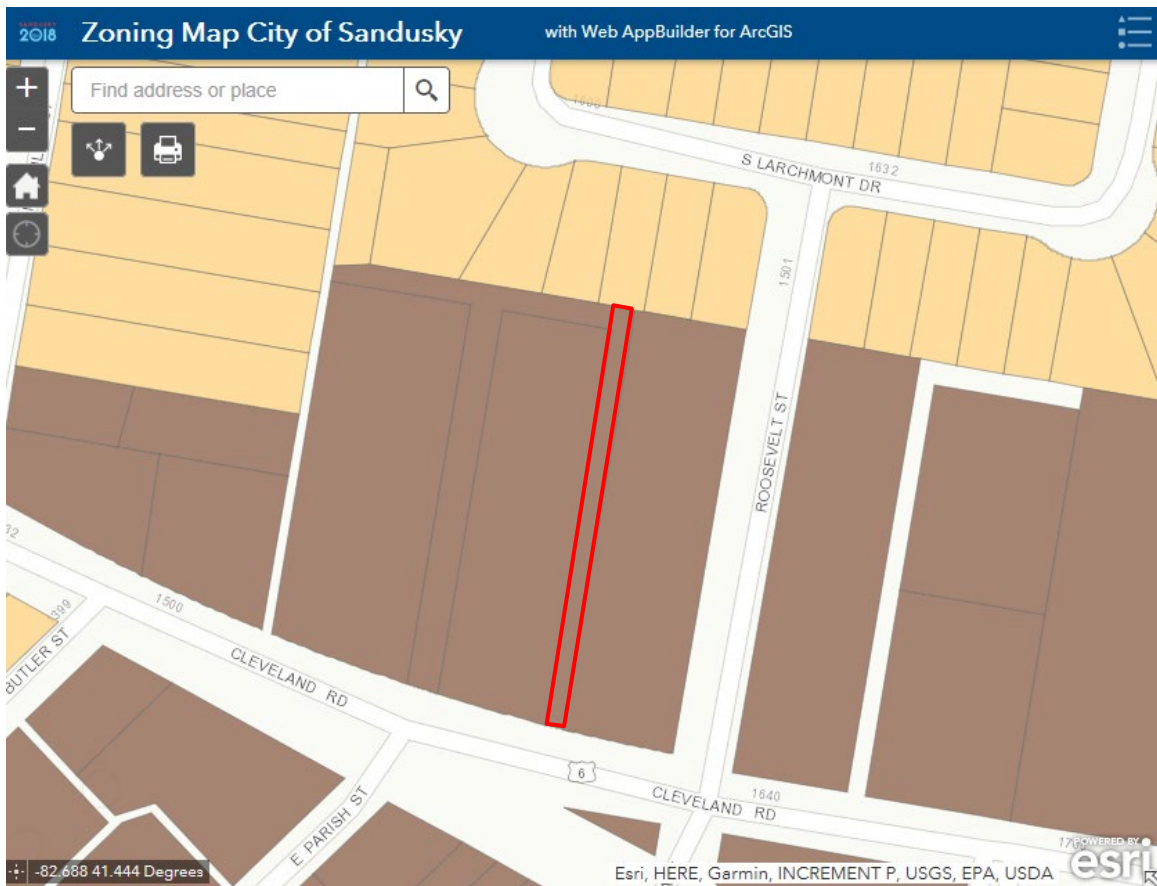
The Alley located between 1625 Cleveland Road (DV 393 PG 413)(Parcel #57-04104.000) and 1631 Cleveland Road (DV 391 PG 569)(Parcel #57-01269.000). The parcels adjacent to the right-of-ways are currently zoned as “GB”/ General Business and “R1-50” / Single Family.

Per the Ohio Revised code the proposed vacation of the alley and street would be divided between the property owners, in this case between Carmelo & Nunzia Ruta and District Petroleum Products, Inc. The applicant proposes to vacate the parcel to clean up the property and create a more marketable parcel.

Please see below for an aerial photo, and zoning map of the subject property.

Alley Outlined in Red





ENGINEERING STAFF COMMENTS

The City's Engineering staff has reviewed the proposed vacation and has no issues. The owners would also need to coordinate with Ohio Edison for any electrical service.

BUILDING STAFF COMMENTS

The City Building Official has reviewed the proposed vacation and has no issues.

POLICE DEPARTMENT COMMENTS

The Police Department has reviewed the proposed vacation and has no issues.

FIRE DEPARTMENT COMMENTS

The Fire Department has noted that they have reviewed the proposed vacation and has no issues.

CONCLUSION/RECOMMENDATION

In conclusion, planning staff has no objection to the Sandusky City Planning Commission recommending approval of the requested vacations to the City Commission because vacation of the alley will not adversely impact the adjoining properties and all the adjacent property owners have signed the petition. The current area will not land lock any property and the right- of-way is no longer of use for the public.

Proposed Vacation of a 0.2080 Acre Parcel
City of Sandusky

Being situated in the State of Ohio, County of Erie, City of Sandusky, Second Ward, Part Amended Plat of D.L.C. Ransom Subdivision (PV 7 PG 1) and being more definitely described as follows:

Commencing at a monument box, found, marking the intersection of the centerline of Cleveland Road with the centerline of Roosevelt Street (66 FT); Thence North $09^{\circ}58'39''$ East along the centerline of Roosevelt Street, a distance of 497.24 feet to a point on the South line of Eastwood Subdivision No. 3 (PV 16 PG 27); Thence North $80^{\circ}01'21''$ West along the South line of said Eastwood Subdivision No. 3, a distance of 151.80 feet to a point, marking the Northwest corner of a parcel owned by District Petroleum Products, Inc. (DV 391 PG 569) and the point of beginning;

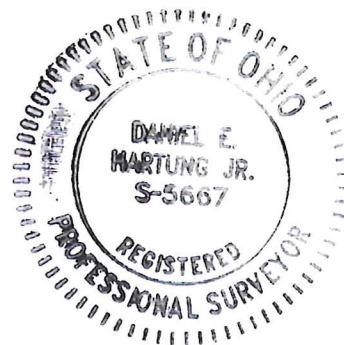
- (1) Thence South $09^{\circ}58'39''$ West along the West line of said District Petroleum parcel, a distance of 453.81 feet to a point on the North line of Cleveland Road;
- (2) Thence westerly along the North line of Cleveland Road, along an arc of a curve to the right, having a radius of 2068.32 feet, a delta of $00^{\circ}33'19''$, a chord bearing of North $76^{\circ}23'12''$ West, a chord distance of 20.04 feet, an arc length of 20.04 feet to a point, marking the Southeast corner of a parcel owned by Carmelo & Nunzia Ruta (DV 393 PG 413);
- (3) Thence North $09^{\circ}58'39''$ East along the East line of said Ruta parcel, a distance of 452.54 feet to a point on the South line of said Eastwood Subdivision No. 3;
- (4) Thence South $80^{\circ}01'21''$ East along the South line of said Eastwood Subdivision No. 3, a distance of 20.00 feet to the point of beginning, containing 0.2080 acre, more or less, but being subject to all legal highways, easements and restrictions of record.

The above description was prepared from an actual survey by Daniel E. Hartung Jr., Professional Surveyor No. 5667 in April 2016. The bearings were assumed only for the purpose of indicating angles.

Daniel E. Hartung Jr. 11/1/2018
Daniel E. Hartung Jr., PE, PS

and Sections 4733-37 thru 4733-37-07 of the Ohio
Administrative Code only. No Field Verifications
for Accuracy made.

Daniel E. Hartung Jr.
Erie County Engineer
Date: 11/01/18



RECEIVED APR 25

Petition for Vacation City Right-Of-Way

John A. Feick, Agent for Carmelo Ruta
224 E Water Street
Sandusky OH 44870
419-625-3241

and Attorney Peter J. McGary
1401 Cleveland Rd
Sandusky OH 44870
419 626-0055 cell 419 239 9613
email: margie@ohiolawfirm.com
co-agent for Carmelo Ruta

The undersigned owners of lots in the vicinity

Cleveland Road, Roosevelt Street and S. Larchmont Drive

Respectfully petition that a portion of said street/alley/right-of-way described as follows:

Alley north of Cleveland Road, west of Roosevelt Street, and south of S. Larchmont Drive in the rear of properties owned by OGR Management, Carmelo & Nunzia Ruta, District Petroleum, Samuel & Classie McCarty, Clyde E. & Janice L. Green, and Robert M. Mayer, Jr.

Be vacated for the reason that it is no longer of use to the public and its vacation will not be detrimental to the general interest.

By signing this petition, we hereby support the proposed vacation and waive our right to public notice. Further, we realize that we shall be responsible for providing a completed petition including a complete legal description and a plat prepared by a professional, suitable for recording, and approved by the County Surveyor.

Name	Address	Date Signed
SCOTT STIPP	1844 RIVER RD	4/20-2014
SCOTT STIPP	1844 RIVER RD	4/20-2014
PRESIDENT CEO	SANDUSKY, OH 44870	
DISTRICT PETROLEUM		
Carmelo Ruta	2407 Deer Path Dr. Sand.	10-24-18
Nunzia Ruta	2407 Deer Path Dr. Sand.	10-24-18

(You may attach an additional sheet of paper if the space provided is not adequate)

Office use only:

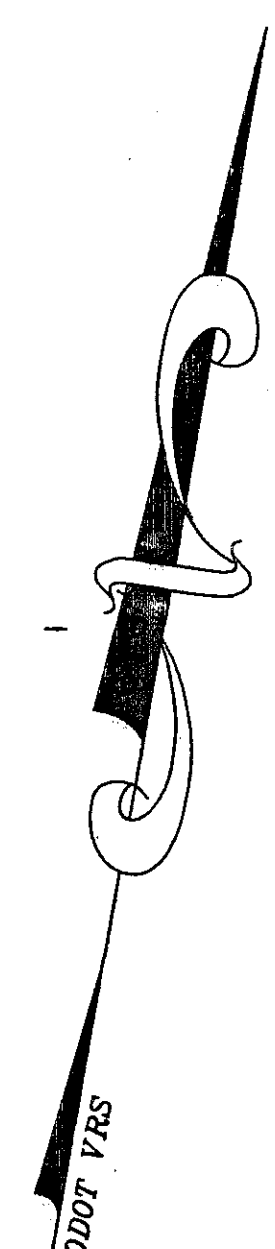
CU \$500.00 filing fee

CU Plat as detailed in "Right-of-Way Vacation Procedures", and approved by the County

Surveyor

CU Legal Description approved by the County Surveyor

CU Completed form containing required signatures



(IN FEET)
1 inch = 60 ft.

DANIEL E. HARTUNG JR.,PE,PS

CITY OF SANDUSKY, OHIO
DEPARTMENT OF DEVELOPMENT
DIVISION OF PLANNING

PLANNING COMMISSION REPORT

APPLICATION FOR SITE PLAN APPROVAL
FOR THE CEDAR FAIR RESORT AND
ATTRACTIONS MANAGEMENT FACILITY OF
BOWLING GREEN STATE UNIVERSITY AT
THE SOUTHWEST CORNER OF EAST MARKET
STREET AND HANCOCK STREET (PARCEL #
56-64051.000).

Reference Number: PC-23-2018

Date of Report: December 10, 2018

Report Author: Greg Voltz, Planner



City of Sandusky, Ohio

Planning Commission Report

BACKGROUND INFORMATION

Norm Beeke, on behalf of Resort School LLC, has submitted a site plan Application for site plan approval for the Cedar Fair Resort and Attractions Management Facility of Bowling Green State University at the Southwest Corner of East Market Street and Hancock Street (Parcel #56-64051.000). The following information is relevant to this application:

Applicant: Resort School LLC
36933 Vine Street
Willoughby, OH 44094

Authorized Agent: Norm Beeke
36933 Vine Street
Willoughby, OH 44094

Site Location: South West corner of East Market Street and Hancock Street (Parcel # 56-64051.000)

Zoning: “DBD” Downtown Business
North: “DBD” Downtown Business
East: “DBD” Downtown Business
South: “DBD” Downtown Business
West: “DBD” Downtown Business

Parking: Required – 0
Proposed – 31 on-site, 8 on-street, 3 handicap

Existing Uses: Parking Lot

Proposed Uses: Mixed-used development with higher education, retail, and housing

Applicable Plans & Regulations: City of Sandusky Comprehensive Plan
Sandusky Zoning Code Chapter
Chapter 1149 Site Plan Review & Off-Street Parking
Chapter 1133 Business Districts

SITE DESCRIPTION

The subject property is located within the Central Business District, at the East Market Street and Hancock Street within the City of Sandusky. The area is zoned “DBD” Downtown Business, which permits the following:

1133.08 PERMITTED BUILDINGS AND USES; DOWNTOWN BUSINESS DISTRICT.

(a) **Main Buildings and Uses.**

- (1) **Single, two and multi-family residential uses above the first floor.**
- (2) **All stores and services permitted in the General Business District;**
- (3) **Public uses as follows and as defined in Section [1123.02](#): governmental, civic, education, religious, recreational and transportation.**
- (4) **Transient Occupancy.**

(b) **Similar Main Uses.** Any other business, service or recreation activity not listed above or in any subsequent use classification and determined as similar by the Commission.

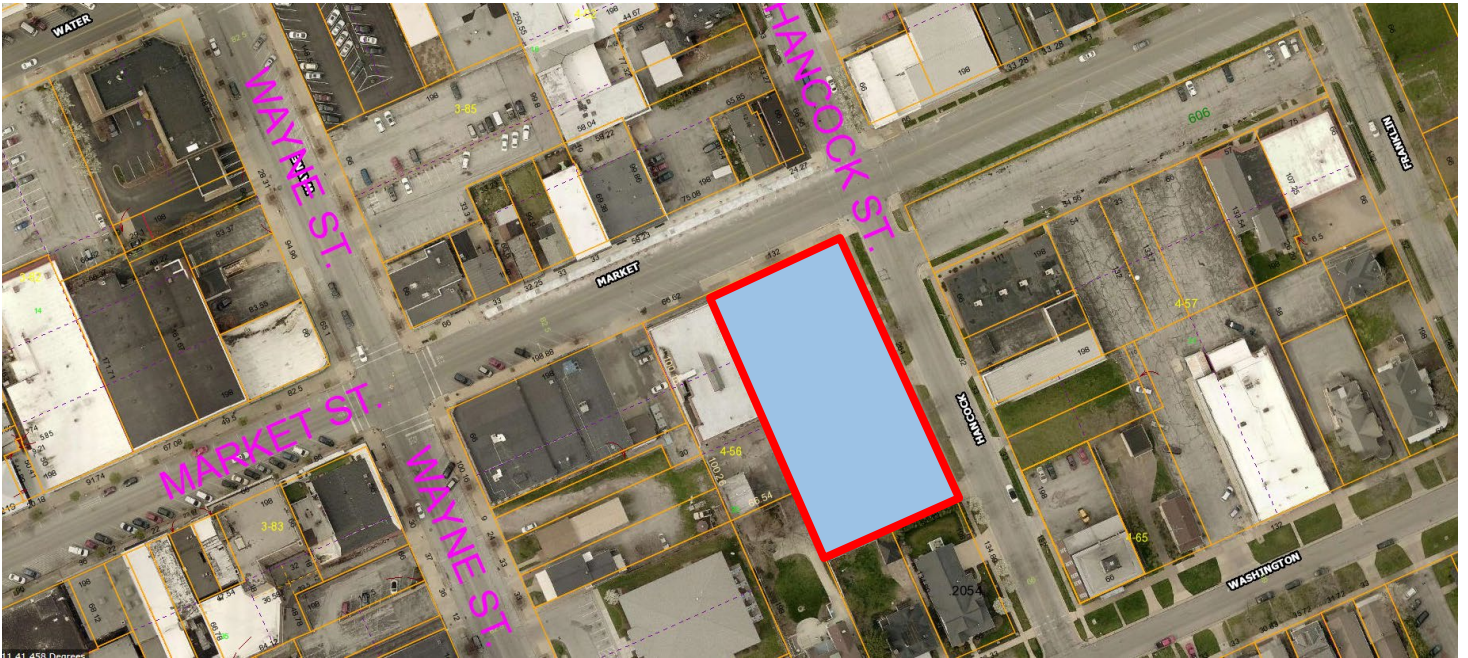
(c) **Conditional Uses Permitted:** Outdoor recreational facilities such as beaches, waterparks, amphitheaters, marinas, swimming pools, etc.

(d) **Accessory Buildings or Uses:**

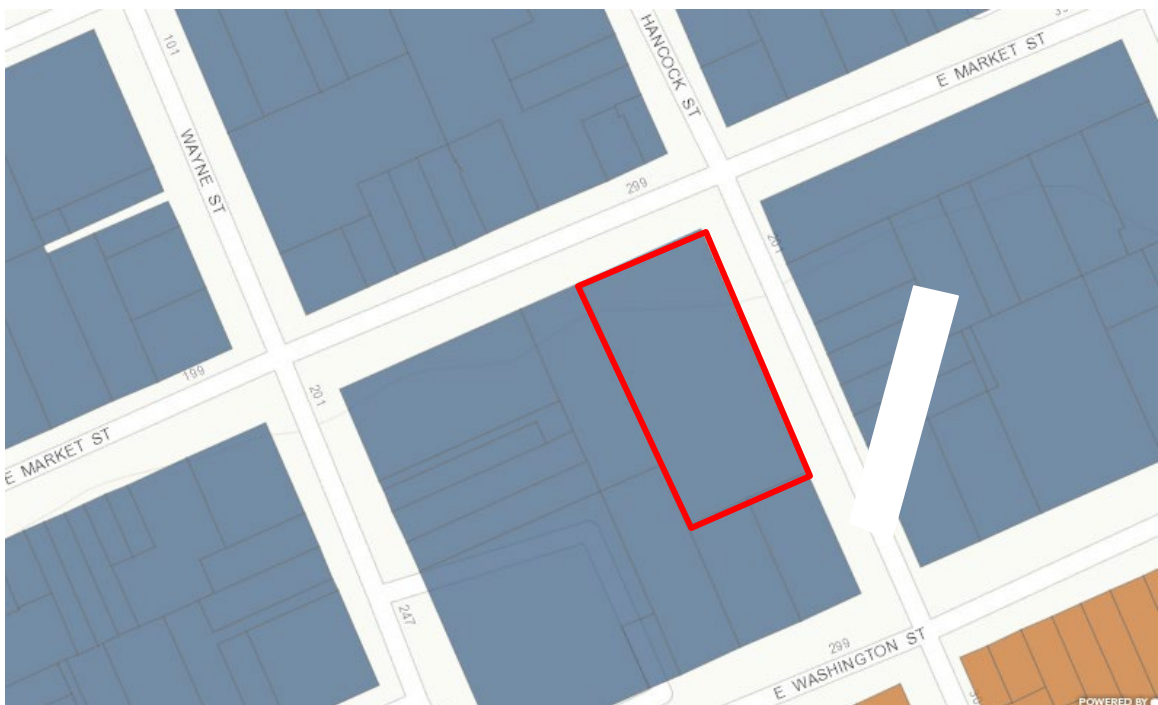
- (1) Accessory off-street parking and loading facilities as required and set forth in Chapter [1149](#);
- (2) Any accessory use and building clearly incident to the conduct of a permitted main use, providing the use has no injurious effect on adjoining residential districts.

(Ord. 17-088. Passed 5-8-17.

SW Corner East Market Street and Hancock



Zone Map – Parcels Indicated



Zoning

 AG - Agriculture	 LB - Local Business	
 CA - Commercial Amusement	 LM - Local Manufacturing	 R1-75 - Single Family Residential
 CR - Commercial Recreation	 P - Auto Parking	 R2F Two-Family Residential
 CS - Commercial Service	 PF - Public Facilities	 RB - Roadside Business
 DBD - Downtown Business	 R1-40 - Single Family Residential	 RMF - Multi-Family Residential
 GB - General Business	 R1-50 - Single Family Residential	 RRB - Residential/Business
 GM - General Manufacturing	 R1-60 - Single Family Residential	 RS - Residential Suburban

DIVISION OF PLANNING COMMENTS

The applicant has submitted a site plan for the newly-created Cedar Fair Resort and Attractions Management Facility of Bowling Green State University. This catalytic project is proposed to be located within the Central Business District (CBD) of the City of Sandusky. The applicants work shows that they were cognizant that a site located as close to the Columbus Avenue core of the CBD would create the best campus environment possible, due to it being within a walkable location, with quick access to transit. This location will also assist in magnifying the substantial economic impact the project will have to the City of Sandusky and area businesses.

Staff has provided comments regarding landscaping, parking, building design, and access. The applicant was open to revising the site layout based on staff comments, the most recent submission reflects revisions such adding in location of landscaped areas, call outs for aisle, and stall widths and lengths. The proposed structure does meet current set back requirements for Central Business District, which is zero feet. Central Business Districts allows for a maximum building height of 125 feet. The proposed 5-story building is well within this requirement. In Planning Commission packets you will find a site plan of the proposed structure and parking. The applicant has supplied staff with detailed renderings that you will see in your packets, and staff has supplied a brief narrative of how the design is compliant with our Downtown Sandusky Design Review Guidelines.

Staff will note that while the site does not require parking, however, since the applicant is supplying parking they will have to meet the requirements set forth in chapter 1149. The applicant does show appropriate size stall depths and widths for the proposed spaces, however the 24' aisle width would require a variance through the Board of Zoning Appeals. Staff would recommend approval of this variance as the adjacent property at 246 Market Street is requesting a 10' easement to access the rear of their property for off-street parking and trash collection. This creates a unique situation where the proposed site plan needs to take the easement into account when designing the proposed parking lot dimensions. It is staff's opinion that a 24' aisle width would be sufficient to serve the parking on the site. The square footage per use and parking is as stated below:

PARKING SPACE STANDARD (SECTION 1149.09)

<u>DESCRIPTION</u>	<u>REQUIRED</u>	<u>PROVIDED</u>
OFF STREET PARKING SPACES	NOT REQUIRED	31 SPACES
STREET PARKING SPACES	NOT REQUIRED	8 SPACES
LANDSCAPE PER PARKING SPACES	100 SF	± 167 SF
100 SF PER 25 SPACES		

AREA SUMMARY

LEVEL 1

ACADEMIC AREA:	12,753 GSF
RETAIL SPACE:	1,496 GSF
RESIDENTIAL:	2,882 GSF
SHARED BLDG SVCS + EGRESS: <small>WATER, ELEC, TRASH, NE STAIR</small>	1,203 GSF

The residential portion on level 1 will be common area, leasing offices, and other shared spaces.

GROSS AREA - LEVEL 1 **18,334 GSF**

TYPICAL RESIDENTIAL LEVELS 2-5

GROSS LEASABLE AREA	12,194 SF	X 4 LEVELS = 48,776 SF
PUBLIC AND CORE AREA	2,739 SF	X 4 LEVELS = 10,956 SF
GROSS FLOOR AREA - LEVELS 2-5	14,933 GSF	59,732 SF

As noted above, per the letter of the Code, the proposed and existing uses would require 0 parking spaces and the applicant is proposing 31 spaces. However, staff does recognize that there will be a significant amount of new residents as part of this development. The development is proposing 80 units of housing with 124 beds. With this in mind, it is important to note the adjacent nearby parking that is currently underutilized, such as the market grounds parking lot (50 Spaces, 2016-2017 parking count showed 15.35% occupancy), the on-street diagonal parking between Hancock Street and Franklin Street (25 spaces, low utilization), and the possibility of adding on-street diagonal spaces between Franklin Street and Warren Street. Residents of the proposed project would be able to apply for City of Sandusky Downtown Residential Parking Pass; and staff will take this project into account as the implementation of the Downtown Sandusky Parking Strategy continues. This too could allow for more spaces to be utilized for residential pass holders. Staff would also like bring to attention the proximity to the downtown transit hub, which would allow residents of this project to live car free or “car light”, as well as the indoor bicycle parking shown on the first floor of the proposed floor plan, which the applicant stated would fit enough parking for 25-30 bicycles.

DESIGN REVIEW COMMENTS

Staff has reviewed the proposal in accordance with the City’s Design Review Guidelines.

The building footprint maximizes street frontage on the site and the facades of the building come to the edge of the sidewalk. This lack of a setback would be consistent with other adjacent buildings and will help to make the sidewalks on this block more walkable.

The building’s height and scale are also consistent with the design review guidelines. It will be two stories taller than the two buildings to the west on the block, and it will be three stories taller than the buildings across the street. The length of the building along Hancock Street would make the building’s proposed height appropriate in terms of scale. The height is also not unprecedented for downtown as the much taller Feick Building is only one block to the west and the Rieger Building further west on Market would be of a similar height.

The façade of the building will be primarily comprised of five materials: ochre buff (reddish) brick veneer, arctic white structural brick, and 3-types of high-pressure laminate panels (graphite grey, front white, and black). The first floor façade is white structural brick, second through third floors are a mix of brick veneer and grey and black laminate panels, and the fifth floor is almost exclusively white laminate panels. There is also a porcelain tile being used at the base of the first-floor windows as well as a cast stone unit as a trim above the first-floor. The surrounding buildings are primarily red brick, with some of the buildings having a mix and darker red brick with lighter brick. The mix of the ochre buff and arctic white brick would nicely complement the surroundings buildings. The design

guidelines state that materials of a new building should stay within the limitation of the surrounding buildings, and the laminate panels would be a unique feature for this area.

Staff has some concern about the amount of laminate paneling on the façades of the building, particularly the exclusive use of it on the fifth floor as well as on the northeast faced above the entrance. Staff requests that the applicant provide samples of the materials so that it can be discussed before the Planning Commission. Staff also had questions about the vents on the façade, particularly on the north side where they sit within the brick veneer. Staff wants to ensure that they will be of similar color to the brick veneer so that they blend in appropriately. Staff also had questions about the windows, whether they are glazed or clear, and what the material and color of the sashes would be. And finally, staff has asked for a lighting cut sheet and information about any other lighting. At the time this report was written, staff has not yet received information regarding these concerns, but has asked the applicant to provide materials and further details at the Planning Commission meeting.

ENGINEERING STAFF COMMENTS

The City Engineer has reviewed the proposed site plan and has stated the following comments and concerns:

BUILDING STAFF COMMENTS

The City Building Official has reviewed the application and has no concerns regarding the proposed site plan; however, building permits and drawings will need to be submitted for any improvements or alterations.

POLICE DEPARTMENT COMMENTS

The City Police Chief has reviewed the application and has no objections to the proposed site plan and has no objections or concerns.

FIRE DEPARTMENT COMMENTS

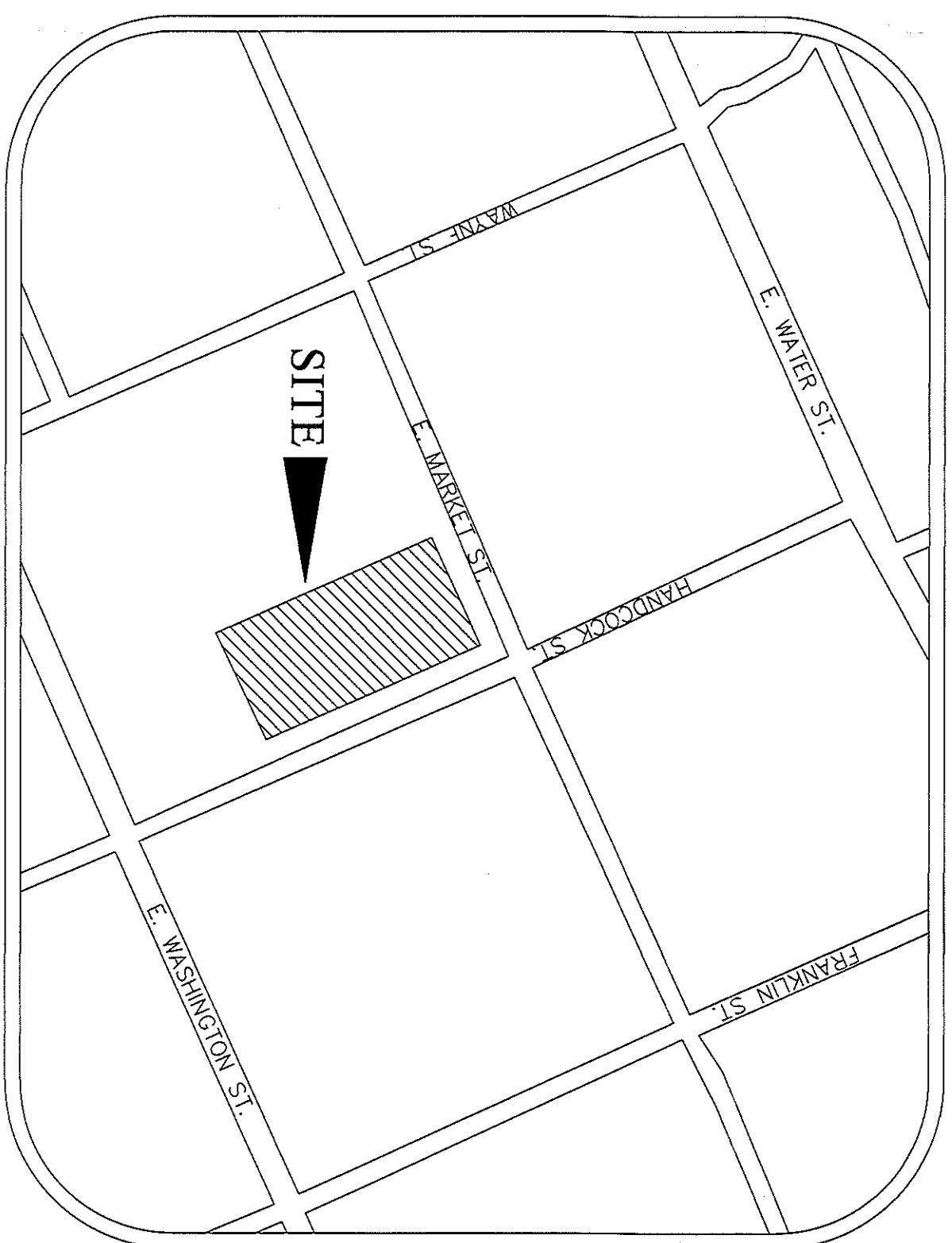
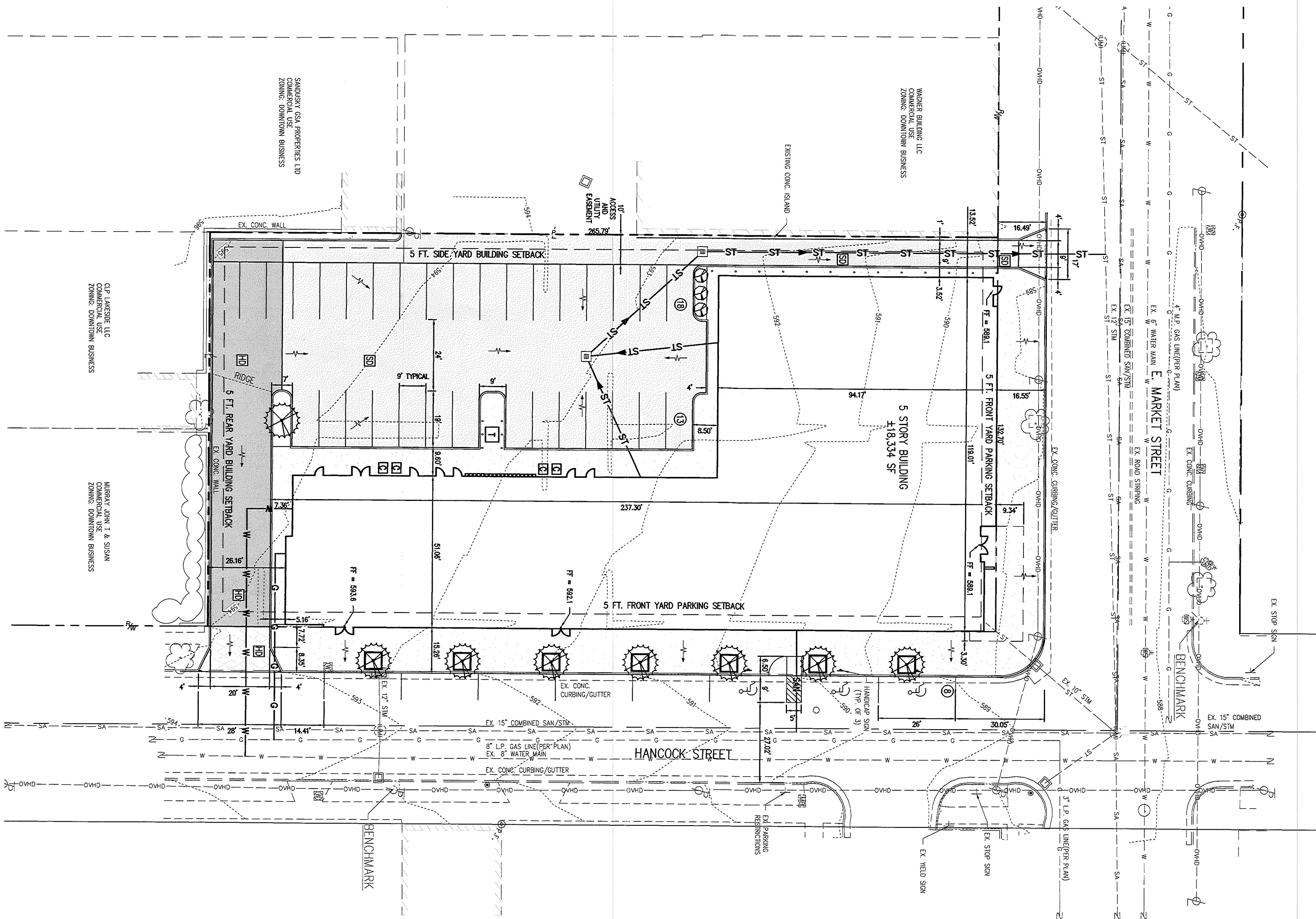
The City Fire Chief has reviewed the application and has no objections or concerns regarding the site plan application.

CONCLUSION/RECOMMENDATION

In conclusion, Planning Staff recommends approval of the proposed site plan for the Cedar Fair Resort and Attractions Management Facility of Bowling Green State University at the Southwest Corner of East Market Street and Hancock Street (Parcel #56-64051.000) with the following conditions:

1. Parking blocks shall be utilized so vehicles are not able to be parked within any easement areas.
2. A one foot (1') variance is approved by the Board of Zoning Appeals for the center aisle width in the off street parking area.
3. The lighting shall be in conformance with section 1149.10 and a cut sheet shall be submitted for staff approval that shows lighting for the parking area be dark sky friendly.
4. Dumpster area is screened with material submitted for staff approval.
5. Type of street trees are approved through the City of Sandusky Public Works Department.


Secondarily, as this is within the Design Review District, after Planning Commission approval of the Site Plan, staff will issue a certificate of appropriateness for the proposed development.




SITE DATA TABLE

OVERSEAS TRAVEL AGENCY	CITY OF SANDUSKI
LOCATION	
ZONING DISTRICT	
DB - DOWNTOWN BUSINESS	

INTENSITY AND DIMENSIONAL STANDARDS (SECTION 13.1.1.1)	
DESCRIPTION	REQUIRED
LOT AREA (MINIMUM)	N/A
LOT WIDTH (MINIMUM)	N/A
FRONT YARD SETBACK	13.2 FT
REAR YARD SETBACK	78.00 FT
SIDE YARD SETBACK	10.00 FT
REAR AND BUILDING SETBACK:	15.52 FT
REAR YARD SETBACK:	5 FT
FRONT AND BUILDING SETBACK:	5 FT
FRONT YARD SETBACK:	26.16 FT
FRONT AND BUILDING SETBACK:	30.17 FT
BUILDING COVERAGE (MINIMUM)	32.0 FT
	N/A
PARKING SPACE STANDARD (SECTION 13.9.9)	REQUIRED
PERCENT OF LOT AREA	NOT REQUIRED
PERCENT OF STREET FRONTING SPACES	NOT REQUIRED
SHEET PARKING SPACES	8 SPACES
LANDSCAPE PER PARKING SPACE	1.67 SF

PROPOSED TREE QUANTITIES				
SYMBOL	TREE TYPE (COMMON NAME)	SPECIES SCIENTIFIC NAME	SIZE	MINIMUM SPACING
	8	RED SUNSET MAPLE	ACER RUBRUM 'RED SUNSET'	2' CAL. BAG PER PLAN

PROPOSED SHRUB QUANTITIES				
SIGNOL	NUMBER OF SHRUBS	SHRUB TYPE (COMMON NAME)	SPECIES SCIENTIFIC NAME	SIZE
	3	WINTER OLEA BOWWOOD	BUSUS MICROPHYLLA JAPONICA, WINTER OLEA	2 GAL. CONT.

PROPOSED PRELIMINARY SITE LAYOUT LEGEND	
	STANDARD DUTY ASPHALT PAVEMENT PER DETAIL
	HEAVY DUTY ASPHALT PAVEMENT PER DETAIL
	STANDARD DUTY CONCRETE PAVEMENT PER DETAIL
	HEAVY DUTY CONCRETE PAVEMENT PER DETAIL
	CONCRETE SIDEWALK PER DETAIL
	PROPERTY LINE
	RIGHT-OF-WAY
	SIGN
	BOLLARD
	POLE MOUNTED SITE LIGHT
	HAND-CAP PARKING SYMBOL
	PROPOSED PARKING SPACES
	PROPOSED STORM SEWER
	PROPOSED SANITARY SEWER
	PROPOSED WATER LINE
	PROPOSED GAS LINE
	CATCH BASIN, FINGER DRAINS WHERE SHOWN ON PLANS
	CLEAN OUT
	FIRE HYDRANT
	WATER VALVE
	TRANSFORMER
	CONDENSER
	EXISTING INTERMEDIATE CONTOURS
	EXISTING INLETS, CULVERTS, BRIDGE, VALLEY, OR GRADE BREAK AS INDICATED
	RUNOFF FLOW DIRECTION
	PROPOSED SPOT ELEVATION
	FINISH FLOOR

DRAWING RELEASE:

No.	Date	Description
1	12/04/2018	PRELIMINARY SITE PLAN

[illegible][illegible][illegible][illegible]

[illegible]

SHEET TITLE:

PRELIMINARY SITE LAYOUT PLAN

LEVEL 1

GROSS AREA - LEVEL 1 **18,334 GSF**



A compass rose with a circle divided into four quadrants by a vertical and a horizontal line. The left half of the circle is shaded black. The text "Project North" is written to the left of the circle, with a line pointing to the shaded area.

PLOTTED: 11/30/2018 1:17:17 PM



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cleveland.
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Cleveland, OH 44115
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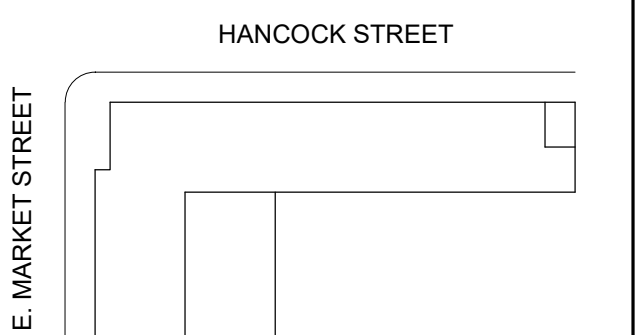
vocon.partners LLC

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GROUP



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PROFESSIONAL SEAL:

Date: _____
John C. Workley Registration Number: 10157
 Expiration Date: 12/31/2019

PROPOSED NEW
CONSTRUCTION FOR:

RESIDENTIAL
STUDENT
HOUSING

Sandusky, Ohio

JOB NUMBER: 180064.00

DRAWING RELEASE:

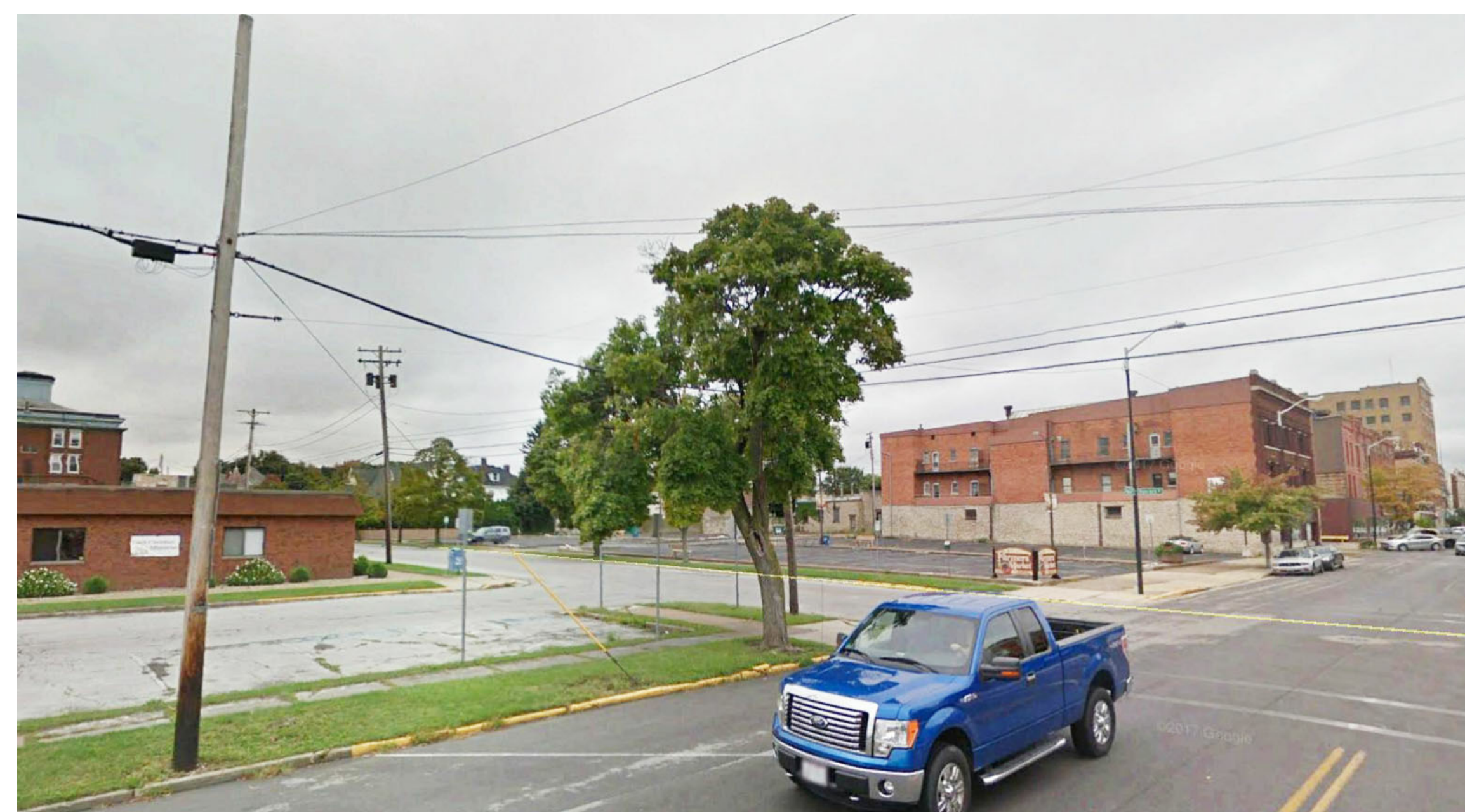
[illegible]

SHEET TITLE:

EXTERIOR VIEWS

SHEET NUMBER:

A203



[illegible]

1 ROOF LEVEL PRESENTATION PLAN

SCALE: 1/8" = 1'-0"

